PlanetMark

Business Certification

Lambert Smith Hampton

YEAR 4

01 January 2023 to 31 December 2023

Measure

Engage

Communicate

Executive Summary

This is Lambert Smith Hampton's 4th year of business carbon footprint reporting and certification to The Planet Mark. Lambert Smith Hampton first calculated the carbon footprint of its reporting-boundary0 for the year ending monthyear0 This year's footprint includes emissions from electricity, t&d losses, natural gas, water, fleet, business travel, waste, paper. Lambert Smith Hampton has been certified with The Planet Mark for the year ending December 2023 based on its absolute reduction and per employee reduction and set a target to reduce emissions by 5% annually.

Lambert Smith Hampton's measured location-based carbon footprint for year ending December 2023 was 721.7 tCO_2e, a decrease of 22.0% from the year ending December 2022. Year-on-year comparison has been normalised to exclude any site where gas consumption has been reported this year but was not reported last year. The carbon footprint per employee was 0.8 tCO_2e (a decrease of 18.7%). Scope 1 emissions (natural gas, fleet travel) account for 15.1%, location-based scope 2 emissions (electricity, fleet travel) account for 30.9% and scope 3 emissions (transmission and distribution losses, paper, business travel, fleet travel, waste, water) account for 54.1%. Lambert Smith Hampton's measured market-based footprint in the year ending December 2023 was 619.6 tCO_2e, a decrease of 36.7% from the year ending December 2022. Lambert Smith Hampton is procuring renwable electricity across many of its sites which results in lower market-based emissions.

There has been a large decrease in building emissions, this may stem partly due to an increase in data quality with much fewer sites needing to be estimated this year.

Measured carbon EMISSIONS

721.7
tCO_2e measured emissions

Measured emissions equivalent to
638 flights from London to New York

0.8
tCO_2e per employee

Buildings

344.8 tCO_2e

Used enough electricity to power **287** UK homes for one year

Travel

354.9 tCO_2e

Travelled **56** times around the world

Waste

10.7 tCO_2e

Produced waste that weighs the same as **4** London buses

Water

2.6 tCO_2e

32 litres per employee per day

Procurement

8.7 tCO_2e

8,627 sheets of paper used per day

Step one.

MEASURE

Measured carbon footprint.
Location BASED

Reporting year:
01 January 2023 to 31 December 2023

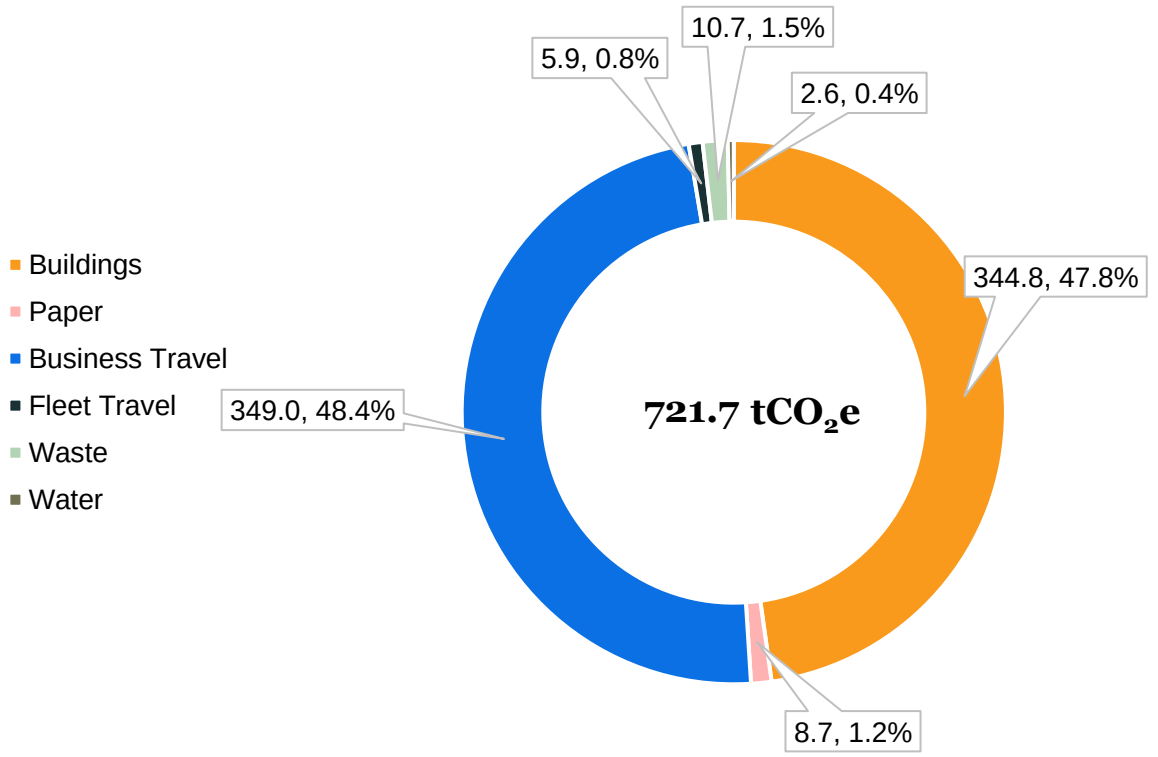
Reporting Boundary:
All UK Sites

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper

Highlights:

Carbon footprint (tCO_2e):	**721.7**
Per employee (tCO_2e):	**0.8**
Next reduction target:	**5%**
Data quality score:	**17 out of 20**

Carbon footprint by emission source for year ending 2023, tCO_2e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).

Measured carbon footprint.

Market *BASED*

Reporting year:
01 January 2023 to 31 December 2023

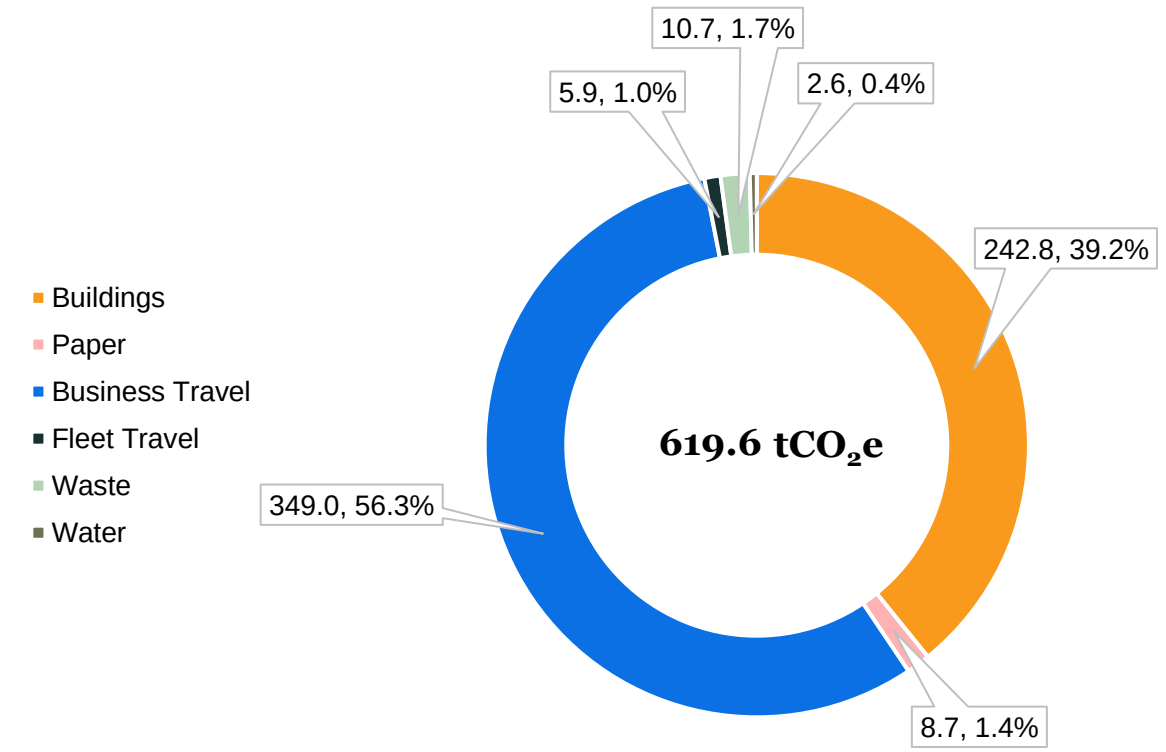
Reporting Boundary:
All UK Sites

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper

Highlights:

Carbon footprint (tCO_2e):	**619.6**
Per employee (tCO_2e):	**0.7**
Next reduction target:	**5%**
Data quality score:	**17 out of 20**

Carbon footprint by emission source for year ending 2023, tCO_2e



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Market-based methodology.

What is market-based carbon footprint measurement?

The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.* For the purposes of year-to-year comparison and reduction, location-based value is used, to ensure consistency and adherence to Business Certification Scheme Rules.

If you have a green tariff:

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being “REGO-backed”. **These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.**

If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier’s fuel mix disclosure declaration. **In some cases, this will be lower than the grid average emission factor used in the market-based approach.** If no tariff or supplier-specific emission factor is available, then an emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

If you have on-site renewables:

If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions for the generated electricity which you consume on-site under both the market-based and location-based methods. Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the location-based method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

* https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance_Final_Sept26.pdf#page=28

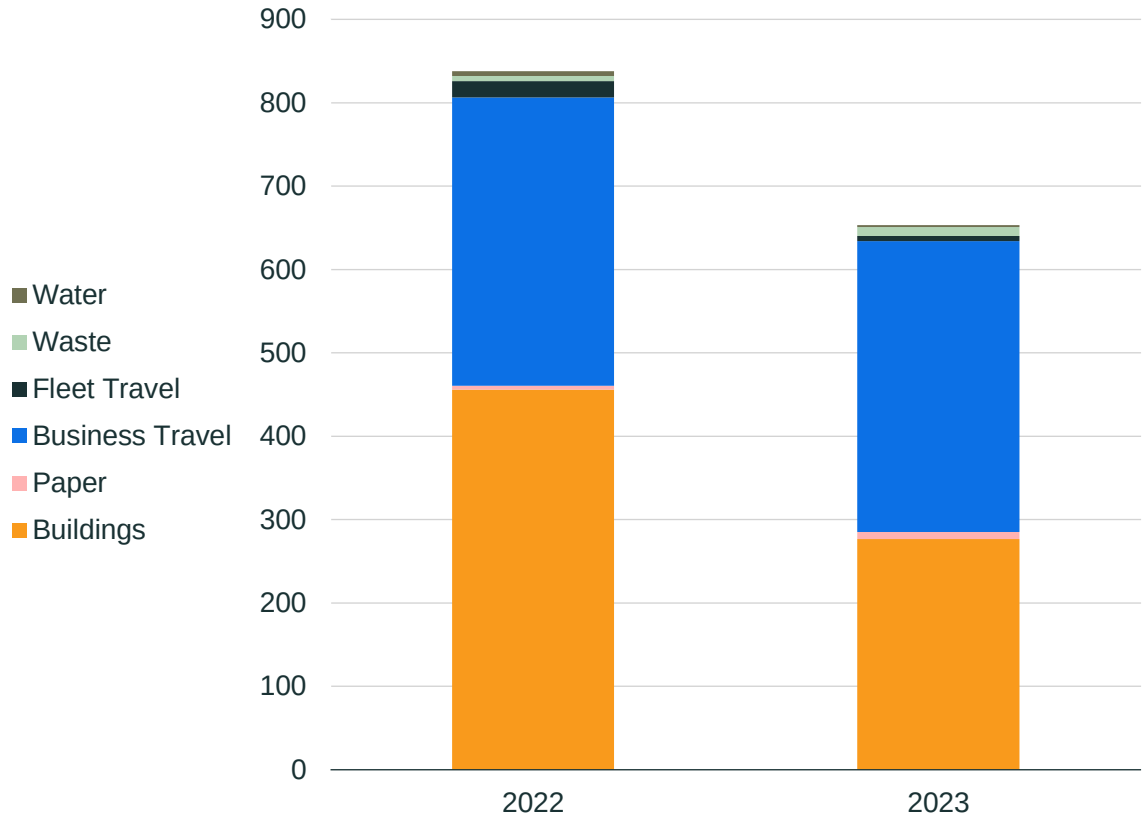
Measured carbon footprint.

Yearly COMPARISON

Year-on-year comparison has been normalised to exclude any site where gas consumption has been reported this year but was not reported last year.
There has been a large decrease in building emissions, this may stem partly due to an increase in data quality with much fewer sites needing to be estimated this year.

Source Category	2022	2023
Buildings	455.8	276.5
Paper	4.8	8.7
Business Travel	346.0	349.0
Fleet Travel	19.5	5.9
Waste	6.1	10.7
Water	5.8	2.6
Total	**838.0**	**653.4**

Carbon footprint by emission source for year ending 2022 and 2023, tCO_2e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

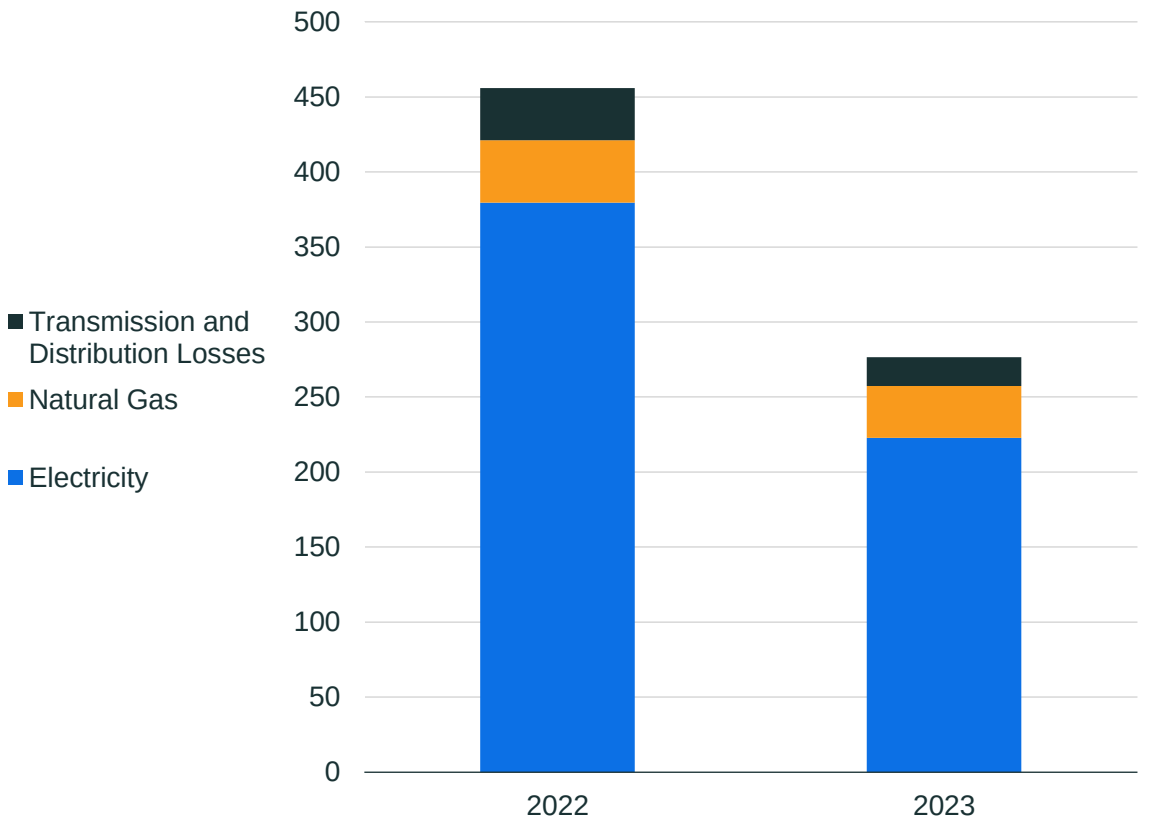
Carbon footprint.

BUILDINGS

Emissions associated with buildings have decreased by around 39%.
There has been a large decrease in building emissions, this may stem partly due to an increase in data quality with much fewer sites needing to be estimated this year.
Year-on-year comparison has been normalised to exclude any site where gas consumption has been reported this year but was not reported last year.

Buildings	2022	2023
Electricity	379.6	222.8
Natural Gas	41.5	34.5
Transmission and Distribution Losses	34.7	19.3
Total	**455.8**	**276.5**

Buildings emissions for year ending 2022 and 2023, tCO_2e



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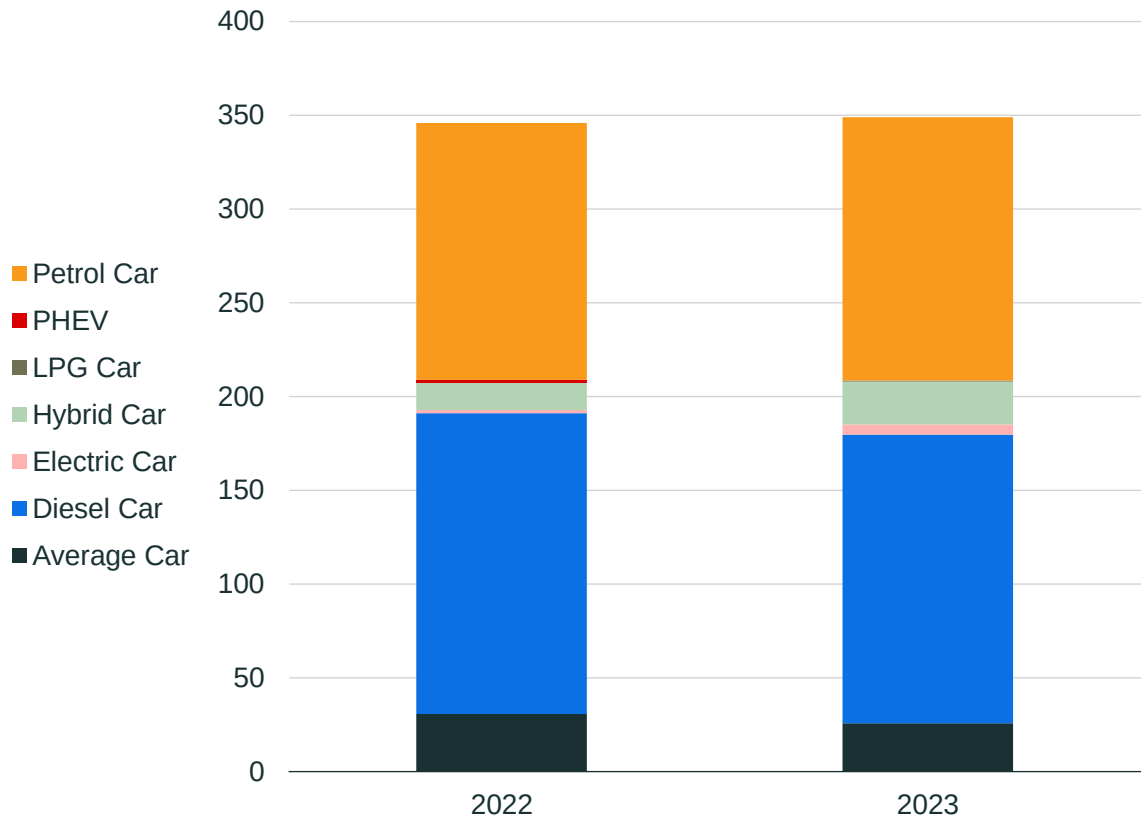
Carbon footprint.
Business TRAVEL

Emissions associated with business travel have increased by around 1%.

Business Travel	2022	2023
Average Car	30.7	25.8
Diesel Car	160.4	153.8
Electric Car	1.8	5.5
Hybrid Car	14.5	22.8
LPG Car	0.4	0.5
PHEV	1.1	-
Petrol Car	137.1	140.5
Total	**346.0**	**349.0**

Business travel emissions for year ending 2022 and 2023, tCO_2e



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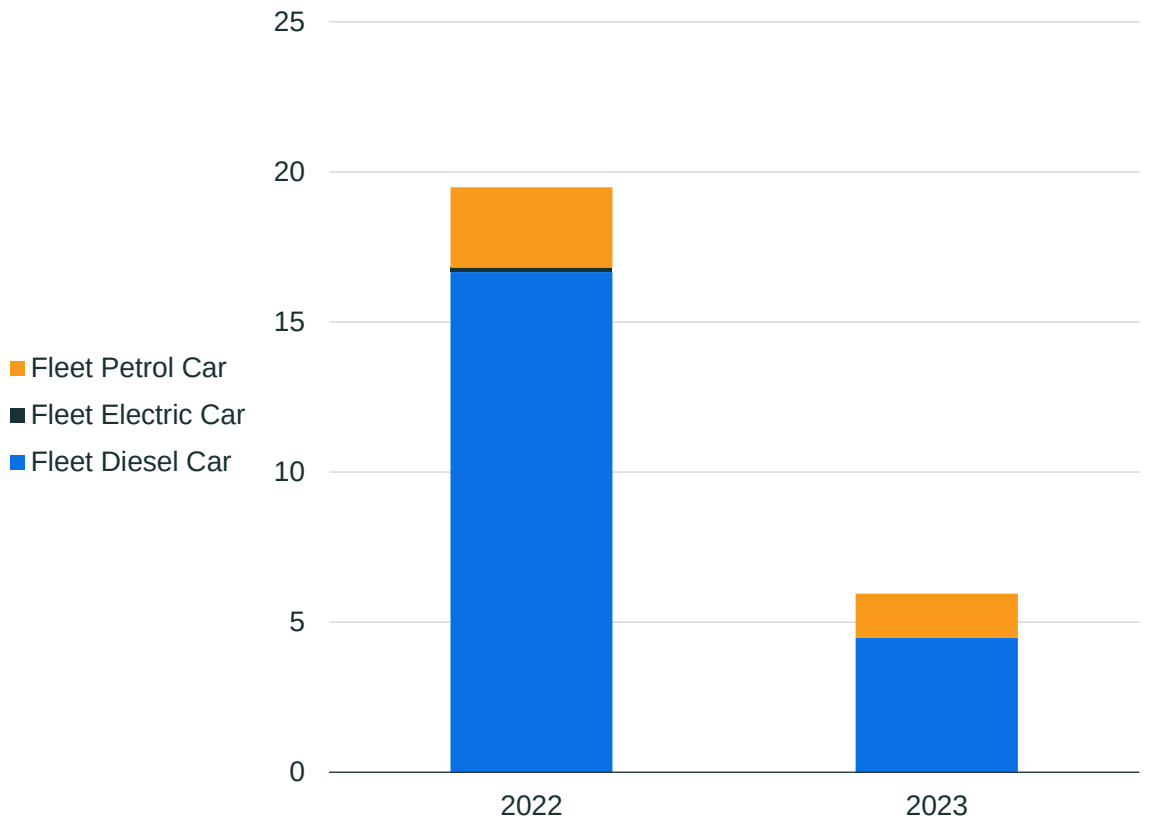
Carbon footprint.

Fleet TRAVEL

Emissions associated with fleet travel have increased by around 70%.
This includes a 73% reduction in diesel fleet emissions.

Fleet Travel	2022	2023
Fleet Diesel Car	16.7	4.5
Fleet Electric Car	0.1	-
Fleet Petrol Car	2.7	1.5
Total	**19.5**	**5.9**

Fleet travel emissions for year ending 2022 and 2023, tCO_2e



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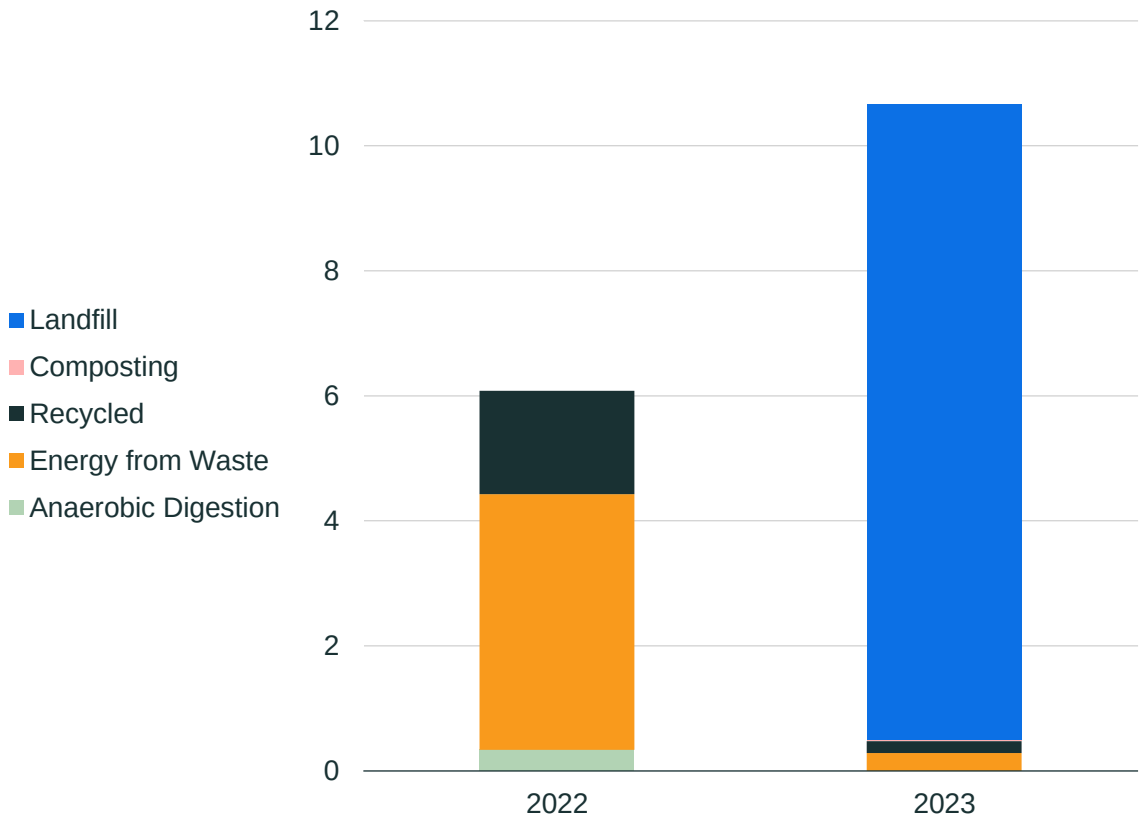
Carbon footprint.

WASTE

Emissions associated with waste have increased by around 76%.
This year there has been waste sent to landfill.

Waste	2022	2023
Anaerobic Digestion	0.3	-
Energy from Waste	4.1	0.3
Recycled	1.7	0.2
Composting	-	0.03
Landfill	-	10.2
Total	**6.1**	**10.7**

Waste emissions for year ending 2022 and 2023, tCO_2e



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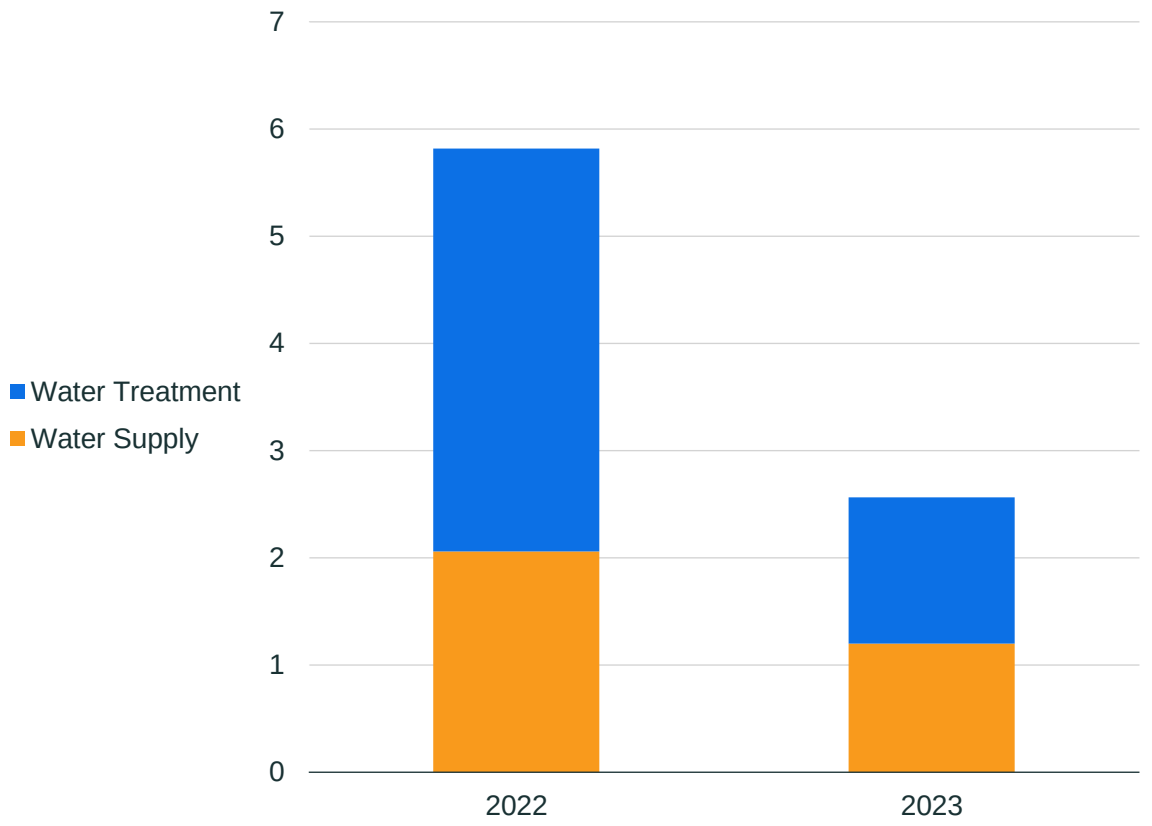
Carbon footprint.

WATER

Emissions associated with water have decreased by around 55%.

Water	2022	2023
Water Supply	2.1	1.2
Water Treatment	3.8	1.4
Total	**5.8**	**2.6**

Water emissions for year ending 2022 and 2023, tCO_2e



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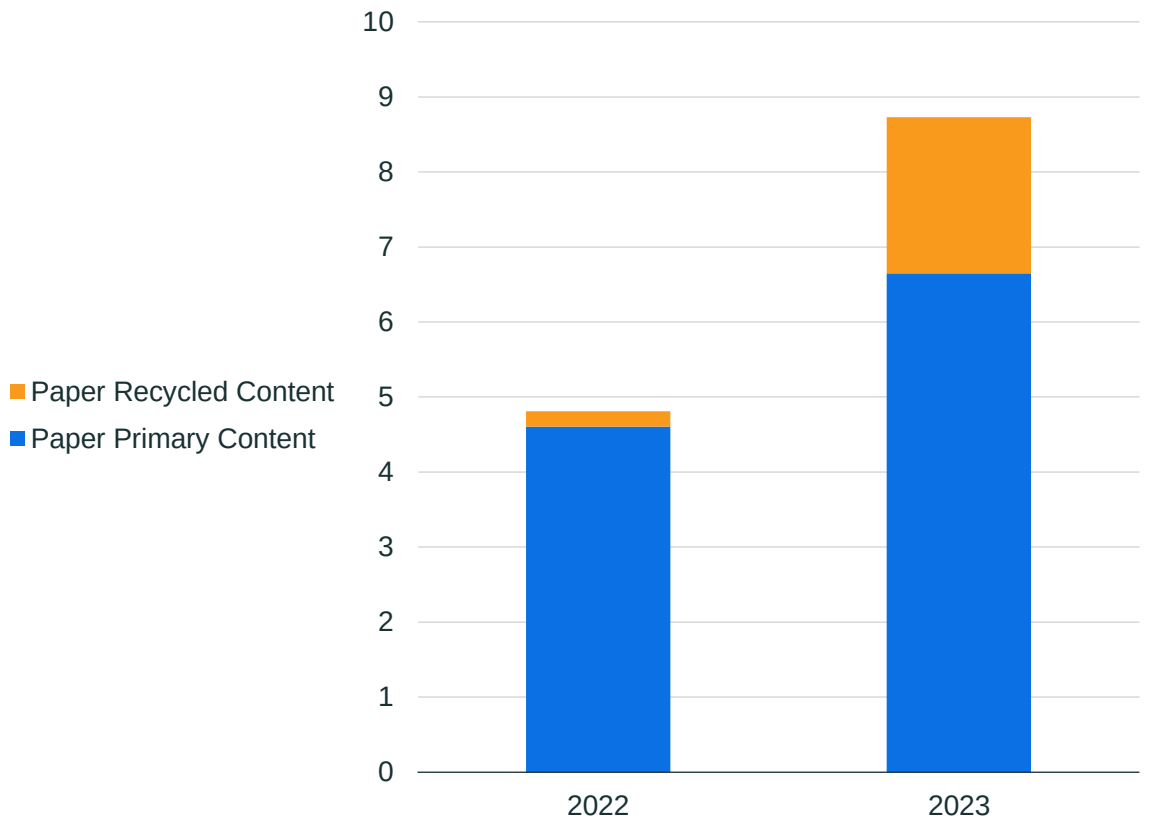
Carbon footprint.

PROCUREMENT

Emissions associated with paper have increased by around 81%.
This includes a 46% increase in primary content paper consumption.

Paper	2022	2023
Paper Primary Content	4.6	6.7
Paper Recycled Content	0.2	2.1
Total	**4.8**	**8.7**

Procurement emissions for year ending 2022 and 2023, tCO_2e



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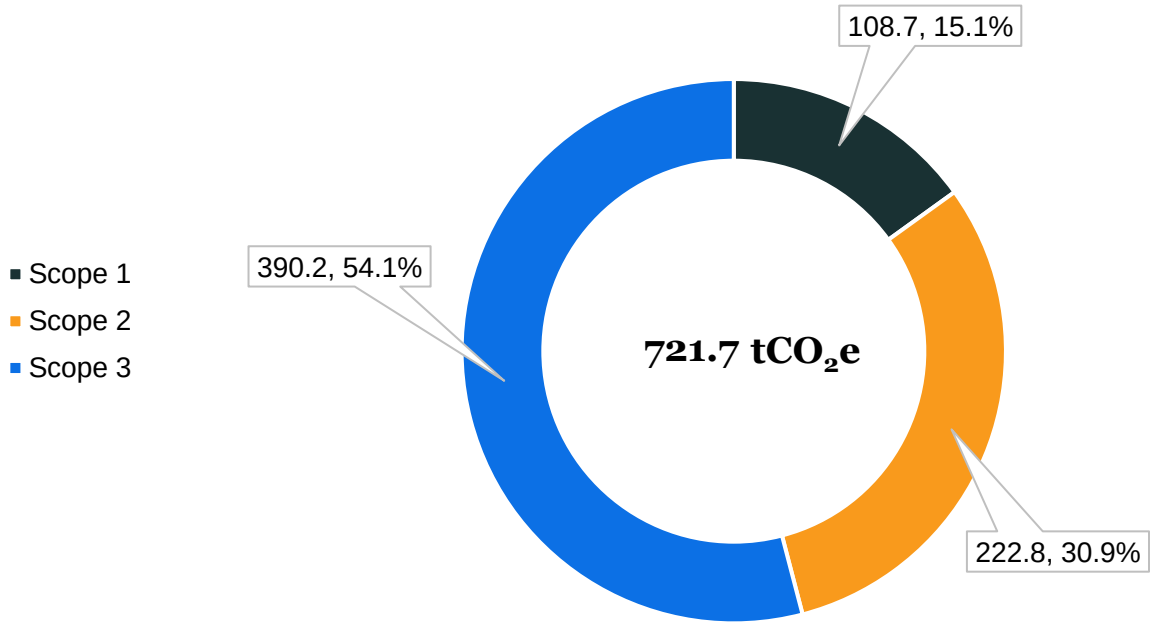
Measured carbon footprint.

BY SCOPE

Scope	tCO_2e	%
Scope 1	108.7	15.1
Scope 2	222.8	30.9
Scope 3	390.2	54.1
Total	**721.7**	**100.0**

Measured carbon emissions by scope for year ending 2023, tCO_2e



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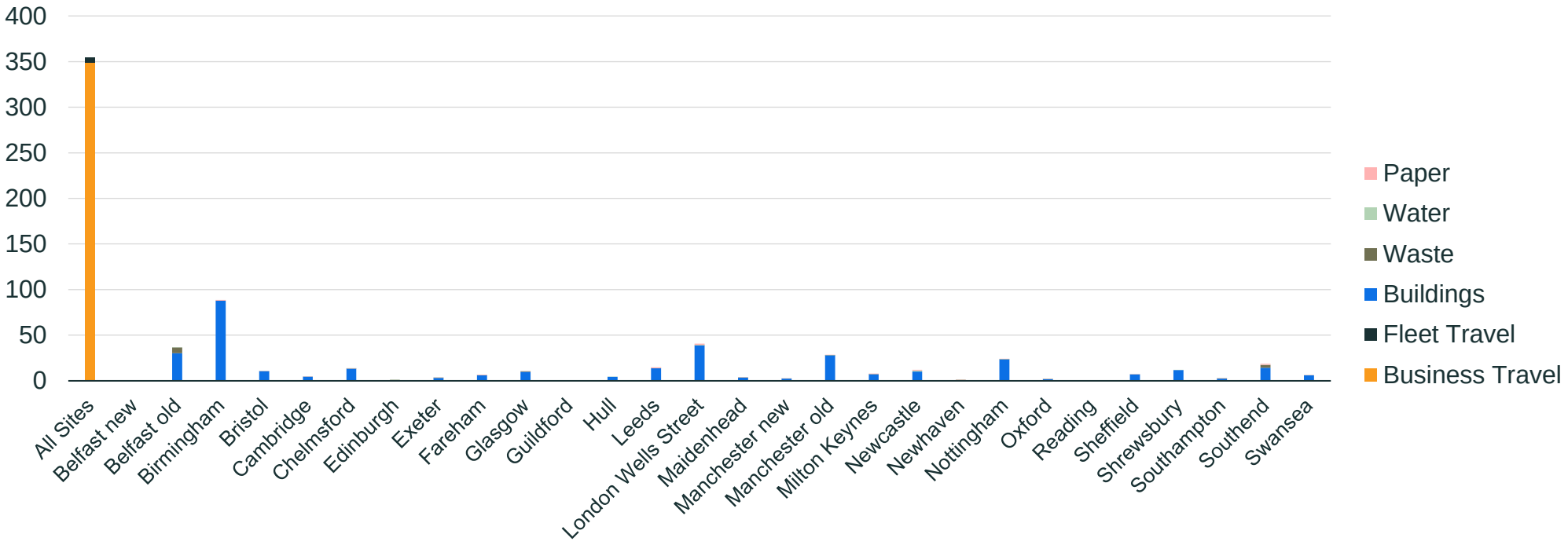
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO_2e



Note:
'All Sites' includes business travel, and fleet, since the data submitted was cumulative for the whole business.

Benchmarking Percentage reduction.

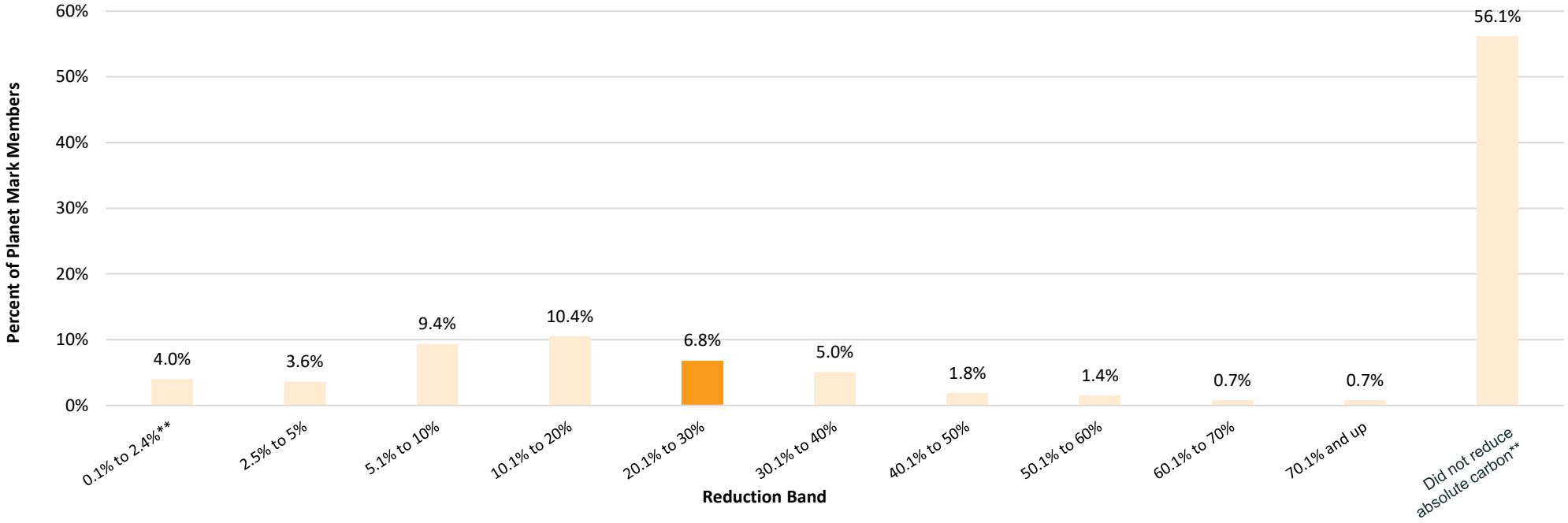
% reduction in absolute carbon by Planet Mark Members (Year 2022)*

Absolute carbon reduction achieved:

-22.0%

Your reduction band is highlighted on the graph.

Lambert Smith Hampton reduced its measured carbon by 22.0% from the previous year. 6.8% of Planet Mark Members also achieved a 20.1% to 30% reduction in their measured carbon.



*The benchmarking data above is based on YE2022 reporting period and a sample of 278 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.
**Certified using another qualifying metric.

Benchmarking Percentage reduction.

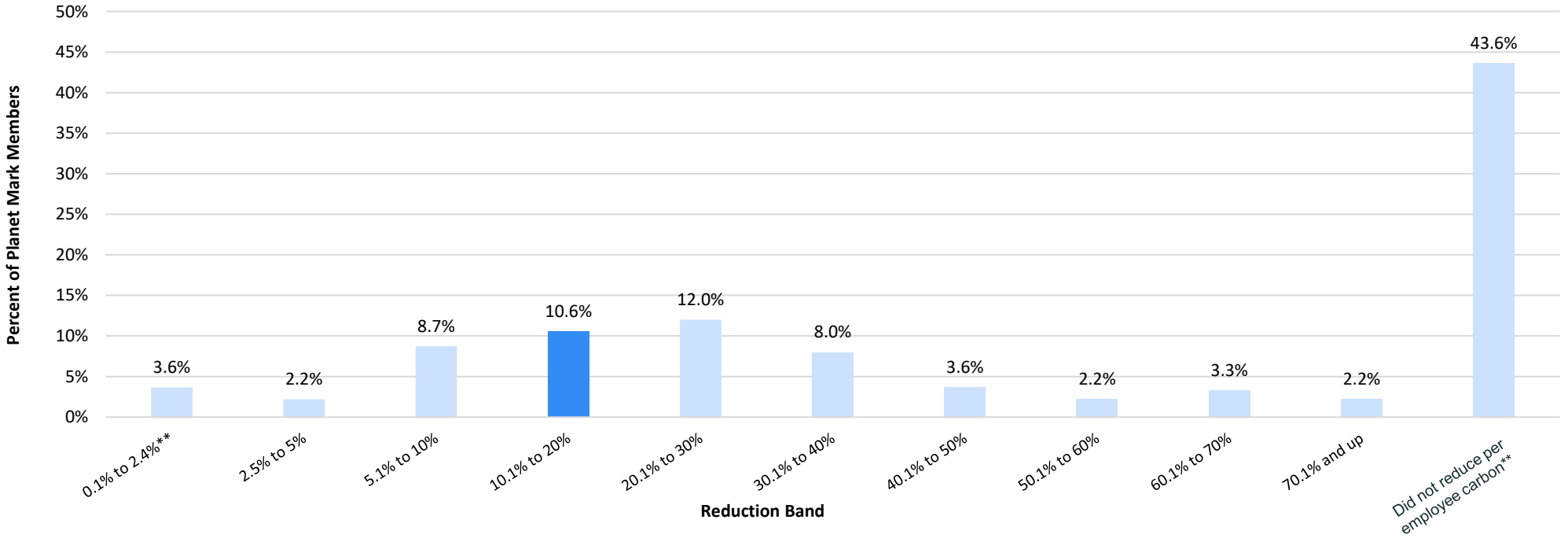
% reduction in carbon per employee by Planet Mark Members (Year 2022)*

Per employee carbon reduction achieved:

-18.7%

Your reduction band is highlighted on the graph.

Lambert Smith Hampton reduced its measured carbon per employee by 18.7% from the previous year. 10.6% of Planet Mark Members also achieved a 10.1% to 20% reduction in their measured carbon per employee.



*The benchmarking data above is based on YE2022 reporting period and a sample of 278 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.
**Certified using another qualifying metric.

Looking ahead.
Targets for next year.

Measured carbon footprint

721.7 tCO_2e

Carbon reduction target (5%)

36.1 tCO_2e

Carbon reduction per employee (5%)

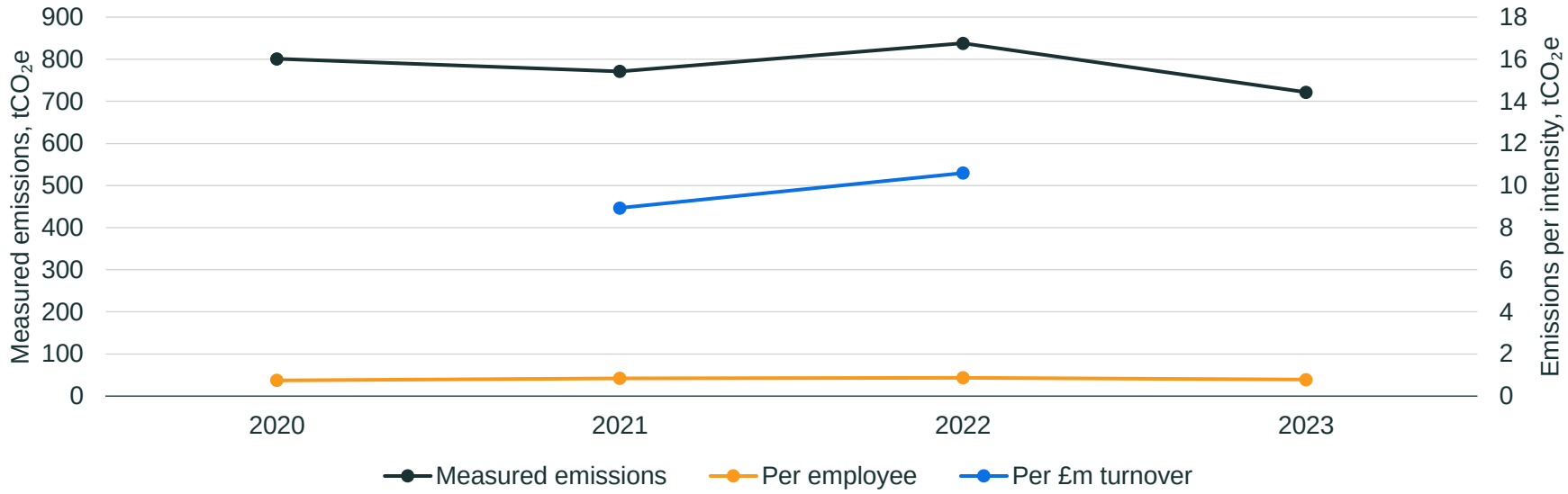
0.04 tCO_2e

Historical Carbon Emissions

Reported carbon emissions year ending 2020 to 2023

Note:

This graph shows absolute reported carbon emissions for each year the Planet Mark Business Certification was measured using the location-based method. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions



Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions (a rolling baseline), with certification awarded based on a minimum normalised reduction requirement or the emissions banking approach.

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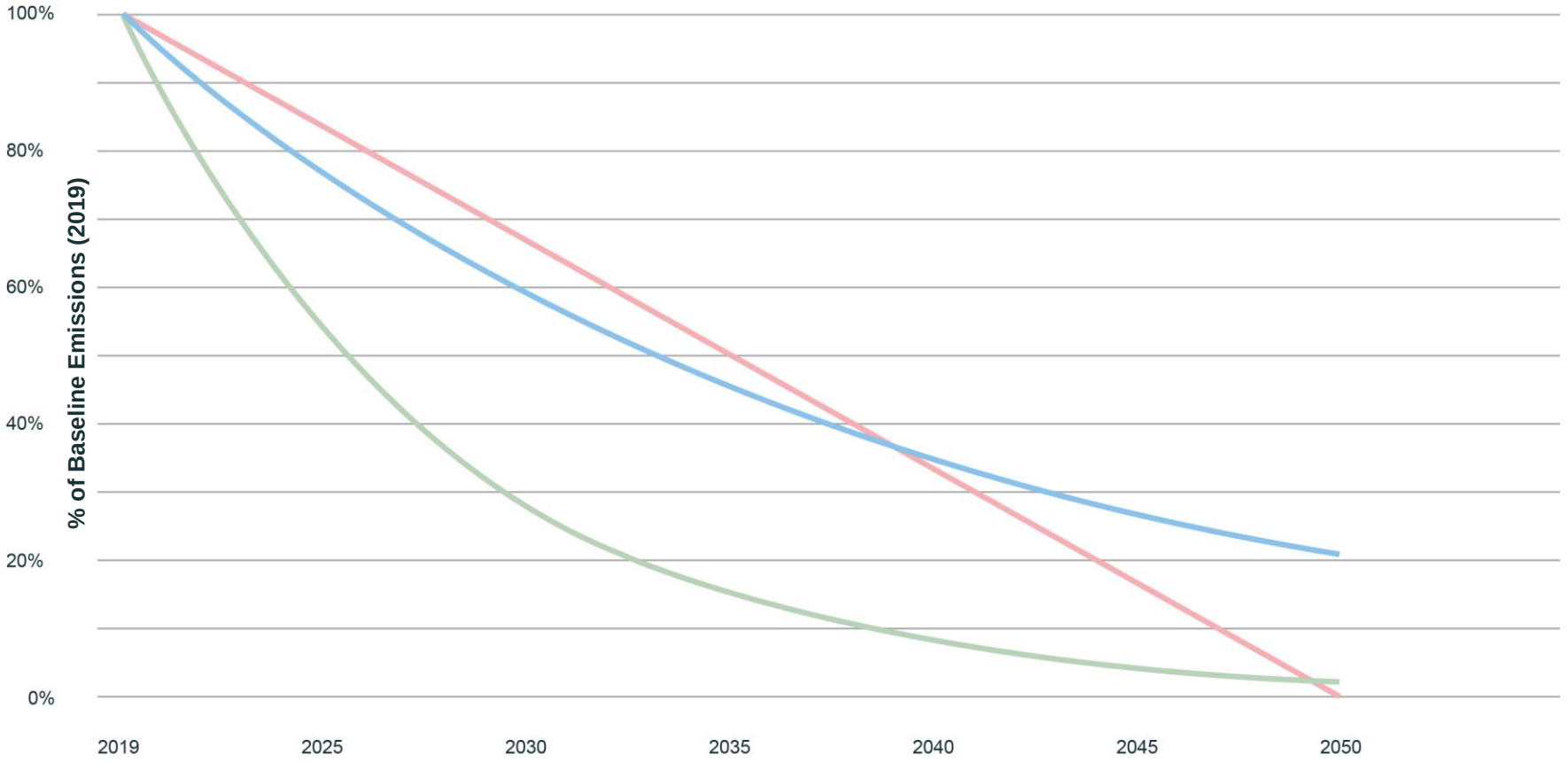
Target setting.

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



Planet Mark 5% annual reduction

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

- 12% year on year reduction is based on the Planet Mark Member absolute carbon reduction average over the past 5 years (2018-2022).
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

Net Zero 2050

Step two.

ENGAGE

Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees' passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business' net zero journey.

One virtual 1h sustainability workshop is included with your Certification.

Book a call with us here to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.

Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company's net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.

The Eden Project

PARTNERSHIP

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.

Step three.

COMMUNICATE

Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

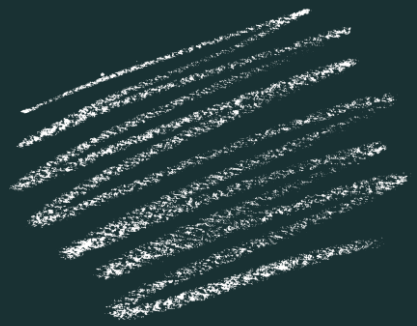
Contributing towards

9 SDGs

SDG alignment.

6 CLEAN WATER AND SANITATION	6.3 - Reduction in total waste produced 6.3 - 100% of water treated 6.4 - Reduction in water consumption 6.6 - Reduction in water consumption
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE	9.4 - Reduction in energy use 9.4 - Reduction in electricity use
13 CLIMATE ACTION	13.3 - Reduction in absolute carbon emissions 13.3 - Donation to the Eden Project
7 AFFORDABLE AND CLEAN ENERGY	7.3 - Reduction in energy use 7.3 - Reduction in electricity use 7.2 - 70% of energy demand met by renewable energy
11 SUSTAINABLE CITIES AND COMMUNITIES	11.6 - Measured carbon emissions 11.6 - Reduction in absolute carbon emissions 11.6 - Reduction in travel emissions 11.6 - Reduction in total waste produced 11.6 - 27% of waste recycled and composted 11.4 - Donation to the Eden Project
14 LIFE BELOW WATER	14.3 - Reduction in absolute carbon emissions 14.1 - Reduction in total waste produced
8 DECENT WORK AND ECONOMIC GROWTH	8.4 - Reduction in absolute carbon emissions 8.4 - Reduction in carbon emissions per intensity
12 RESPONSIBLE CONSUMPTION AND PRODUCTION	12.6 - Measured carbon emissions 12.1 - Reduction in absolute carbon emissions 12.5 - Reduction in total waste produced 12.5 - 27% of waste recycled and composted
15 LIFE ON LAND	15.5 - Reduction in absolute carbon emissions 15.2 - 72% of paper FSC/PEFC certified

5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join here.

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our website and make use of resources available to Planet Mark members.

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero Solutions to offer. If you want further stakeholder engagement support, browse our list of workshops here or just get in touch to discuss.

Data Report.

APPENDIX

Sources.

			Current							
			01 January 2022 to 31 December 2022		01 January 2023 to 31 December 2023					
Source	Scope	Unit	Amount	tCO_2e	Amount	tCO_2e	tCO_2e normalised	% Change in tCO_2e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings										
Electricity (location based)	2	kWh	1,962,891.1	379.6	1,075,962.0	222.8	222.8	-41%	31%	-45%
Electricity (market based)	2	kWh	1,962,891.1	412.6	1,075,962.0	120.8	120.8	-71%	-	-45%
Natural Gas	1	cubic metres	18.4	0.04	-	-	0.0	-	-	-
Natural Gas	1	kWh	227,212.7	41.5	561,644.9	102.7	34.5	-17%	14%	147%
Transmission and Distribution Losses	3	kWh	1,962,891.1	34.7	1,075,962.0	19.3	19.3	-44%	3%	-45%
Procurement										
Paper Primary Content	3	tonnes	5.0	4.6	7.3	6.7	6.7	44%	1%	46%
Paper Recycled Content	3	tonnes	0.3	0.2	2.8	2.1	2.1	924%	0.3%	936%
Travel										
Fleet Diesel Car	1	km	102,983.6	16.7	26,345.4	4.5	4.5	-73%	1%	-74%
Fleet Petrol Car	1	km	17,040.9	2.7	8,948.7	1.5	1.5	-45%	0.2%	-47%
Fleet Electric Car	2	km	2,736.1	0.1	-	-	0.0	-	-	-
Average Car	3	km	180,058.8	30.7	155,006.6	25.8	25.8	-16%	4%	-14%
Diesel Car	3	km	931,762.3	160.4	905,699.1	153.8	153.8	-4%	21%	-3%
Electric Car	3	km	34,456.0	1.8	101,043.6	5.5	5.5	213%	1%	193%
Fleet Electric Car	3	km	2,736.1	0.01	-	-	0.0	-	-	-
Hybrid Car	3	km	128,534.3	14.5	191,328.2	22.8	22.8	57%	3%	49%
LPG Car	3	km	2,166.7	0.4	2,609.3	0.5	0.5	33%	0.1%	20%
PHEV	3	km	11,769.0	1.1	-	-	0.0	-	-	-
Petrol Car	3	km	786,106.1	137.1	857,254.4	140.5	140.5	2%	19%	9%
Waste										
Anaerobic Digestion	3	tonnes	37.7	0.3	-	-	0.0	-	-	-
Composting	3	tonnes	-	-	3.4	0.03	0.03	-	0.004%	-
Energy from Waste	3	tonnes	192.3	4.1	13.3	0.3	0.3	-93%	0.04%	-93%
Landfill	3	tonnes	-	-	19.5	10.2	10.2	-	1%	-
Recycled	3	tonnes	77.6	1.7	9.0	0.2	0.2	-88%	0.03%	-88%

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Sources (ii).

			Current							
			01 January 2022 to 31 December 2022		01 January 2023 to 31 December 2023					
Source	**Scope**	**Unit**	**Amount**	**tCO_2e**	**Amount**	**tCO_2e**	**tCO_2e normalised**	**% Change in tCO_2e from previous year**	**% total carbon footprint**	**% Change in amounts from previous year**
Water										
Water Supply	3	cubic metres	13,821.2	2.1	6,782.5	1.2	1.2	-42%	0.2%	-51%
Water Treatment	3	cubic metres	13,821.2	3.8	6,778.0	1.4	1.4	-64%	0.2%	-51%
			Location Based							
Total		**tCO_2e**	**838.0**		**721.7**		**653.4**	**-22%**		
No. employees		Number	965.6		925.6		925.6			
Total per employee		**tCO_2e**	**0.9**		**0.8**		**0.7**	**-19%**		
Total floor space		m^2	15,177.0		9,445.8		9,445.8			
Building emissions per m^2		**tCO_2e**	**0.03**		**0.04**		**0.03**	**-3%**		
			Market Based							
Total		**tCO_2e**	**871.0**		**619.6**		**551.4**	**-37%**		
No. employees		Number	965.6		925.6		925.6			
Total per employee		**tCO_2e**	**0.9**		**0.7**		**0.6**	**-34%**		
Total floor space		m^2	15,177.0		9,445.8		9,445.8			
Building emissions per m^2		**tCO_2e**	**0.03**		**0.03**		**0.02**	**-43%**		

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

About this report – General.

Company Name	Lambert Smith Hampton
Sector	Real Estate
Reporting Period	01 January 2023 to 31 December 2023
Year Of Certification	4th
Reporting Boundary	All UK Sites
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper
Total FTE Employees (annual average no.)	926
Total Internal Floorspace (m^2)	9,445.8
Data Collection Lead	Guy Dawson, gdawson@lsh.co.uk - Sustainability Data Analyst
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2022
Current Conversion Factor	DESNZ 2023
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Alice Szuszkewicz, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	21 May 2024

About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - landlord report	Actual and estimated meter reads with extrapolation and interpolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation. Where consumption is not known, this has been estimated using the average consumption per m2 per day for all known sites. Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions). Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2022 to March 2023 OR residual fuel mix 2022/23 (where no information on your specific supplier fuel mix was available).	All UK Sites
Natural Gas	1	kwh	Primary source - landlord report	Actual and estimated meter reads with extrapolation and interpolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation. Where consumption is not known, this has been estimated using the average consumption per m2 per day for all known sites. The Energy Shop website (https://www.theenergyshop.com/guides/how-to-convert-gas-units-to-kwh) has been used to convert all m3 usage to kWh.	All UK Sites

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).
Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.

About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Water Supply & Treatment	3	m^3	Primary source - landlord report	Actual and estimated meter reads with extrapolation and interpolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation. Where consumption is not known, this has been estimated using the average consumption per m2 per day for all known sites. Newcastle - there is a long standing dispute over the water bill which will have an impact on the consumption on this site.	All UK Sites
Fleet Vehicles	1	km	Primary source - expenses	Mixed	It has been assumed that "Qty" is miles.	All UK Sites
Private Vehicles Used for Business	3	km	Primary source - expenses	Mixed	It has been assumed that "Qty" is miles.	All UK Sites
Waste	3	tonnes	Primary source - report	Mixed	Where actual waste weights are available, these have been used.	All UK Sites
Procurement - Paper	3	tonnes	Primary source - report	Actual	None	All UK Sites
Headcount		no.	Primary source - breakdown provided by HR	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	All UK Sites
Floor Area		m^2	Secondary source - data submission form	Assumed Actual	Annual average floor area has been used.	All UK Sites

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).
Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.

About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Normalisation					Year-on-year comparison has been normalised to exclude any site where gas consumption has been reported this year but was not reported last year.	All UK Sites

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).
Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.

About this report. Data Quality.

Data quality score

The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	01 January 2022 to 31 December 2022	01 January 2023 to 31 December 2023	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	2	3	12 months of data provided for most sources.
Transparency	3	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	2	3	Some use of primary data sources and minimal estimated data.
Consistency	2	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	**13 out of 20**	**17 out of 20**	

As a way to improve your data quality score for future reports, it is recommended:

- Provide actual utilities (electricity, natural gas and water) consumption data for all sites, preferably including actual meter reads.
- Provide actual waste data for all sites.

About this report – Caveats – Adjusted Data (i).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2 and 3	Belfast new	Landlord Report	Actual and estimated meter reads	22-11-2023	22-12-2023	31	01-12-2023	31-12-2023	31	Extrapolation and interpolation
Electricity	2 and 3	Bristol	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Electricity	2 and 3	Glasgow	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Electricity	2 and 3	Guildford	Landlord Report	Actual and estimated meter reads	01-04-2023	01-11-2023	215	01-01-2023	31-12-2023	365	Extrapolation
Electricity	2 and 3	Leeds	Landlord Report	Actual and estimated meter reads	01-01-2023	01-12-2023	335	01-01-2023	31-12-2023	365	Extrapolation
Electricity	2 and 3	Maidenhead	Landlord Report	Actual and estimated meter reads	01-01-2023	31-12-2023	365	01-01-2023	21-12-2023	355	Interpolation
Electricity	2 and 3	Milton Keynes	Landlord Report	Actual and estimated meter reads	01-01-2023	01-12-2023	335	01-01-2023	31-12-2023	365	Extrapolation
Electricity	2 and 3	Newcastle	Landlord Report	Actual and estimated meter reads	01-01-2023	01-11-2023	305	01-01-2023	31-12-2023	365	Extrapolation

About this report – Caveats – Adjusted Data (ii).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2 and 3	Southampton	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Natural Gas	1	Bristol	Landlord Report	Actual and estimated meter reads	01-02-2023	30-11-2023	303	01-01-2023	31-12-2023	365	Extrapolation
Natural Gas	1	Cambridge	Landlord Report	Actual and estimated meter reads	01-02-2023	30-11-2023	303	01-01-2023	31-12-2023	365	Extrapolation
Natural Gas	1	Glasgow	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Natural Gas	1	Leeds	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Natural Gas	1	Manchester old	Landlord Report	Actual and estimated meter reads	01-01-2023	30-09-2023	273	01-01-2023	01-10-2023	274	Extrapolation
Natural Gas	1	Manchester new	Landlord Report	Actual and estimated meter reads	01-09-2023	31-12-2023	122	04-09-2023	31-12-2023	119	Interpolation
Natural Gas	1	Newcastle	Landlord Report	Actual and estimated meter reads	01-07-2023	31-12-2023	184	01-01-2023	31-12-2023	365	Extrapolation

About this report – Caveats – Adjusted Data (iii).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Natural Gas	1	Southampton	Landlord Report	Actual and estimated meter reads	03-01-2023	31-12-2023	363	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Belfast old	Landlord Report	Actual and estimated meter reads	13-04-2023	15-10-2023	186	01-01-2023	30-11-2023	334	Extrapolation
Water Supply	3	Belfast new	Landlord Report	Actual and estimated meter reads	30-12-2023	29-01-2024	31	01-12-2023	31-12-2023	31	Extrapolation and interpolation
Water Supply	3	Bristol	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Chelmsford	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Exeter	Landlord Report	Actual and estimated meter reads	21-10-2022	10-10-2023	355	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Supply	3	Fareham	Landlord Report	Actual and estimated meter reads	24-09-2022	29-09-2023	371	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Supply	3	Glasgow	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation

About this report – Caveats – Adjusted Data (iv).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply	3	Guildford	Landlord Report	Actual and estimated meter reads	01-03-2023	31-12-2023	306	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Hull	Landlord Report	Actual and estimated meter reads	24-12-2022	23-12-2023	365	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Supply	3	Leeds	Landlord Report	Actual and estimated meter reads	01-02-2023	31-12-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	London Wells Street	Landlord Report	Actual and estimated meter reads	01-01-2023	31-10-2023	304	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Maidenhead	Landlord Report	Actual and estimated meter reads	01-01-2023	31-12-2023	365	01-01-2023	21-12-2023	355	Interpolation
Water Supply	3	Manchester old	Landlord Report	Actual and estimated meter reads	01-02-2023	30-09-2023	242	01-01-2023	01-10-2023	274	Extrapolation
Water Supply	3	Manchester new	Landlord Report	Actual and estimated meter reads	01-09-2023	31-12-2023	122	04-09-2023	31-12-2023	119	Interpolation
Water Supply	3	Newcastle	Landlord Report	Actual and estimated meter reads	01-07-2022	23-03-2023	266	01-01-2023	31-12-2023	365	Extrapolation and interpolation

About this report – Caveats – Adjusted Data (v).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply	3	Newhaven	Landlord Report	Actual and estimated meter reads	01-01-2023	01-12-2023	335	01-01-2023	31-12-2023	365	Extrapolation
Water Supply	3	Reading	Landlord Report	Actual and estimated meter reads	31-10-2022	30-11-2023	396	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Supply	3	Southampton	Landlord Report	Actual and estimated meter reads	07-11-2022	07-02-2024	458	01-01-2023	31-12-2023	365	Interpolation
Water Supply	3	Swansea	Landlord Report	Actual and estimated meter reads	23-09-2022	20-09-2023	363	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Belfast old	Landlord Report	Actual and estimated meter reads	13-04-2023	15-10-2023	186	01-01-2023	30-11-2023	334	Extrapolation
Water Treatment	3	Belfast new	Landlord Report	Actual and estimated meter reads	30-12-2023	29-01-2024	31	01-12-2023	31-12-2023	31	Extrapolation and interpolation
Water Treatment	3	Bristol	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	Chelmsford	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation

About this report – Caveats – Adjusted Data (vi).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Treatment	3	Exeter	Landlord Report	Actual and estimated meter reads	21-10-2022	10-10-2023	355	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Fareham	Landlord Report	Actual and estimated meter reads	24-09-2022	29-09-2023	371	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Glasgow	Landlord Report	Actual and estimated meter reads	01-01-2023	30-11-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	Guildford	Landlord Report	Actual and estimated meter reads	01-03-2023	31-12-2023	306	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	Hull	Landlord Report	Actual and estimated meter reads	24-12-2022	23-12-2023	365	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Leeds	Landlord Report	Actual and estimated meter reads	01-02-2023	31-12-2023	334	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	London Wells Street	Landlord Report	Actual and estimated meter reads	01-01-2023	31-10-2023	304	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	Maidenhead	Landlord Report	Actual and estimated meter reads	01-01-2023	31-12-2023	365	01-01-2023	21-12-2023	355	Interpolation

About this report – Caveats – Adjusted Data (vii).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Treatment	3	Manchester old	Landlord Report	Actual and estimated meter reads	01-02-2023	30-09-2023	242	01-01-2023	01-10-2023	274	Extrapolation
Water Treatment	3	Manchester new	Landlord Report	Actual and estimated meter reads	01-09-2023	31-12-2023	122	04-09-2023	31-12-2023	119	Interpolation
Water Treatment	3	Newcastle	Landlord Report	Actual and estimated meter reads	01-07-2022	23-03-2023	266	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Newhaven	Landlord Report	Actual and estimated meter reads	01-01-2023	01-12-2023	335	01-01-2023	31-12-2023	365	Extrapolation
Water Treatment	3	Reading	Landlord Report	Actual and estimated meter reads	31-10-2022	30-11-2023	396	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Water Treatment	3	Southampton	Landlord Report	Actual and estimated meter reads	07-11-2022	07-02-2024	458	01-01-2023	31-12-2023	365	Interpolation
Water Treatment	3	Swansea	Landlord Report	Actual and estimated meter reads	23-09-2022	20-09-2023	363	01-01-2023	31-12-2023	365	Extrapolation and interpolation

Recommendations.

APPENDIX

Guidance for general best practice.

Data collection and quality

Evidence pack: Collate all relevant invoices in an electronic evidence pack.

Utilities: Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

Headcount: Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

Fuel: Introduce fuel cards.

Travel: Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

Building

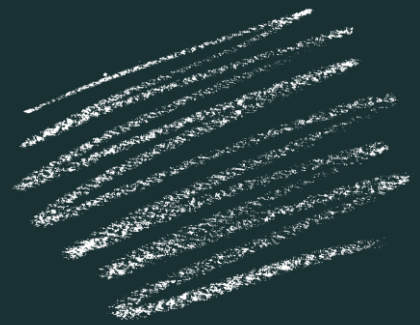
Energy efficiency: Regular ‘energy audits’ will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

Waste

Carry out a waste management audit: To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

Engage your waste management supplier to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.

Guidance for general best practice.



Water

Check your meters at night, or when water is not in use, to monitor leakage.

Introduce a water use awareness campaign in communal kitchen areas.

Travel

Record all business travel and promote public transport options for business meetings.

Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.

Choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria

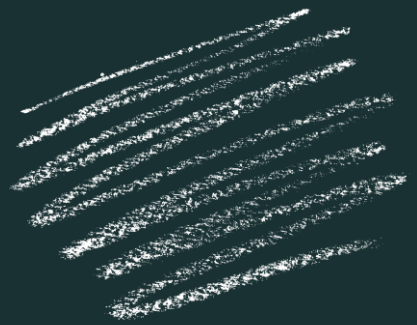
Choose travel management companies, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

Paper

Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.

Guidance for general best practice.



Staff engagement

Organise annual sustainability workshops. Carry out an energy awareness and ‘switch off’ campaign.

Supplier engagement

Explore your possibilities and choose consciously. Check the Planet Mark website for companies that are currently engaged on reducing their carbon footprint.

THANK YOU

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