

Business Certification

Simon Safety & Lifting Centre Ltd

YEAR 1

01 January 2024 to 31 December 2024



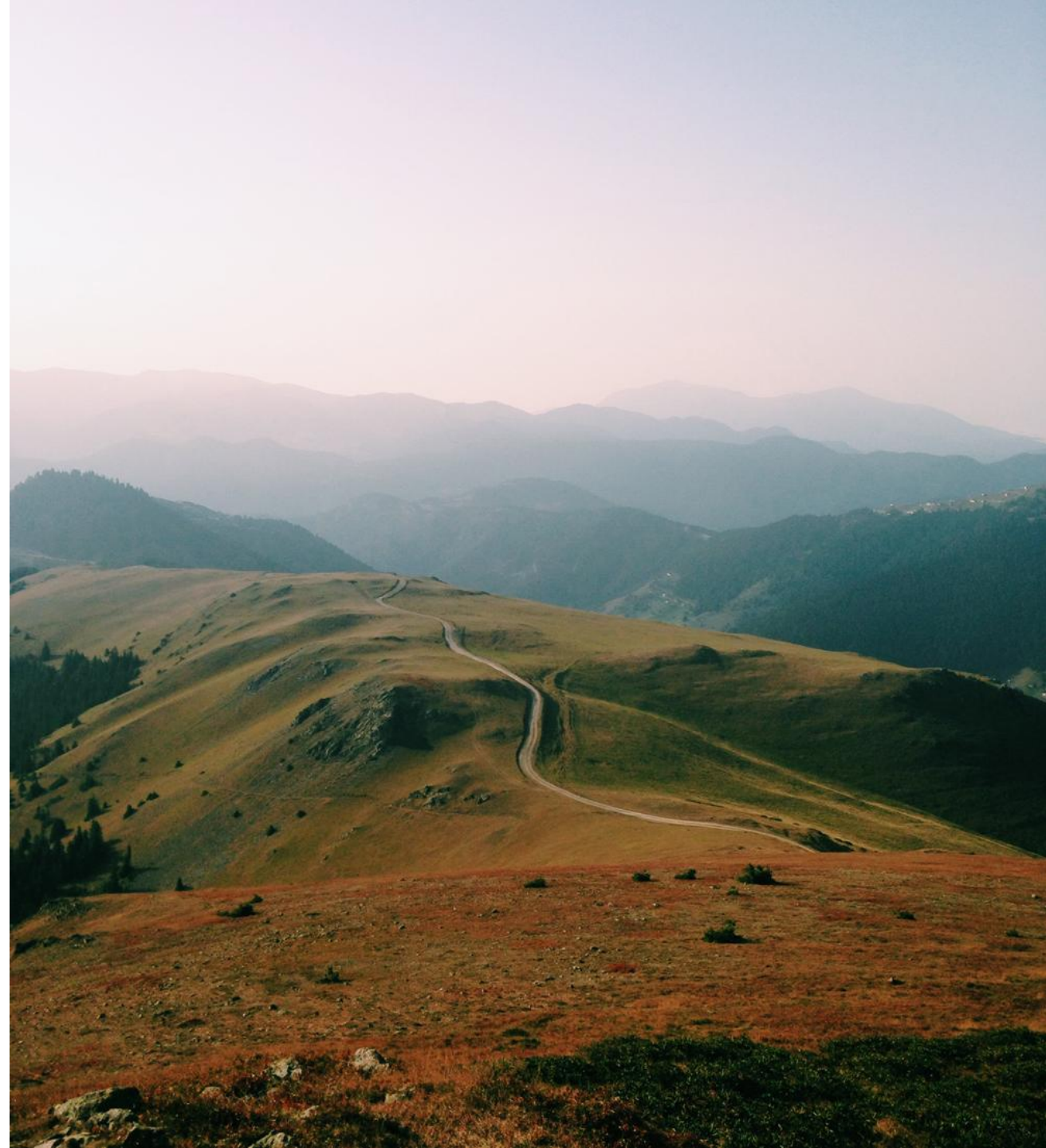
Measure



Engage



Communicate





Executive Summary

Current Planet Mark Certification

This reporting period captures the 1st year that Simon Safety & Lifting Centre Ltd has achieved Planet Mark Business Certification. To retain certification for the next reporting period Simon Safety & Lifting Centre Ltd is required to measure and reduce emissions while working to improve data quality.

This certification has been awarded to Simon Safety & Lifting Centre Ltd for reporting it's carbon footprint and engaging it's stakeholders.

Reporting year:

01 January 2024 to 31 December 2024

Reporting Boundary:

1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

Highlights (market-based):

Measured footprint (tCO ₂ e):	26.9
Per employee (tCO ₂ e):	1.5
Data quality (Scope 1 & 2):	12 out of 16
Data quality (Scope 3):	11 out of 16

Measured emissions:

Scope 1: Fleet Travel, Burning Oil

Scope 2: Electricity

Scope 3:

Cat. 1: Purchased Goods & Services (partial measurement)

Cat. 3: Fuel & energy related activities (partial measurement)

Cat. 5: Waste

Cat. 6: Business travel

Cat. 7: Employee Commuting (partial measurement)

Next Steps: working towards a complete carbon footprint

Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero. This certification helps organisations start their measurement journey by measuring emission sources under organisational control, however, to progress on the journey to net zero, all Members will need to understand and report against their full emissions boundary.

Scope 3 emissions currently account for 4.9% of the Simon Safety & Lifting Centre Ltd's measured carbon footprint. It is important to note that, once all material categories are included, Scope 3 emissions can account for 60-70% of a company's total footprint but can, on occasions, make up to 99%.

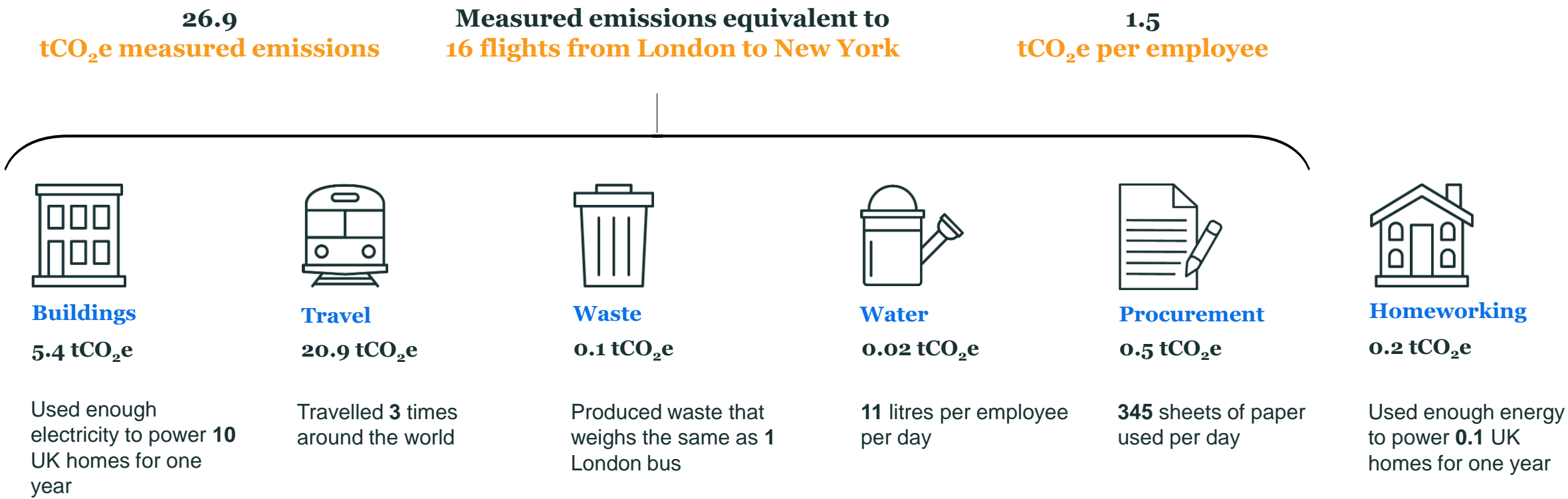
In our experience a company in your sector normally needs to report the following Scope 3 categories in addition to those already included within your reporting boundary:

- Cat. 1: Purchased Goods & Services
- Cat. 2: Capital Goods
- Cat. 3: Energy related activities
- Cat. 4: Upstream transportation & distribution
- Cat. 7: Employee Commuting

The inclusion of all material Scope 3 emissions is highly recommended within three years of achieving your first year of certification, but this is not a requirement for recertifying until 2030. To understand which emissions sources are material to your organisation and should be added to your measurement boundary before 2030 please get in touch with certification@planetmark.com, who will map your business operations against the 15 categories of Scope 3.



Measured carbon *EMISSIONS* Market *BASED*



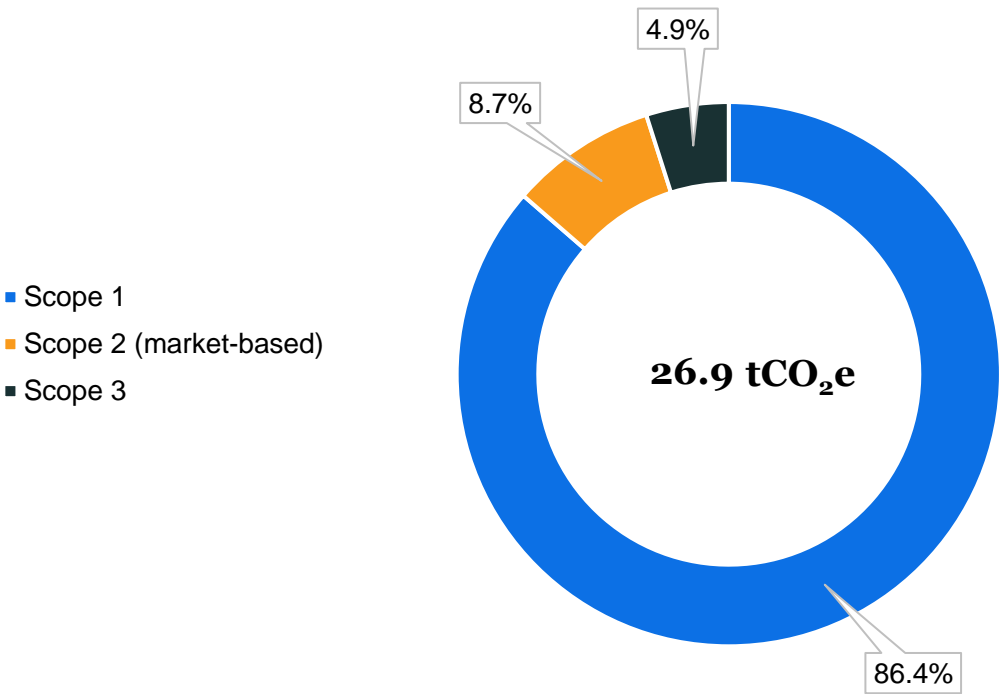


Measured carbon footprint By Scope.

Market *BASED*

Scope	tCO ₂ e	%
Scope 1	23.3	86.4
Scope 2 (market-based)	2.3	8.7
Scope 3	1.3	4.9
Total (market-based)	26.9	100.0

Measured carbon emissions by scope for year ending 2024, tCO₂e



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



Step one.

MEASURE





Measured carbon footprint.

Market BASED

Reporting year:

01 January 2024 to 31 December 2024

Reporting Boundary:

1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

Emissions measured:

Burning Oil, Electricity, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking (not included in total footprint), Paper, Waste, Water

Highlights:

Carbon footprint (tCO₂e): **26.9**

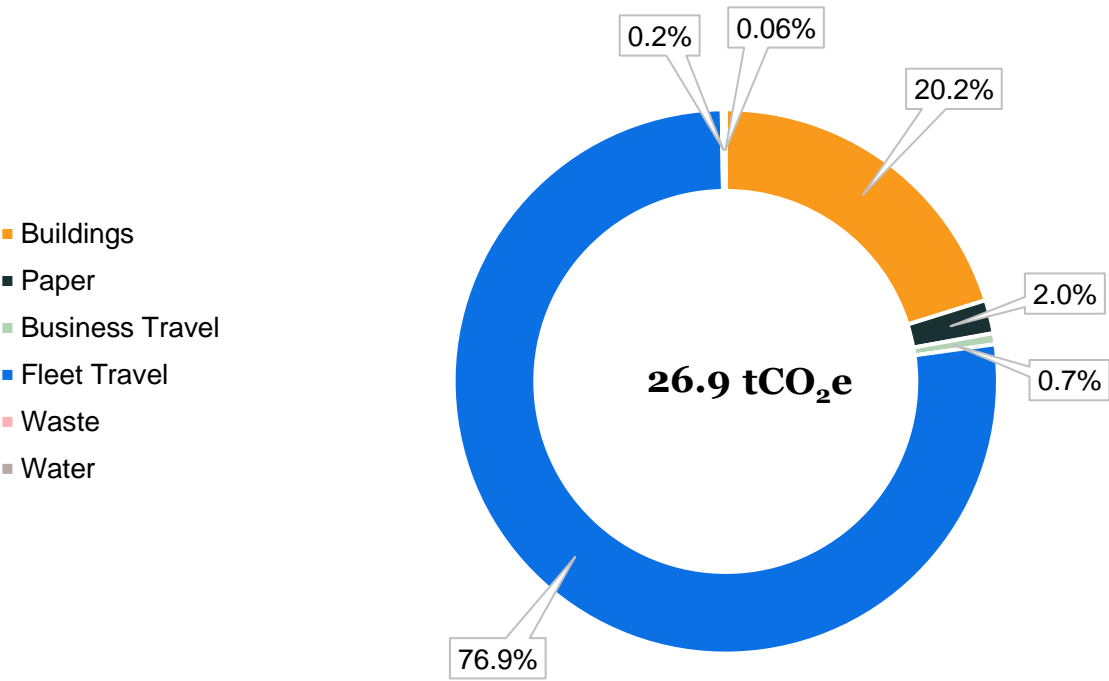
Per employee (tCO₂e): **1.5**

Next reduction target: **5%**

Data quality score Scope 1 & 2: **12 out of 16**

Data quality score Scope 3: **11 out of 16**

Carbon footprint by emission source for year ending 2024, tCO₂e
(market-based)



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.

Location *BASED*

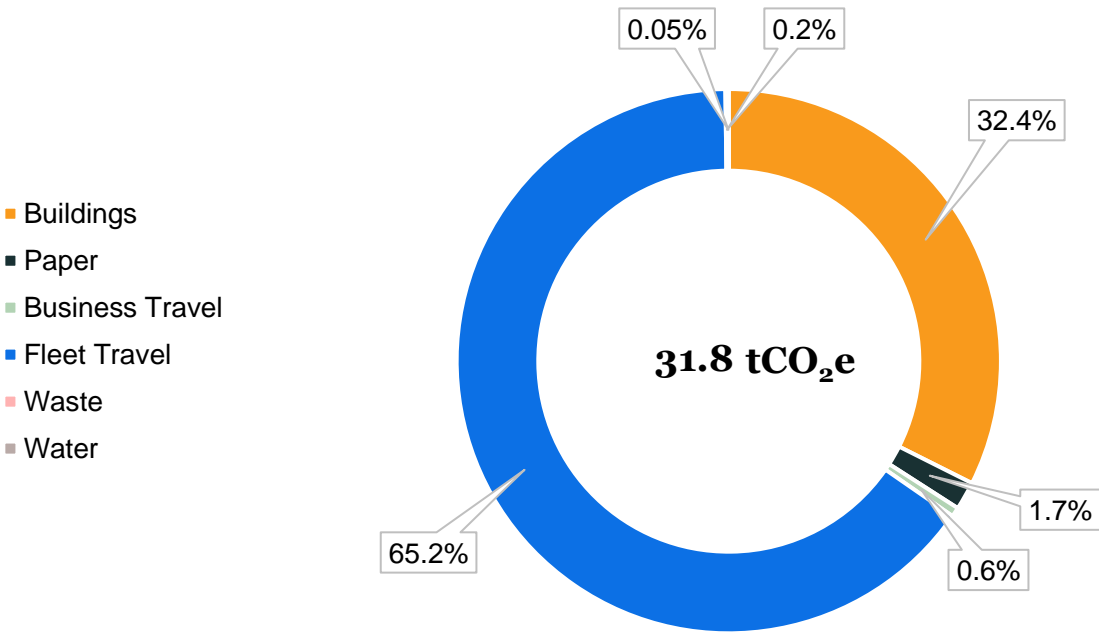
Reporting year:
01 January 2024 to 31 December 2024

Reporting Boundary:
1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

Emissions measured:
Burning Oil, Electricity, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking (not included in total footprint), Paper, Waste, Water

Highlights:
Carbon footprint (tCO₂e): **31.8**
Per employee (tCO₂e): **1.8**
Next reduction target: **5%**
Data quality score Scope 1 & 2: **12 out of 16**
Data quality score Scope 3: **11 out of 16**

Carbon footprint by emission source for year ending 2024, tCO₂e
(location-based)



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).



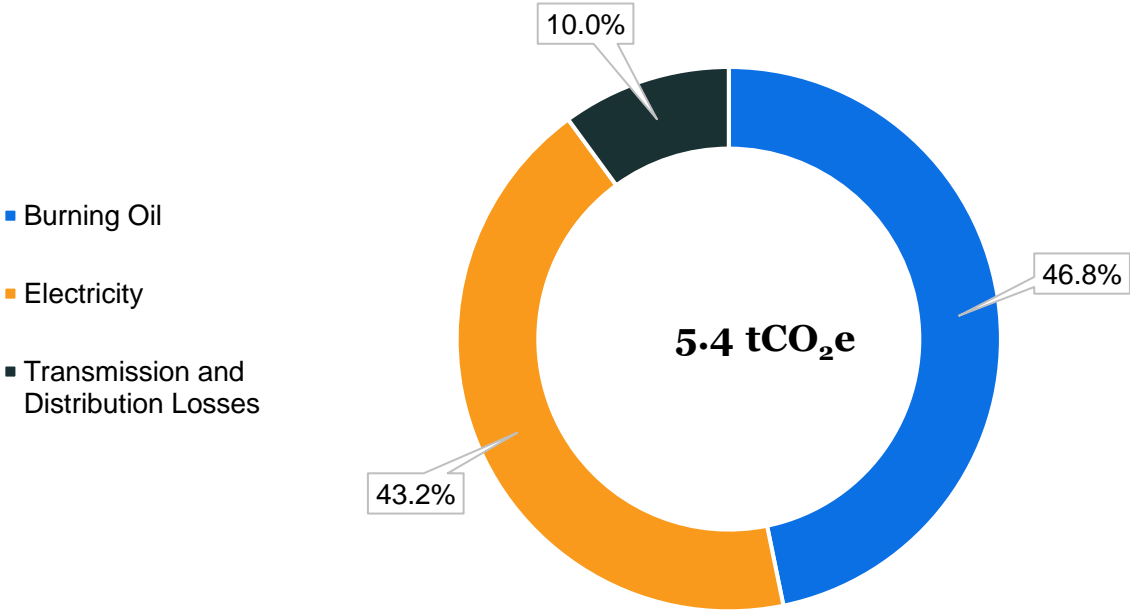
Carbon footprint.

BUILDINGS

Market based

Buildings	tCO ₂ e	%
Burning Oil	2.5	46.8
Electricity	2.3	43.2
Transmission and Distribution Losses	0.5	10.0
Total (market-based)	5.4	100.0

Buildings emissions for year ending 2024, tCO₂e



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



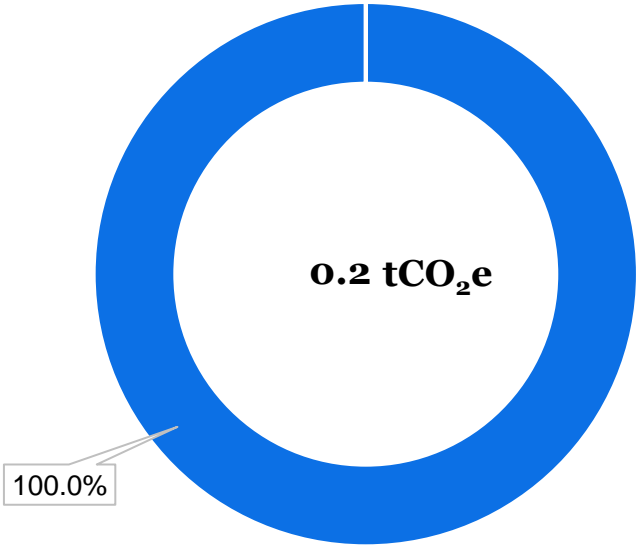
Carbon footprint.

Business TRAVEL

Business Travel	tCO ₂ e	%
Hotel	0.2	100.0
Total	0.2	100.0

Business travel emissions for year ending 2024, tCO₂e

■ Hotel



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

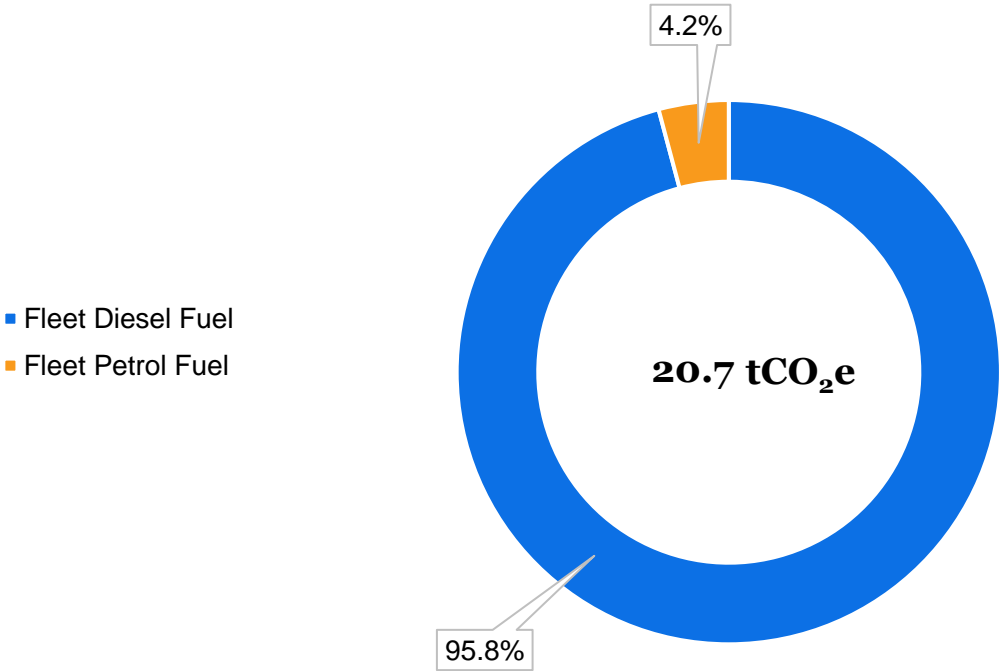


Carbon footprint.

Fleet *TRAVEL*

Fleet Travel	tCO ₂ e	%
Fleet Diesel Fuel	19.9	95.8
Fleet Petrol Fuel	0.9	4.2
Total	20.7	100.0

Fleet travel emissions for year ending 2024, tCO₂e



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

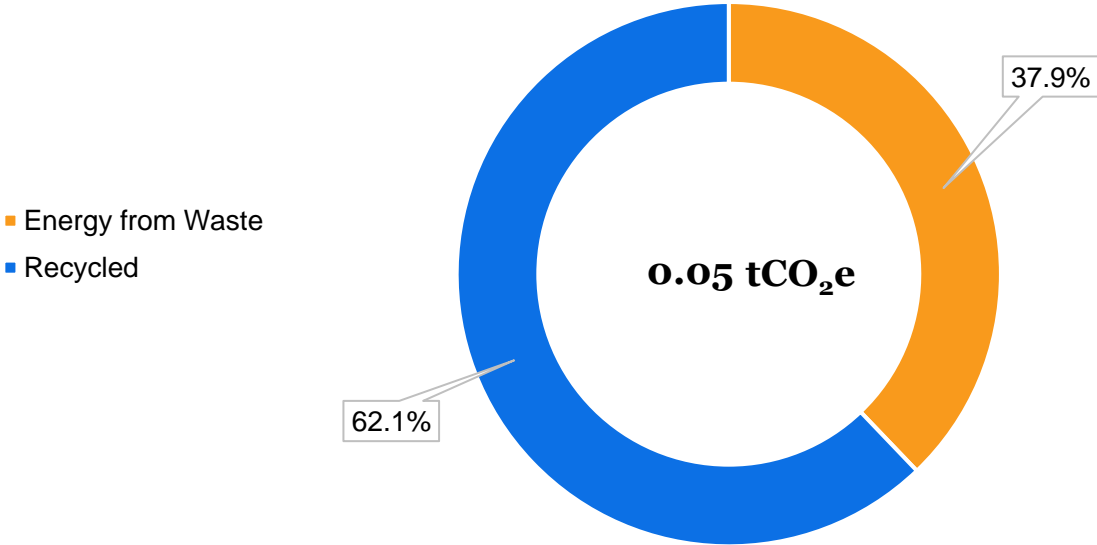



Carbon footprint.

WASTE

Waste	tCO ₂ e	%
Energy from Waste	0.02	37.9
Recycled	0.03	62.1
Total	0.05	100.0

Waste emissions for year ending 2024, tCO₂e



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

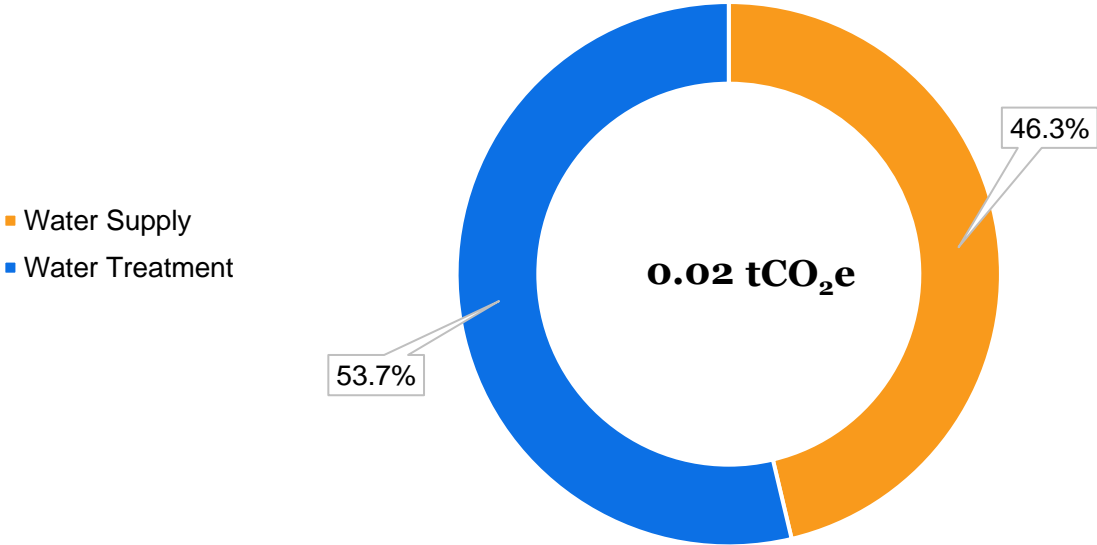


Carbon footprint.

WATER

Water	tCO ₂ e	%
Water Supply	0.01	46.3
Water Treatment	0.01	53.7
Total	0.02	100.0

Water emissions for year ending 2024, tCO₂e



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

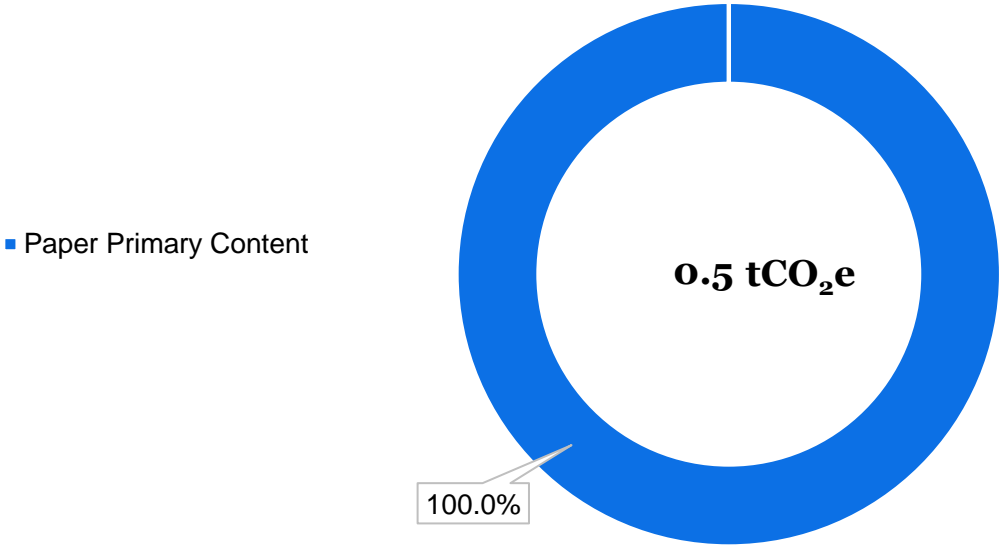



Carbon footprint.

PROCUREMENT

Paper	tCO ₂ e	%
Paper Primary Content	0.5	100.0
Total	0.5	100.0

Procurement emissions for year ending 2024, tCO₂e



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



Carbon footprint.

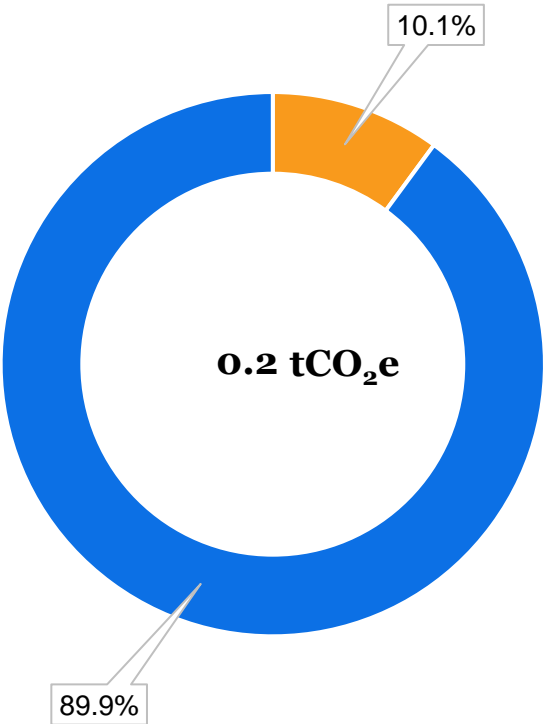
HOME OFFICE

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. They have not been included in your carbon footprint total.

Homeworking	tCO ₂ e	%
Electricity	0.02	10.1
Natural Gas	0.2	89.9
Total	0.2	100.0

Homeworking emissions for year ending 2024, tCO₂e

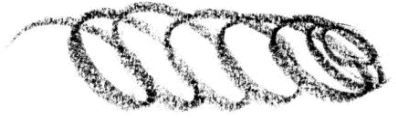
- Electricity
- Natural Gas



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



Looking ahead Targets for next year.



Measured carbon
footprint
market-based

26.9 tCO₂e



Carbon
reduction target (5%
in scope 1&2)

1.3 tCO₂e



Carbon reduction
per employee (5% in
scope 1&2)

0.1 tCO₂e





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.

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.



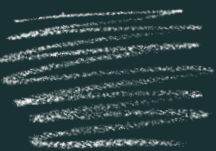
The Eden Project

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.



eden
project





Step three.

COMMUNICATE





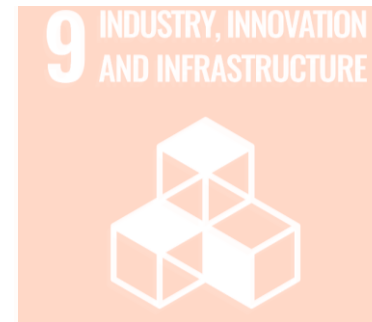
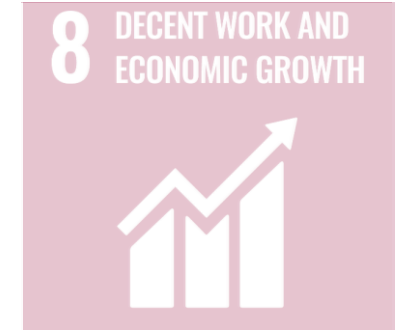
Communicating your international influence.

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

5 SDGs

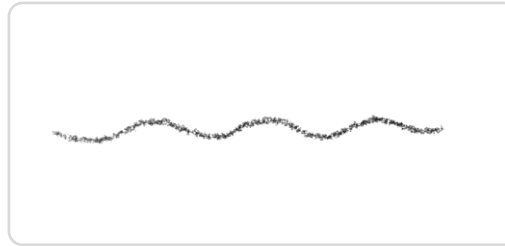
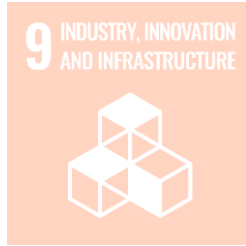




SDG alignment.



6.3 - 96% of water treated



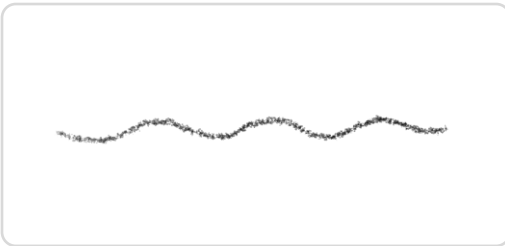
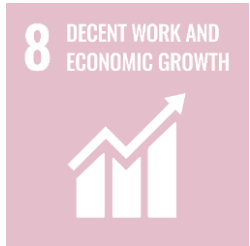
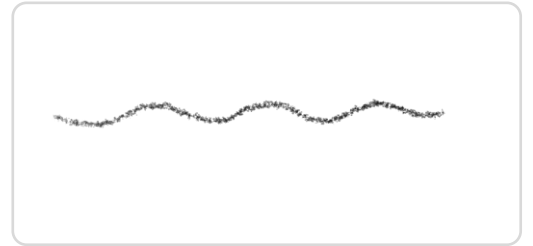
13.3 - Donation to the Eden Project



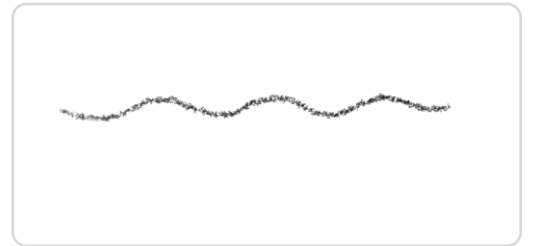
7.2 - 14% of energy demand met by renewable energy



11.6 - Measured carbon emissions
11.6 - 62% of waste recycled and composted
11.4 - Donation to the Eden Project

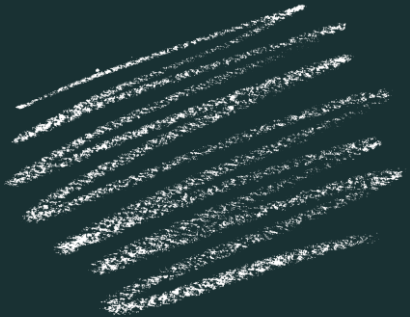


12.6 - Measured carbon emissions
12.5 - 62% of waste recycled and composted





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. Use our toolkits & resources

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

3. 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!

4. 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



Current					
01 January 2024 to 31 December 2024					
Source	Scope	Unit	Amount	tCO ₂ e	% total carbon footprint
Buildings					
Burning Oil	1	litres	1,000.0	2.5	9%
Electricity (market based)	2	kWh	34,841.3	2.3	9%
Electricity (location based)	2	kWh	34,841.3	7.2	-
Transmission and Distribution Losses	3	kWh	29,814.0	0.5	2%
Procurement					
Paper Primary Content	3	tonnes	0.4	0.5	2%
Travel					
Fleet Diesel Fuel	1	litres	7,900.2	19.9	74%
Fleet Petrol Fuel	1	litres	413.1	0.9	3%
Hotel	3	Room per night	17.0	0.2	1%
Waste					
Energy from Waste	3	tonnes	2.9	0.02	0.1%
Recycled	3	tonnes	4.7	0.03	0.1%
Water					
Water Supply	3	cubic metres	45.8	0.01	0.03%
Water Treatment	3	cubic metres	43.8	0.01	0.03%
Market Based					
Total		tCO₂e		26.9	
No. employees		Number		17.5	
Total per employee		tCO₂e		1.5	
Turnover £m		£m		3.8	
Total per £m		tCO₂e		7.1	
Total floor space		m ²		1,300.0	
Building emissions per m²		tCO₂e		0.004	
Location Based					
Total		tCO₂e		31.8	
No. employees		Number		17.5	
Total per employee		tCO₂e		1.8	
Turnover £m		£m		3.8	
Total per £m		tCO₂e		8.4	
Total floor space		m ²		1,300.0	
Building emissions per m²		tCO₂e		0.01	

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	Simon Safety & Lifting Centre Ltd
Sector	Safety equipment supplier
Reporting Period	01 January 2024 to 31 December 2024
Year Of Certification	1st
Reporting Boundary	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Emission sources included	Burning Oil, Electricity, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking (not included in total footprint), Paper, Waste, Water
Total FTE Employees (annual average no.)	18
Total Internal Floorspace (m ²)	1,300
Data Collection Lead	Simon Ashton, simon.ashton@simon-safety.co.uk , Managing Director & Sarah Eynon, sarah.eynon@simon-safety.co.uk , Administration Manager
Significant reporting changes	None
Current Conversion Factor	DESNZ 2024
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	Elizabeth Champion, Junior Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	20 February 2025



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 - report	Actual meter reads	<p>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).</p> <p>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 2023 to March 2024</p>	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
On-Site Renewables	2	kWh	Primary source - invoices	Actual meter reads with interpolation	<p>On-site renewables consumption is included within Electricity in the report. 50% of generation is exported.</p> <p>Feed-in-Tariff is received and no evidence of retired REGOs was provided. The grid average emission factor has been applied to location-based and the residual mix for market-based.</p>	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Water Supply & Treatment	3	m³	Primary source - invoices	Estimated meter reads with extrapolation	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

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).



About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Homeworking Energy	3	kWh	Secondary sources - Planet Mark homeworking energy calculation tool and data submission	Estimated	<p>UK homeworking energy includes additional electricity and gas consumption as a result of each full-time equivalent employee working from home. We base our estimate of energy consumption due to homeworking on the DESNZ 2023 homeworking emission factors. The annualised DESNZ emission factors have been converted into monthly estimates of energy consumption in order to better account for seasonal variations. Our estimates are based on a 40h working week and a 6-month heating season (October to March) and take into account annual leave.</p> <p>Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.</p>	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Fleet Vehicles	1	litres	Primary source - fuel report	Mixed	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Waste	3	tonnes	Primary source - invoices	Actual	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

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).



About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Headcount		no.	Primary source - note from payroll	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).	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	1 UK Head Quarters at Unit 73, Honeyborough Business Park, SA73 1SE

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).



About this report.

Data Quality Score for Scope 1&2 emissions.

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 2024 to 31 December 2024		Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the organisation’s scope 1 and 2 carbon footprint for the studied period (e.g. at least 75% of organisational scopes 1 and 2 activity included).
Data completeness	3	12 months of data provided for most sources measured (e.g. at least 75%).
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided (e.g. transparency on the source of at least 75% of data submitted).
Data accuracy	3	Use of primary data sources and minimal estimated data for at least 75% of sources measured.
Total Score		12 out of 16

- As a way to improve your data quality score for future reports, it is recommended:**
- Continue to provide primary data evidence for your Electricity, Solar Panels and Burning Oil. For Electricity, please provide your kWh summary from British Gas in your data submission.
 - Provide corresponding primary evidence invoices/fuel receipts for your Fleet Travel fuel in your data submission.



About this report.

Data Quality Score for Scope 3 emissions.

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 2024 to 31 December 2024		Definition
Relevance of boundary	2	Boundary accurately reflects all material core scope 3 emissions that are easily within organisational control (e.g. Categories 3, 5, 6).
Data completeness	3	At least 67% of data provided for most categories measured (e.g. at least 75%).
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided (e.g. transparency on the source of at least 75% of data submitted).
Data accuracy	3	Use of actual data for the majority of categories with limited estimated data (e.g. at least 75% actual data).
Total Score		11 out of 16

- As a way to improve your data quality score for future reports, it is recommended:**
- Try to obtain and submit ‘actual’ meter reads for your water supply and treatment, as opposed to ‘estimated’ meter reads.
 - To report on more material core Scope 3 categories within your organisational control.



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



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
Water Treatment	3	Head Quarters	Invoices	Estimated meter reads	29-02-2024	30-08-2024	184	01-01-2024	31-12-2024	366	Extrapolation
Water Supply	3	Head Quarters	Invoices	Estimated meter reads	29-02-2024	30-08-2024	184	01-01-2024	31-12-2024	366	Extrapolation
On-Site Renewables	2	Head Quarters	Invoices	Actual meter reads	04-10-2023	03-01-2025	458	01-01-2024	31-12-2024	366	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.

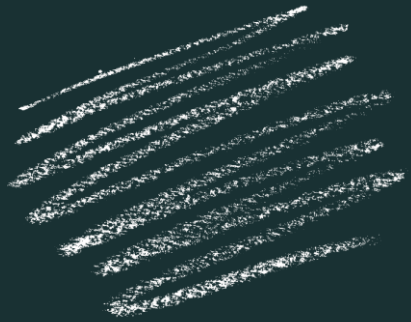
Waste

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.

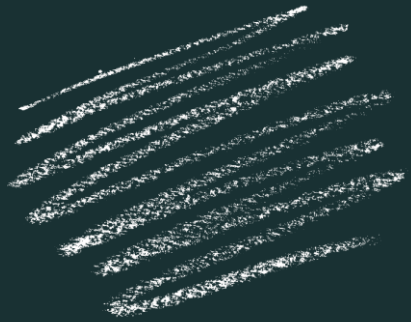
Paper

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.

A BRIGHTER future.



THANK YOU

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