PlanetMark

Business Certification

Petroc

YEAR 6

01 April 2021 to 31 March 2022

Measure

Engage

Communicate

Total carbon EMISSIONS

1,412.7
tCO_2e total emissions

Total emissions equivalent to
1,249 flights from London to New York

2.3
tCO_2e per employee

Buildings

1,347.8 tCO_2e

Used enough electricity to power **513** UK homes for one year

Travel

57.4 tCO_2e

Travelled **8** times around the world

Waste

2.7 tCO_2e

Produced waste that weighs the same as **11** London buses

Water

1.2 tCO_2e

20 litres per employee per day

Procurement

3.5 tCO_2e

2,797 sheets of paper used per day

Homeworking

59.3 tCO_2e

Used enough energy to power **18** UK homes for one year

Step one.

MEASURE

Total carbon footprint.
Location BASED

Reporting year:
01 April 2021 to 31 March 2022

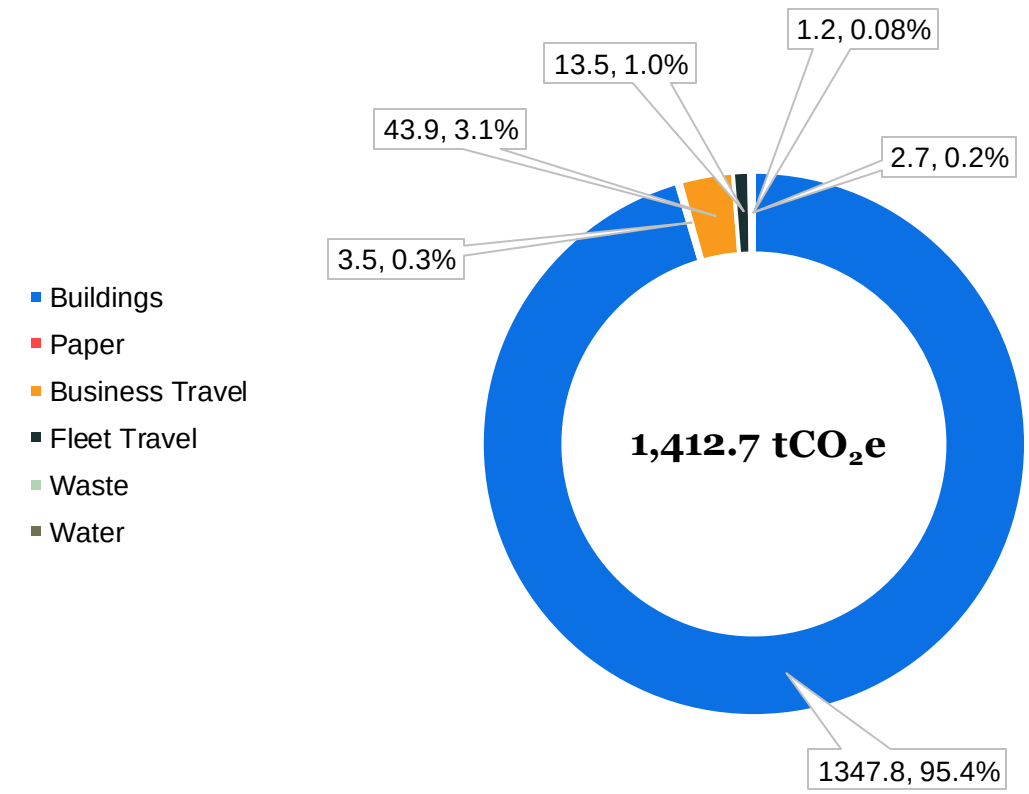
Reporting Boundary:
Barnstaple main campus, Brannams campus and Tiverton campus

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)

Highlights:

Carbon footprint (tCO_2e):	**1,412.7**
Per employee (tCO_2e):	**2.3**
Next reduction target:	**5%**
Data quality score:	**18 out of 20**

Carbon footprint by emission source for year ending 2022, 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).

Total carbon footprint.

Market *BASED*

Reporting year:
01 April 2021 to 31 March 2022

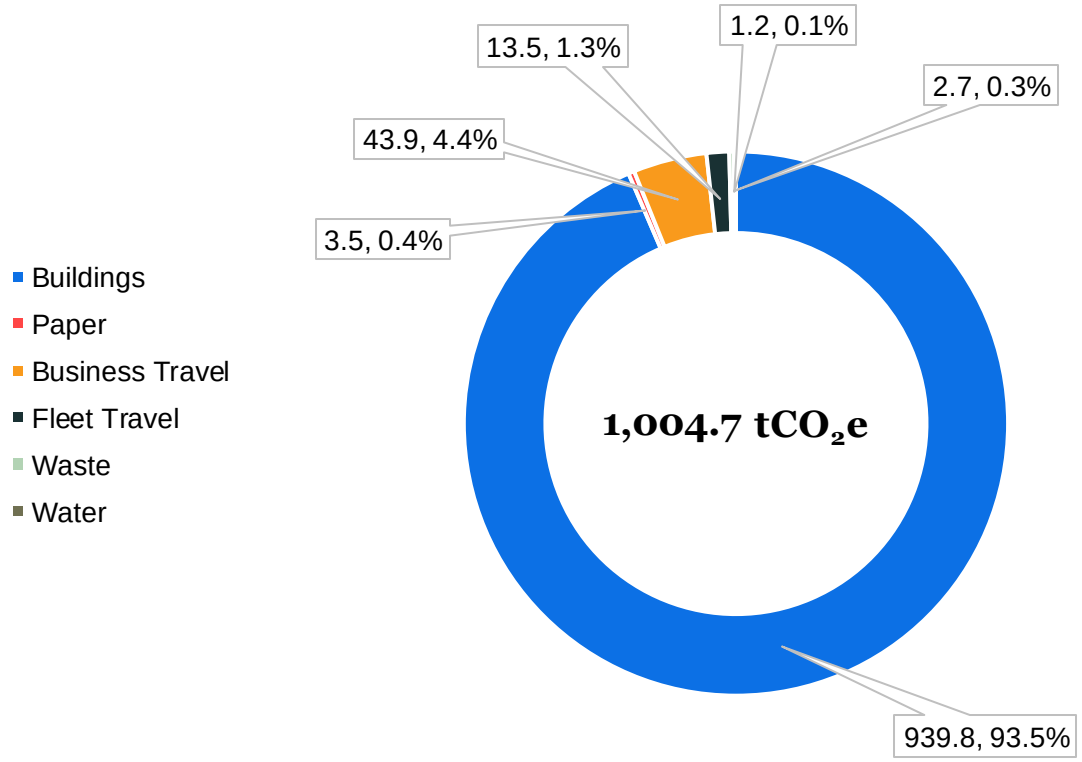
Reporting Boundary:
Barnstaple main campus, Brannams campus and Tiverton campus

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)

Highlights:

Carbon footprint (tCO_2e):	**1,004.7**
Per employee (tCO_2e):	**1.6**
Next reduction target:	**5%**
Data quality score:	**18 out of 20**

Carbon footprint by emission source for year ending 2022, 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).

Total carbon footprint.

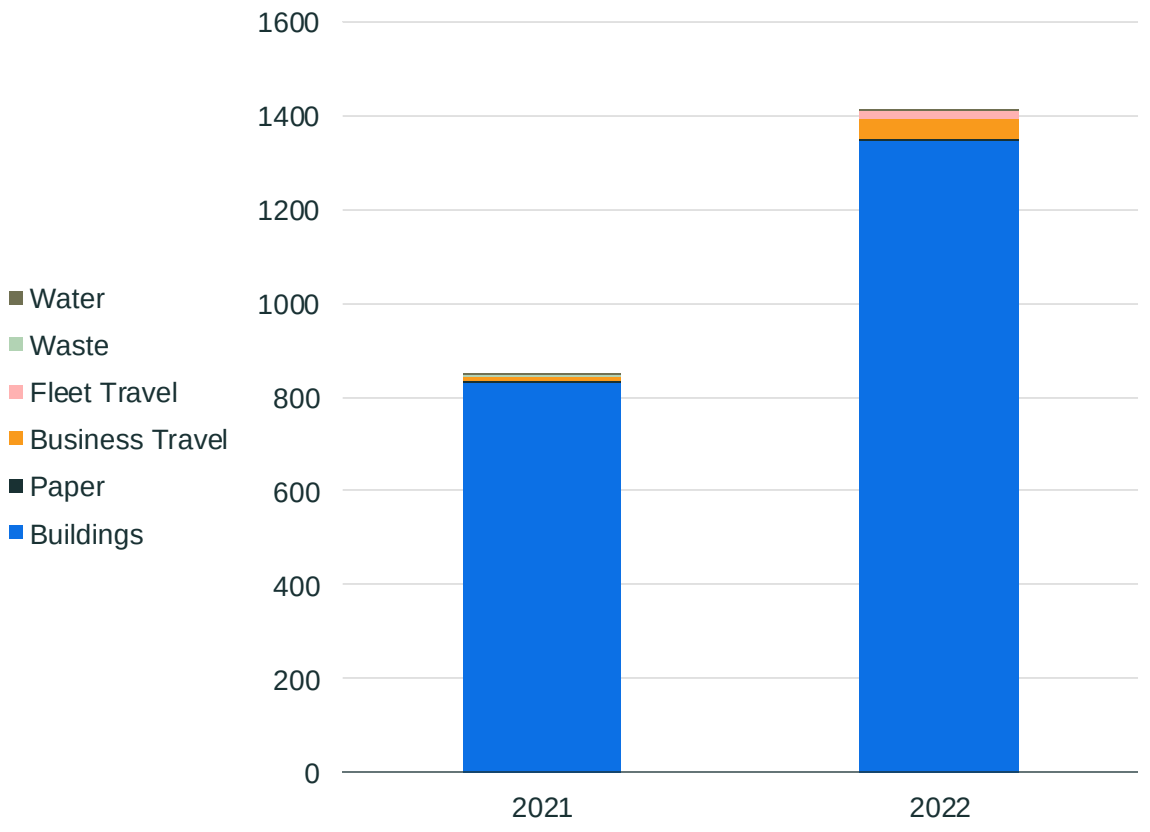
Yearly COMPARISON

- Total emissions increased by 65.6% from YE2021
- Building emissions were the highest contributor to total emissions in YE2022, at 95%

Source Category	2021	2022
Buildings	829.4	1,347.8
Paper	5.2	3.5
Business Travel	7.6	43.9
Fleet Travel	2.9	13.5
Waste	1.3	2.7
Water	6.8	1.2
Total	**853.2**	**1,412.7**

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

Carbon footprint by emission source for year ending 2021 and 2022, tCO_2e



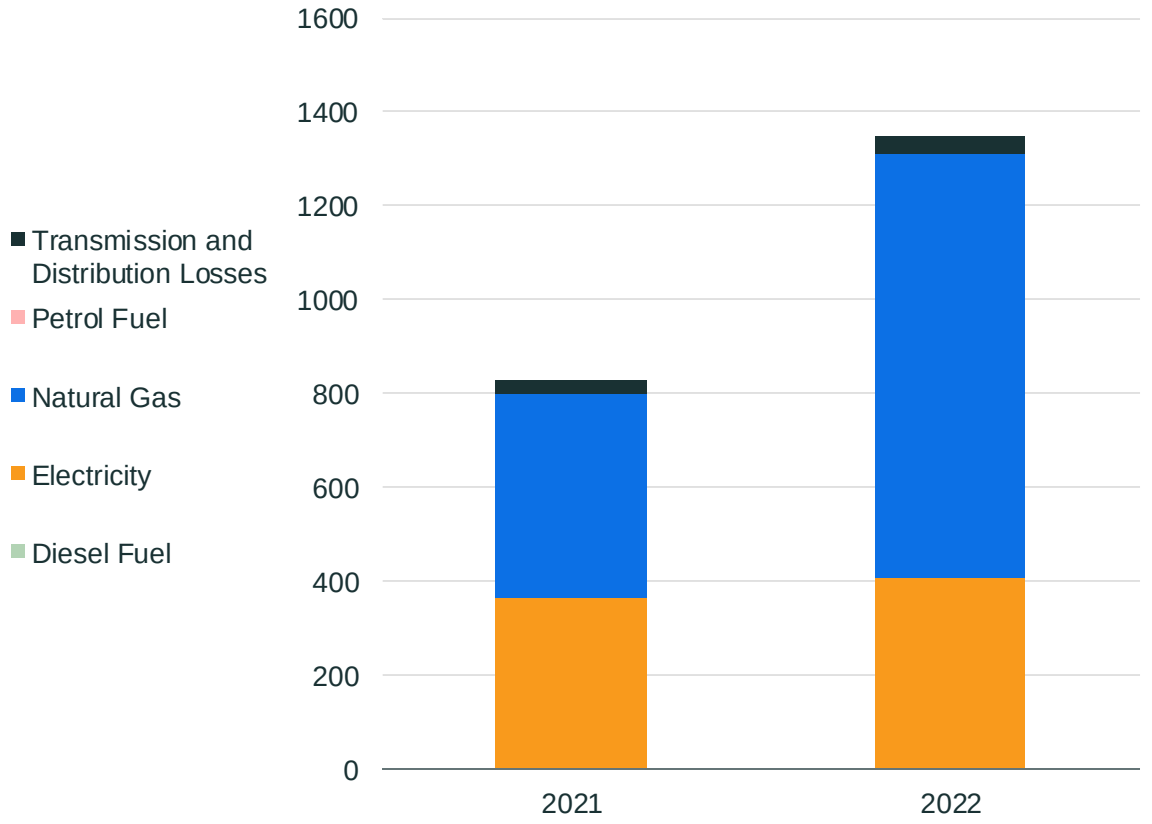
Carbon footprint.

BUILDINGS

- Total building emissions increased by 62.5% from YE2021
- Natural gas contributed for 67% of building emissions and was the highest contributor building category in YE2022

Buildings	2021	2022
Diesel Fuel	2.0	-
Electricity	360.4	408.0
Natural Gas	435.6	903.7
Petrol Fuel	0.5	-
Transmission and Distribution Losses	31.0	36.1
Total	**829.4**	**1,347.8**

Buildings emissions for year ending 2021 and 2022, tCO_2e



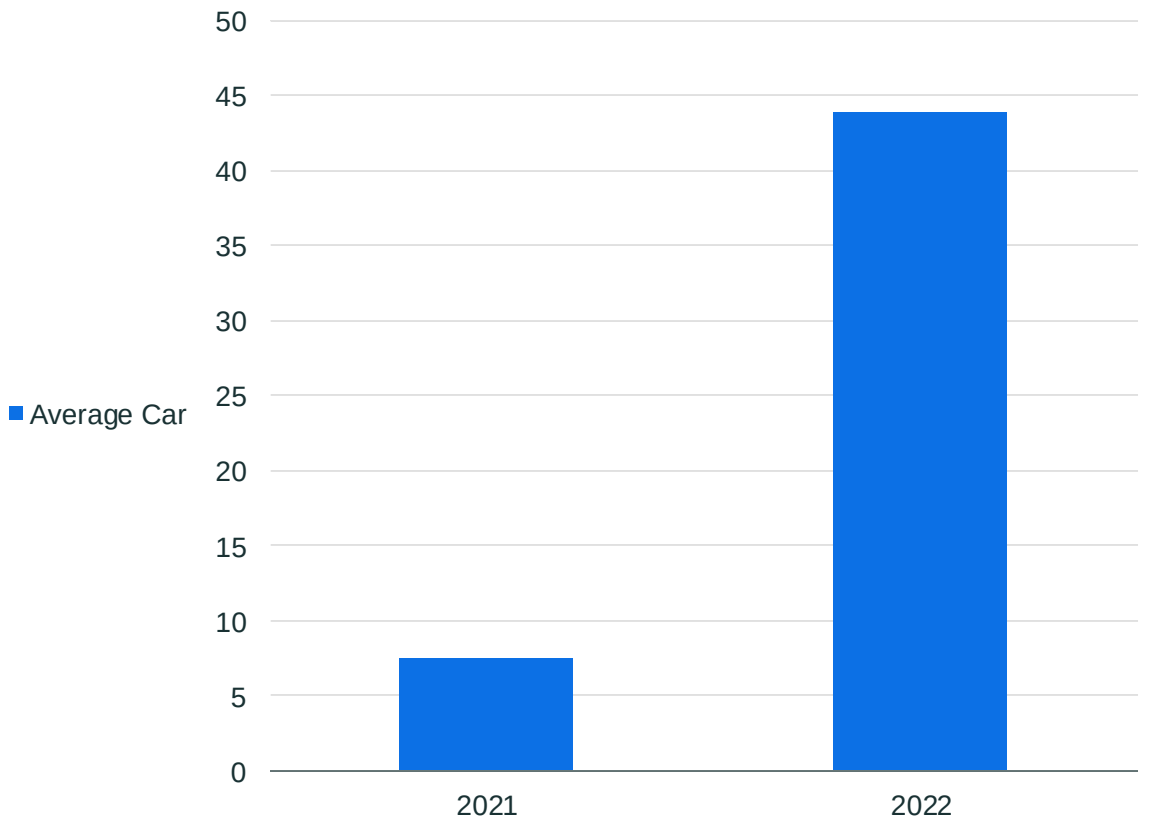
All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Carbon footprint.
Business TRAVEL

- Business travel emissions increased by 478% from YE2021

Business Travel	2021	2022
Average Car	7.6	43.9
Total	**7.6**	**43.9**

Business travel emissions for year ending 2021 and 2022, tCO_2e



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

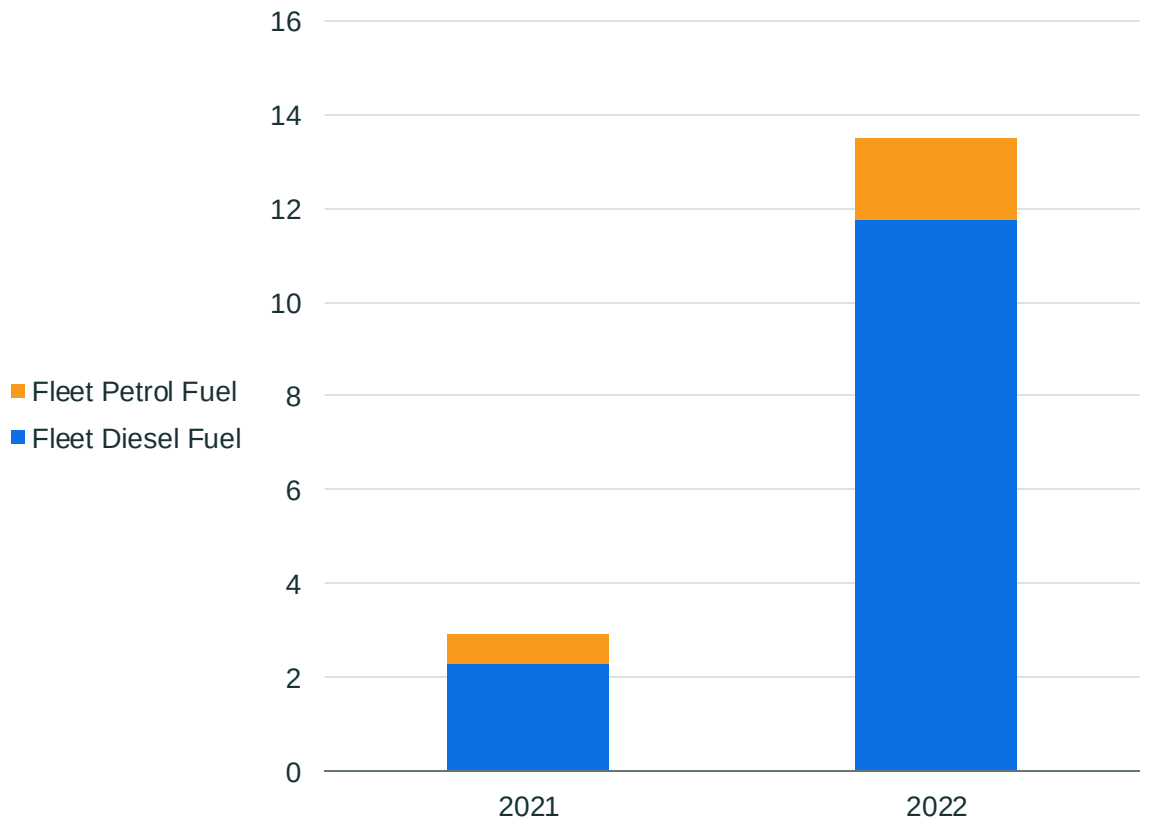
Carbon footprint.

Fleet TRAVEL

- Total fleet emissions increased by 366% from YE2021
- Diesel fuel contributed to 87% of fleet travel emissions and was the highest contributor to fleet emissions in YE2022

Fleet Travel	2021	2022
Fleet Diesel Fuel	2.3	11.8
Fleet Petrol Fuel	0.7	1.7
Total	**2.9**	**13.5**

Fleet travel emissions for year ending 2021 and 2022, tCO_2e



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

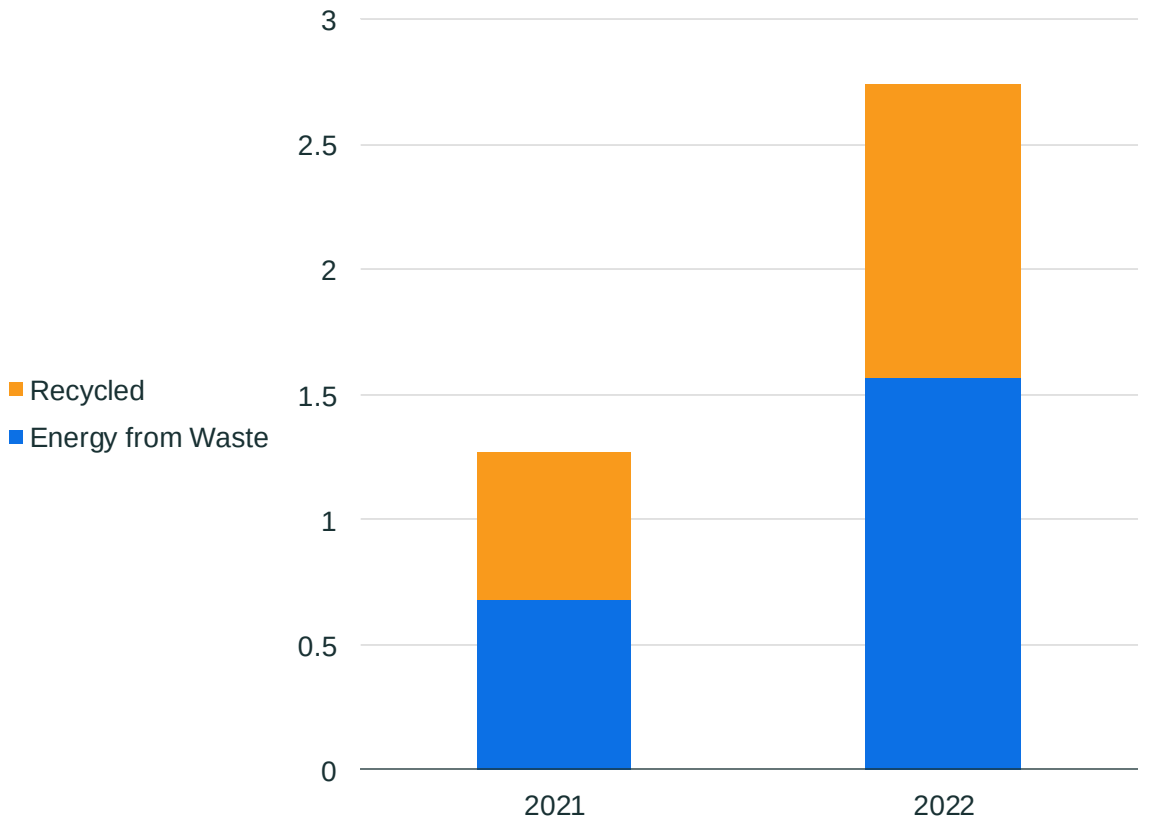
Carbon footprint.

WASTE

- Waste emissions increased by 108% from YE2021
- Energy from waste contributed to 59% of YE2022 waste emissions, while recycling waste contributed to 41%

Waste	2021	2022
Energy from Waste	0.7	1.6
Recycled	0.6	1.2
Total	**1.3**	**2.7**

Waste emissions for year ending 2021 and 2022, tCO_2e



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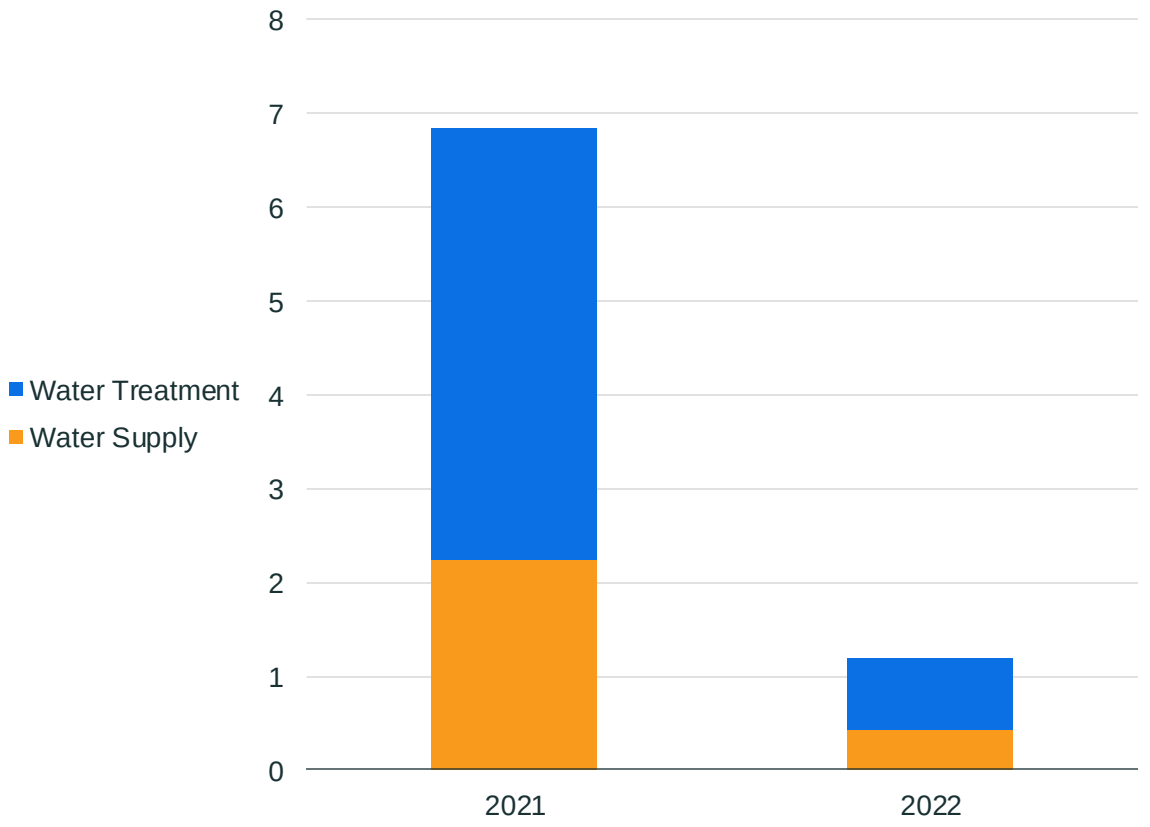
Carbon footprint.

WATER

- Water emissions decreased by 82% in YE2022
- Water supply contributed to 33% of YE2022 water emissions, while water treatment contributed to 67%

Water	2021	2022
Water Supply	2.2	0.4
Water Treatment	4.6	0.8
Total	**6.8**	**1.2**

Water emissions for year ending 2021 and 2022, tCO_2e



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

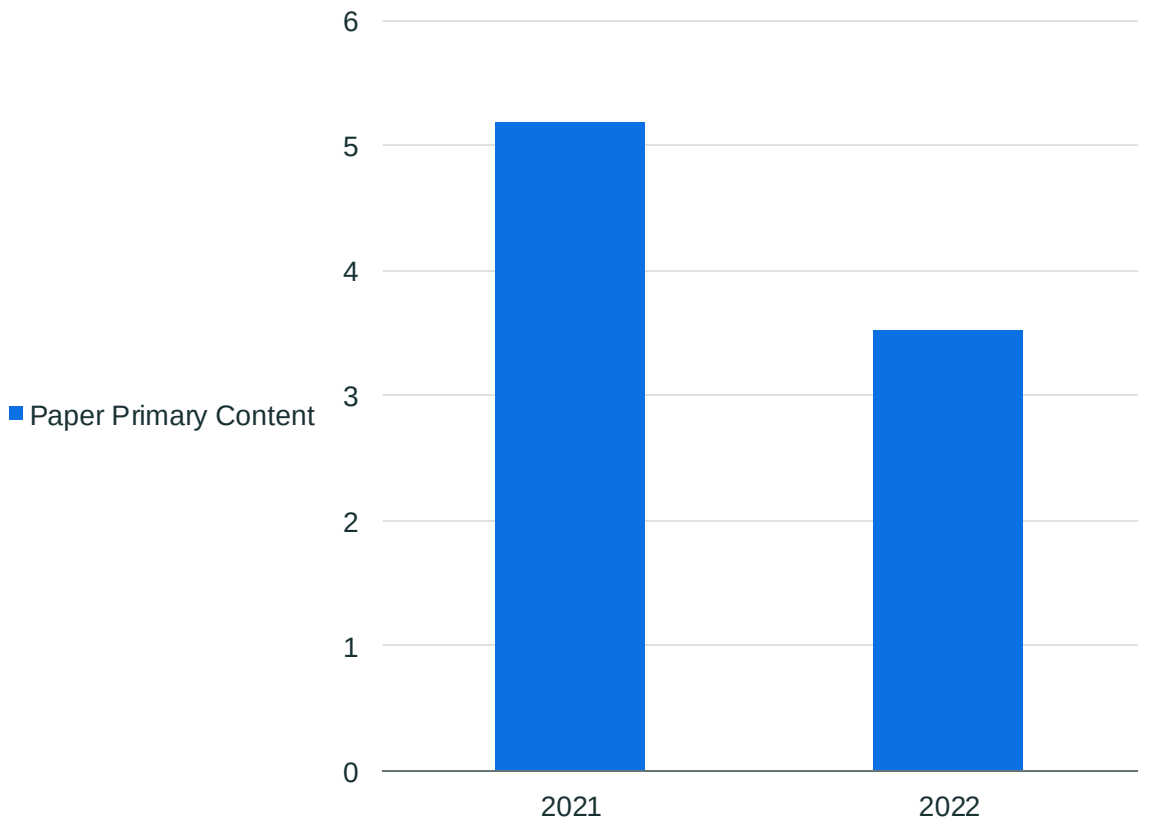
Carbon footprint.

PROCUREMENT

- Paper procurement emissions decreased by 33% in YE2022

Paper	2021	2022
Paper Primary Content	5.2	3.5
Total	**5.2**	**3.5**

Procurement emissions for year ending 2021 and 2022, tCO_2e



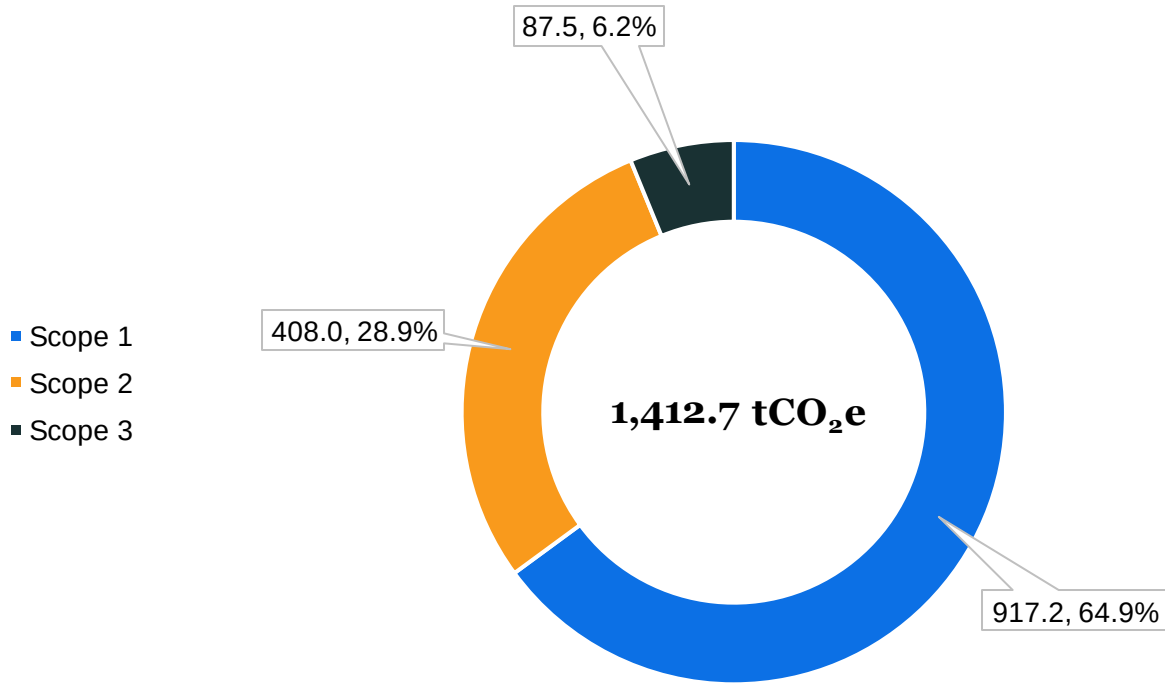
All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Total carbon footprint.

BY SCOPE

Scope	tCO_2e	%
Scope 1	917.2	64.9
Scope 2	408.0	28.9
Scope 3	87.5	6.2
Total	**1,412.7**	**100.0**

Total carbon emissions by scope for year ending 2022, 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.

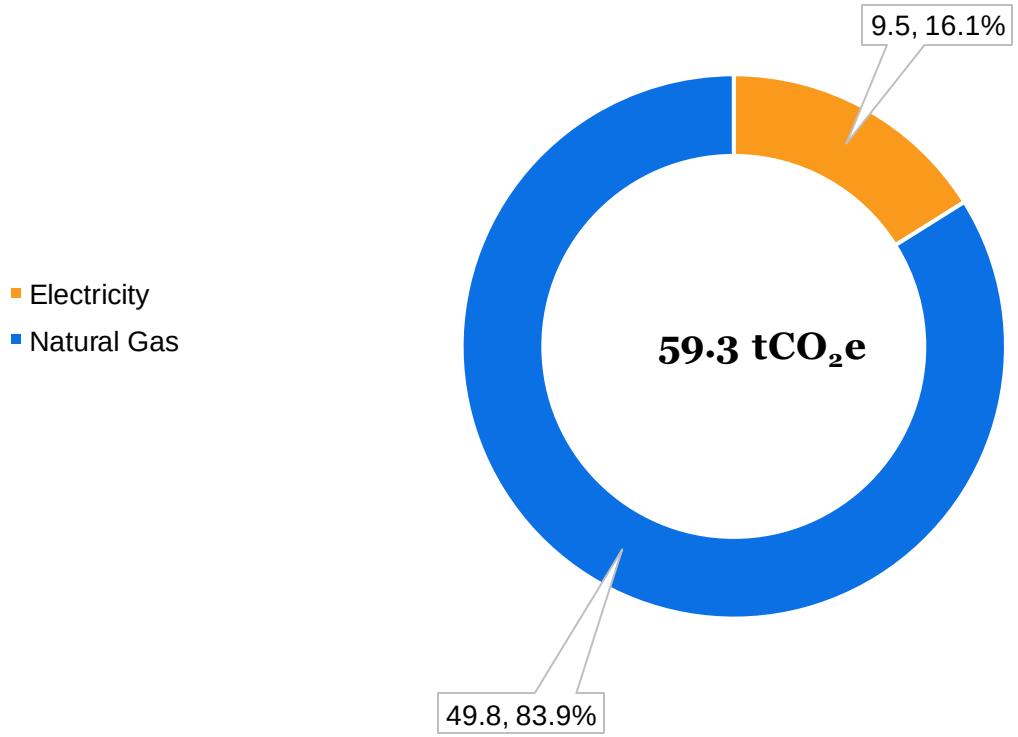
HOME OFFICE

Notes:

- Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. The homeworking emissions for your office sites have not been included in your carbon footprint total.

Homeworking	tCO_2e	%
Electricity	9.5	16.1
Natural Gas	49.8	83.9
Total	**59.3**	**100.0**

Homeworking emissions for year ending 2022, tCO_2e



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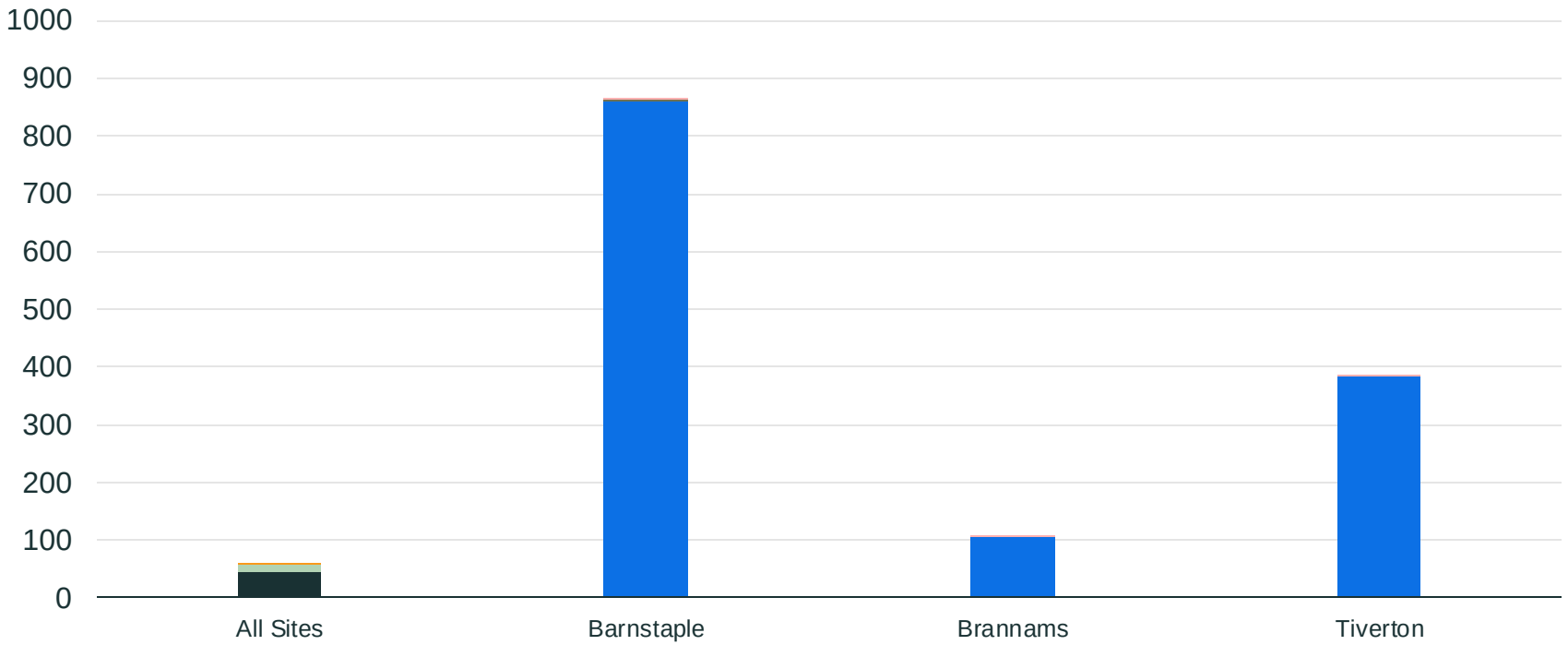
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO_2e



Note:
All includes business travel, fleet and other fuels, since the data submitted was cumulative for the whole business (i.e. not split between brands and head office)

Looking ahead.
Targets for next year.

Total carbon footprint

1,412.7 tCO_2e

Total carbon reduction (5%)

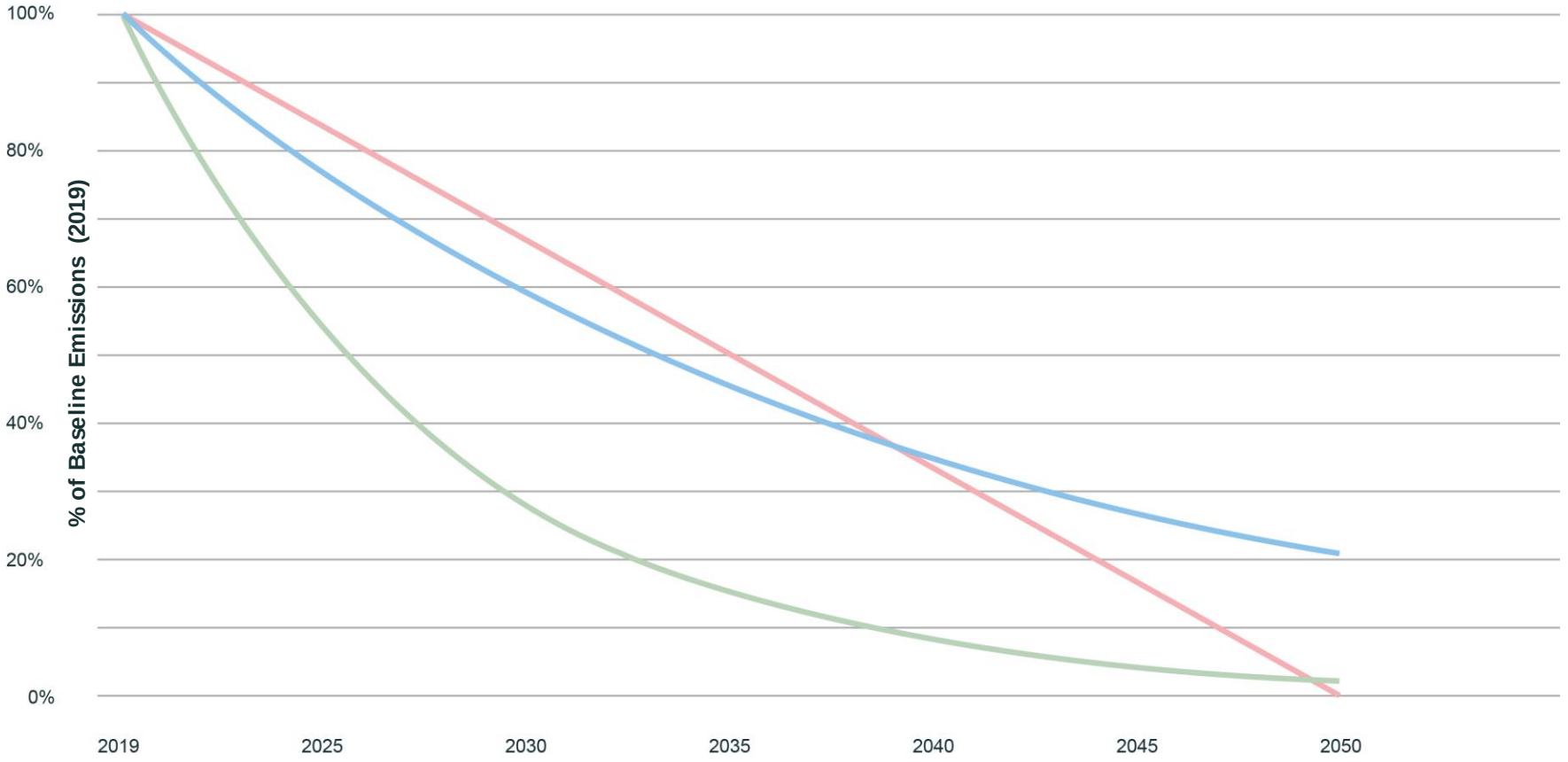
70.6 tCO_2e

Carbon reduction per employee (5%)

0.1 tCO_2e

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 mean average reduction achieved by the Planet Mark holders in Ye2019.
- 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.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.

Workshop	Description
Sustainability Energiser	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
Sustainability Plan Workshop	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.
Business Sustainability Essentials Training	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
Stakeholder Engagement Workshop	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.

The Eden Project

PARTNERSHIP

At Planet Mark, we recognise 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. We contribute 5% of Business Certification fees to the Eden Project.

Cool Earth

PARTNERSHIP

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.

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 18 SDG targets.

Contributing towards

6 SDGs

SDG alignment.

6.3 - 100% of w ater treated

6.4 - Reduction in w ater consumption

6.6 - Acre of rainforest protected

6.6 - Reduction in w ater consumption

13.3 - Acre of rainforest protected, storing 260 tCO_2

13.3 - Donation to the Eden Project

7.2 - 100% of energy demand met by renew able energy

11.6 - Measured carbon emissions

11.6 - 48% of w aste recycled and composted

11.4 - Donation to the Eden Project

11.4 - Acre of rainforest protected

12.6 - Measured carbon emissions

12.5 - 48% of w aste recycled and composted

15.2 - Reduction in paper use

15.2 - Acre of rainforest protected, storing 260 tCO_2

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 all of your staff members to join our online platform, open exclusively to Planet Mark members. A space to learn, share, celebrate and discuss. 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 April 2020 to 31 March 2021		01 April 2021 to 31 March 2022				
Source	**Scope**	**Unit**	**Amount**	**tCO_2e**	**Amount**	**tCO_2e**	**% Change in tCO_2e from previous year**	**% total carbon footprint**	**% Change in amounts from previous year**
Buildings									
Diesel Fuel	1	litres	770.9	2.0	-	-	-	-	-
Electricity (location based)	2	kWh	1,545,683.9	360.4	1,921,571.4	408.0	13%	29%	24%
Electricity (market based)	2	kWh	-	-	1,921,571.4	0	-	-	-
Natural Gas	1	kWh	2,368,831.3	435.6	4,934,069.6	903.7	107%	64%	108%
Petrol Fuel	1	litres	248.5	0.5	-	-	-	-	-
Transmission and Distribution Losses	3	kWh	1,545,683.9	31.0	1,921,571.4	36.1	17%	3%	24%
Procurement									
Paper Primary Content	3	tonnes	5.6	5.2	3.8	3.5	-32%	0.3%	-32%
Travel									
Fleet Diesel Fuel	1	litres	897.0	2.3	4,681.0	11.8	415%	1%	422%
Fleet Petrol Fuel	1	litres	300.1	0.7	797.7	1.7	169%	0.1%	166%
Average Car	3	km	44,060.6	7.6	256,040.2	43.9	481%	3%	481%
Waste									
Energy from Waste	3	tonnes	31.9	0.7	73.4	1.6	130%	0.1%	130%
Recycled	3	tonnes	32.1	0.6	66.8	1.2	99%	0.1%	108%
Water									
Water Supply	3	cubic metres	6,505.9	2.2	2,822.7	0.4	-81%	0.03%	-57%
Water Treatment	3	cubic metres	6,505.9	4.6	2,822.7	0.8	-83%	0.1%	-57%
			Location Based						
Total		**tCO_2e**		**853.2**		**1,412.7**	**66%**		
No. employees		Number		535		622.1			
Total per employee		**tCO_2e**		**1.6**		**2.3**	**42%**		
Turnover £m		£m		28.2		29.8			
Total per £m		**tCO_2e**		**30.3**		**47.4**	**57%**		
Total floor space		m²		43,519.6		44,267.5			
Building emissions per m²		**tCO_2e**		**0.01**		**0.03**	**60%**		
			Market Based						
Total		**tCO_2e**		**-**		**1,004.7**	**-**		
No. employees		Number		535		622.1			
Total per employee		**tCO_2e**		**-**		**1.6**	**-**		
Turnover £m		£m		28.2		29.8			
Total per £m		**tCO_2e**		**-**		**33.7**	**-**		
Total floor space		m²		43,519.6		44,267.5			
Building emissions per m²		**tCO_2e**		**-**		**0.02**	**-**		

 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	Petroc
Sector	College
Reporting Period	01 April 2021 to 31 March 2022
Year Of Certification	6th
Reporting Boundary	Barnstaple main campus, Brannams campus and Tiverton campus
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)
Total FTE Employees (annual average no.)	622
Total Internal Floorspace (m^2)	44,267.5
Data Collection Lead	Jason Quinn, Head of Estates - jason.quinn@petroc.ac.uk
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2020
Current Conversion Factor	BEIS 2021
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community Project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
Prepared by	Leonardo Fagundes, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Certification, Planet Mark
Date	14 September 2022

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 - invoices	Actual meter reads with some extrapolation to match reporting period	Your scope 2 electricity emissions are reported in two ways; one is using the location based method and the other the market based method. Location based electricity emissions have been calculated using carbon emission factors for average UK national grid electricity and 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 (Drax has 100% renewable energy, source: https://energy.drax.com/support/fuel-mix-disclosure/)	All sites
Natural gas	1	kWh	Primary source - invoices	Actual and estimated meter reads	None	All sites
Water supply & treatment	3	m^3	Primary source - invoices	Actual and estimated meter reads	Tiverton meter reference MDC 70486528 has been estimated based on the split for that location based on previous years and consumption for the other available meter since client was unable to obtain consumption from water provided	All sites
Homeworking energy	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	Includes additional electricity and space heating energy consumption as a result of working from home. We calculate energy consumption due to homeworking in each month of the reporting period based on the number of FTE who work from home. Space heating energy consumption in each month is derived from a Planet Mark degree day analysis using average UK energy consumption for a gas heated home. Monthly electricity consumption takes into account the electricity needed for a home office plus some other ancillary demand.	All 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
Fleet vehicles	1	km	Primary source - expense claims	Actual	None	All sites
Private vehicles used for business	3	km	Primary source - expense claims	Actual	None	All sites
Waste Recycling	3	tonnes	Primary source - waste report	Actual	None	All sites
Energy from waste	3	tonnes	Primary source - waste report	Actual	None	All sites
Procurement - paper	3	tonnes	Secondary source - data submission form	Actual	None	All sites
Headcount		no.	Primary source - data submission form	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	All sites
Floor Area		m^2	Primary source - data submission form	Assumed Actual	None	All 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 Code of Practice and provides an indication of data assurance when using information in this report in your business.

	Previous Year	01 April 2021 to 31 March 2022	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period.
Data completeness	3	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	3	4	Data collection procedure clearly disclosed with clear audit trail (invoices provided) and full disclosure of assumptions.
Data accuracy	2	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
Consistency	3	4	Consistent or consistently improved methods, boundary and data completeness to allow for meaningful comparisons between years.
Total score	**15 out of 20**	**18 out of 20**	

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

- Provide evidence for paper procurement
- Provide full reporting period data for water consumption
- Keep site names consistent throughout data submission

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
Gas	1	Barnstaple	Invoice	Mixed (actual & est)	16-03-2021	01-07-2021	108	01-04-2021	01-07-2021	92	Interpolation
Gas	1	Barnstaple	Invoice	Estimated	16-03-2021	23-06-2021	100	01-04-2021	23-06-2021	84	Interpolation
Gas	1	Barnstaple	Invoice	Mixed (actual & est)	12-10-2021	30-11-2021	50	01-11-2021	30-11-2021	30	Interpolation
Gas	1	Barnstaple	Invoice	Estimated	16-03-2021	23-06-2021	100	01-04-2021	23-06-2021	84	Interpolation
Gas	1	Barnstaple	Invoice	Estimated	30-03-2021	28-04-2021	30	01-04-2021	28-04-2021	28	Interpolation
Gas	1	Barnstaple	Invoice	Estimated	16-03-2021	23-06-2021	100	01-04-2021	23-06-2021	84	Interpolation
Gas	1	Brannams	Invoice	Estimated	16-03-2021	23-06-2021	100	01-04-2021	23-06-2021	84	Interpolation
Gas	1	Brannams	Invoice	Mixed (actual & est)	16-03-2021	23-06-2021	100	01-04-2021	23-06-2021	84	Interpolation
Gas	1	Tiverton	Invoice	Mixed (actual & est)	16-02-2021	25-05-2021	99	01-04-2021	25-05-2021	55	Interpolation
Gas	1	Tiverton	Invoice	Actual meter read	01-03-2022	01-03-2022	1	01-03-2022	31-03-2022	31	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
Gas	1	Tiverton	Invoice	Mixed (actual & est)	16-02-2021	25-05-2021	99	01-04-2021	25-05-2021	55	Interpolation
Gas	1	Tiverton	Invoice	Actual meter read	30-04-2021	31-03-2022	336	01-04-2021	31-03-2022	365	Interpolation
Gas	1	Tiverton	Invoice	Mixed (actual & est)	16-02-2021	25-05-2021	99	01-04-2021	25-05-2021	55	Interpolation
Water Supply	3	Barnstaple	Invoice	Mixed (actual & est)	05-05-2021	12-05-2022	373	01-04-2021	31-03-2022	365	Interpolation
Water Supply	3	Brannams	Invoice	Mixed (actual & est)	11-03-2021	21-03-2022	376	01-04-2021	31-03-2022	365	Interpolation
Water Supply	3	Brannams	Invoice	Mixed (actual & est)	11-03-2021	25-06-2021	107	01-04-2021	25-06-2021	86	Interpolation
Water Supply	3	Brannams	Invoice	Mixed (actual & est)	24-12-2021	21-03-2022	88	24-12-2021	31-03-2022	98	Extrapolation
Water Supply	3	Tiverton	Invoice	Actual meter read	08-01-2021	19-04-2021	102	01-04-2021	19-04-2021	19	Interpolation
Water Supply	3	Tiverton	Invoice	Actual meter read	19-01-2022	14-04-2022	86	19-01-2022	31-03-2022	72	Interpolation
Water Treatment	3	Barnstaple	Invoice	Mixed (actual & est)	05-05-2021	12-05-2022	373	01-04-2021	31-03-2022	365	Interpolation

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
Water Treatment	3	Brannams	Invoice	Mixed (actual & est)	11-03-2021	21-03-2022	376	01-04-2021	31-03-2022	365	Interpolation
Water Treatment	3	Brannams	Invoice	Mixed (actual & est)	11-03-2021	25-06-2021	107	01-04-2021	25-06-2021	86	Interpolation
Water Treatment	3	Brannams	Invoice	Mixed (actual & est)	24-12-2021	21-03-2022	88	24-12-2021	31-03-2022	98	Extrapolation
Water Treatment	3	Tiverton	Invoice	Actual meter read	08-01-2021	19-04-2021	102	01-04-2021	19-04-2021	19	Interpolation
Water Treatment	3	Tiverton	Invoice	Actual meter read	19-01-2022	14-04-2022	86	19-01-2022	31-03-2022	72	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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