# PlanetMark

# Business Certification

## Techspace Property Group

*YEAR 2*

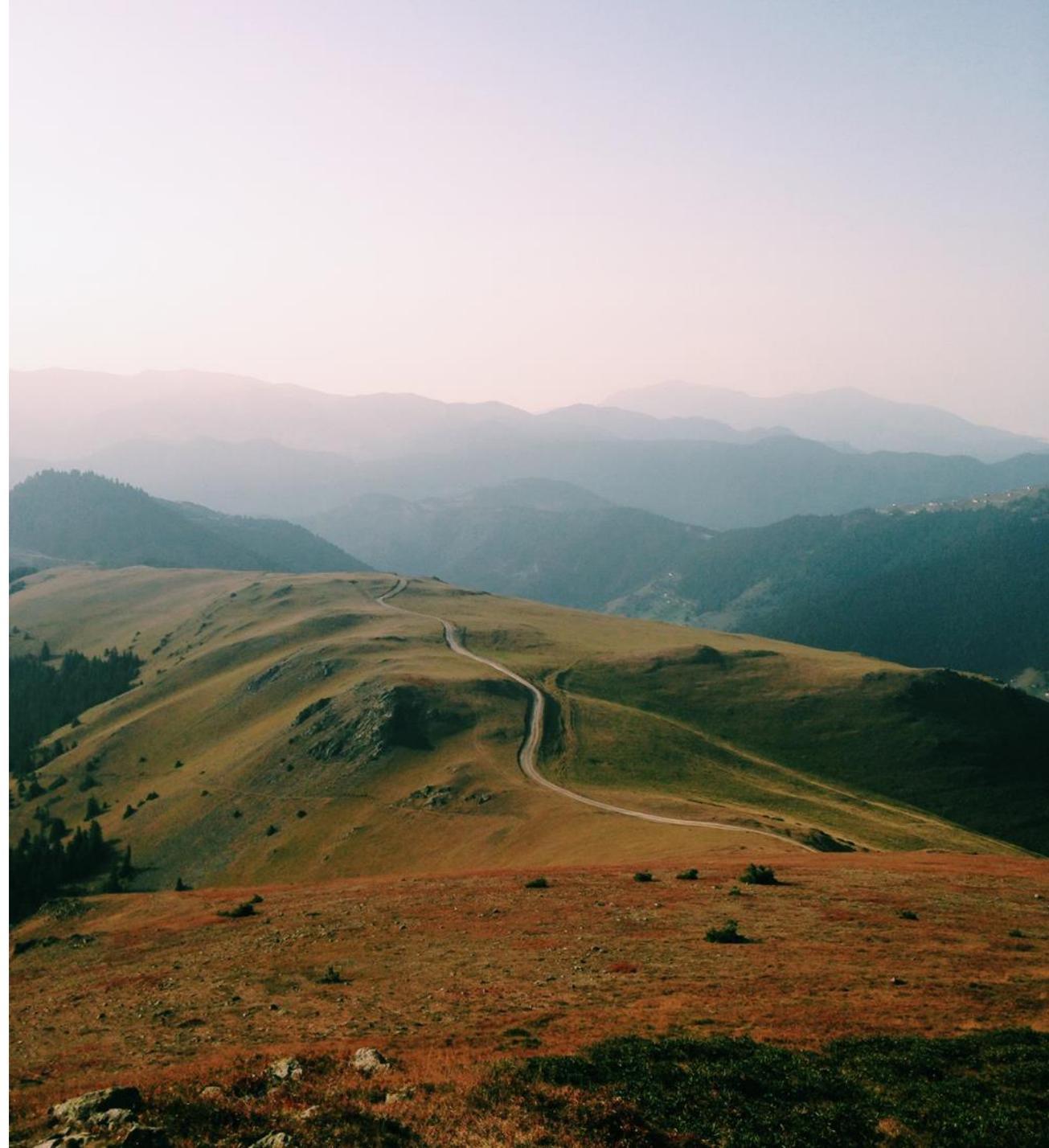01 April 2022 to 31 March 2023

Measure          Engage          Communicate

# Measured carbon EMISSIONS

**397.5**
tCO$_2$e measured emissions

**Measured emissions equivalent to**
**351 flights from London to New York**

**10.6**
tCO$_2$e per employee

**Buildings**

366.8 tCO$_2$e

Used enough electricity to power **184** UK homes for one year

**Travel**

14.3 tCO$_2$e

Travelled **4** times around the world

**Waste**

13.3 tCO$_2$e

Produced waste that weighs the same as **5** London buses

**Water**

3.0 tCO$_2$e

**487** litres per employee per day

**Procurement**

N/A

**Homeworking**

13.6 tCO$_2$e

Used enough energy to power **4** UK homes for one year

# Step one.
## MEASURE

# Measured carbon footprint.
# Location BASED

**Reporting year:**
01 April 2022 to 31 March 2023

**Reporting Boundary:**
Offices in London & Berlin

**Emissions measured:**
Electricity, T&D Losses, Purchased heat and steam, Natural Gas, Water, Business travel, Waste, Homeworking (excluded from footprint)

**Highlights:**
Carbon footprint (tCO$_2$e): **397.5**
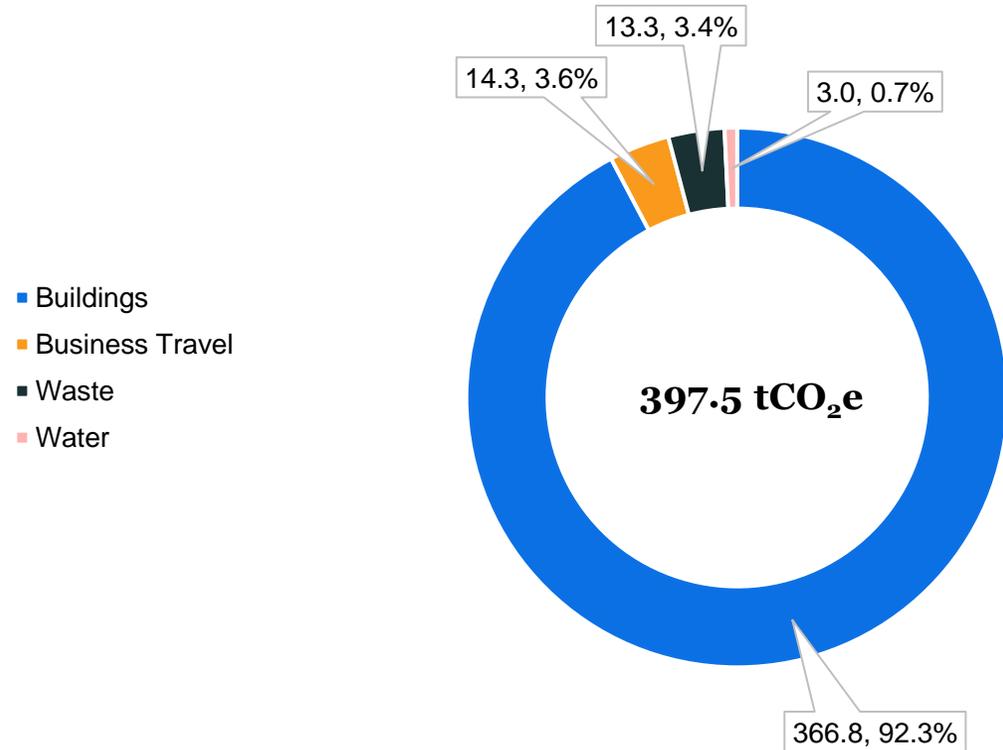Per employee (tCO$_2$e): **10.6**
Per desk (tCO$_2$e): **0.29**
Per desk & additional memberships (tCO$_2$e): **0.27**
Next reduction target: **5%**
Data quality score: **13 out of 20**

**Carbon footprint by emission source for year ending 2023, tCO$_2$e**

13.3, 3.4%

14.3, 3.6%

3.0, 0.7%

- Buildings
- Business Travel
- Waste
- Water

**397.5 tCO$_2$e**

366.8, 92.3%

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 April 2022 to 31 March 2023

**Reporting Boundary:**
Offices in London & Berlin

**Emissions measured:**
Electricity, T&D Losses, Purchased heat and steam, Natural Gas, Water, Business travel, Waste, Homeworking (excluded from footprint)

**Highlights:**
Carbon footprint (tCO$_2$e): **365.7**
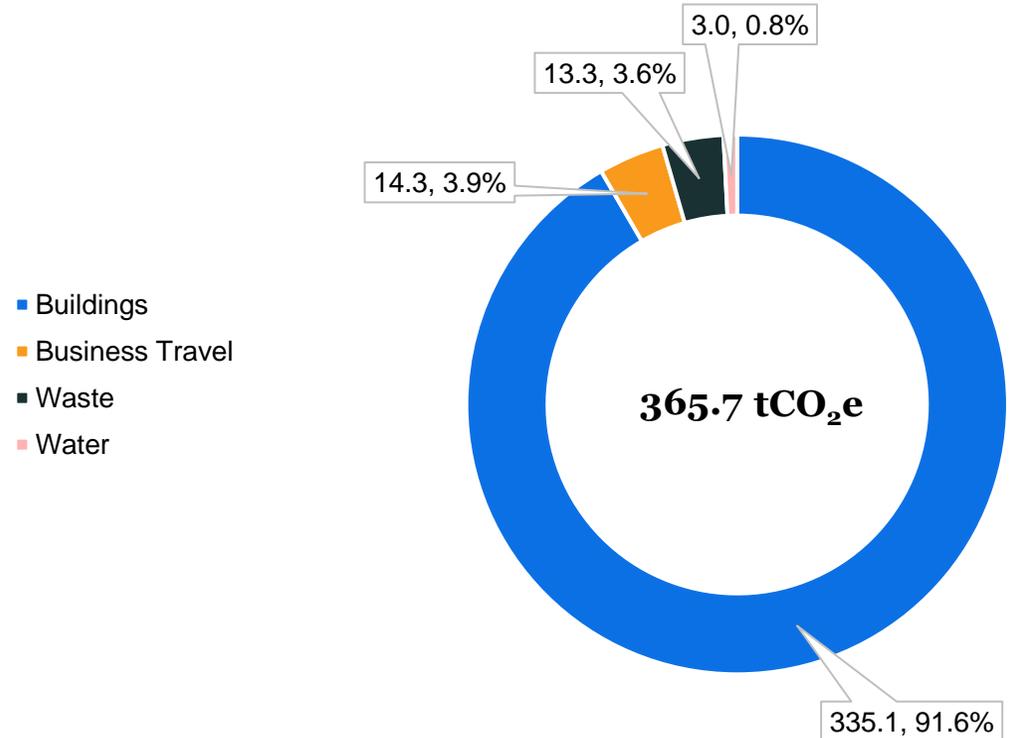Per employee (tCO$_2$e): **9.8**
Per desk (tCO$_2$e): **0.26**
Per desk & additional memberships (tCO$_2$e): **0.24**
Next reduction target: **5%**
Data quality score: **13 out of 20**

**Carbon footprint by emission source for year ending 2023, tCO$_2$e**



- Buildings
- Business Travel
- Waste
- Water

3.0, 0.8%
13.3, 3.6%
14.3, 3.9%
335.1, 91.6%

**365.7 tCO$_2$e**

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).
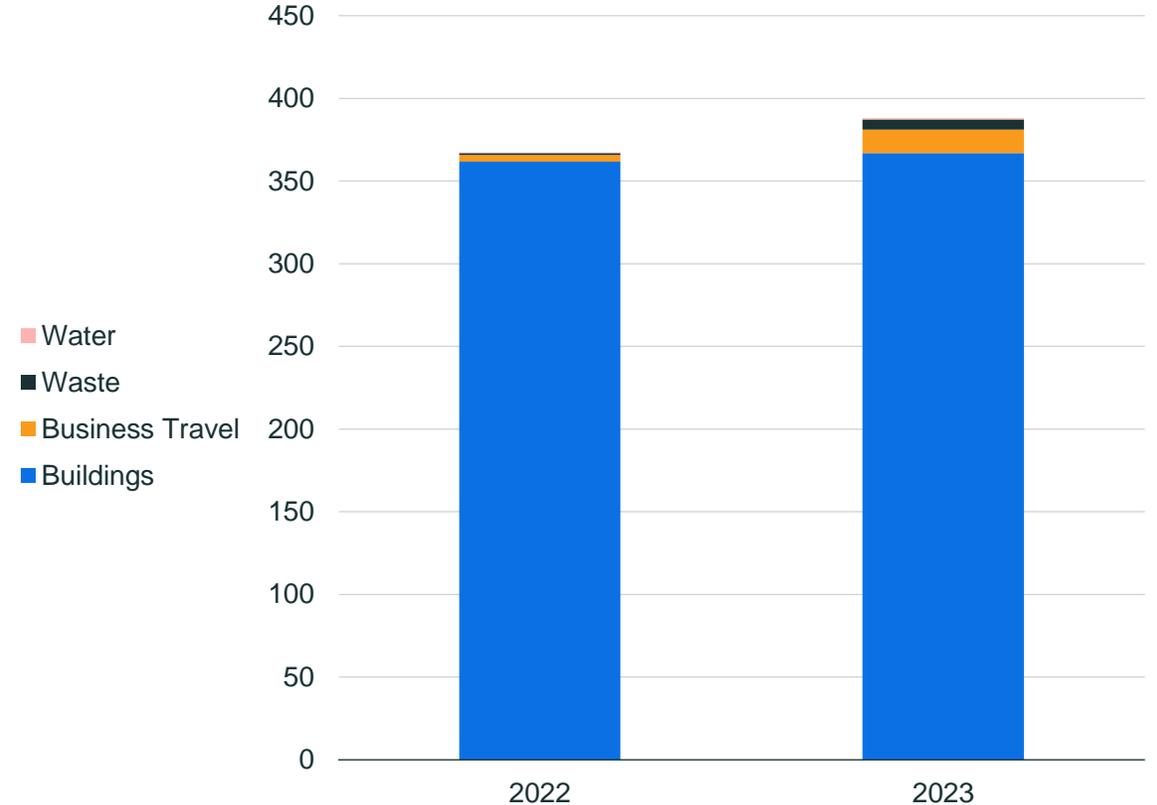
# Measured carbon footprint.
# Yearly COMPARISON

This year's carbon footprint is 5.6% higher compared to the previous year mainly due to emissions associated with Buildings and Business travel.
However, it has been recertified based on the reduction of 9.4% in carbon emissions per employee.

| Source Category | 2022 | 2023 |
|---|---|---|
| Buildings | 361.8 | 366.8 |
| Business Travel | 3.9 | 14.3 |
| Waste | 1.1 | 6.1 |
| Water | 0.5 | 0.9 |
| **Total** | **367.4** | **388.1** |

**Carbon footprint by emission source for year ending 2022 and 2023, tCO$_2$e**



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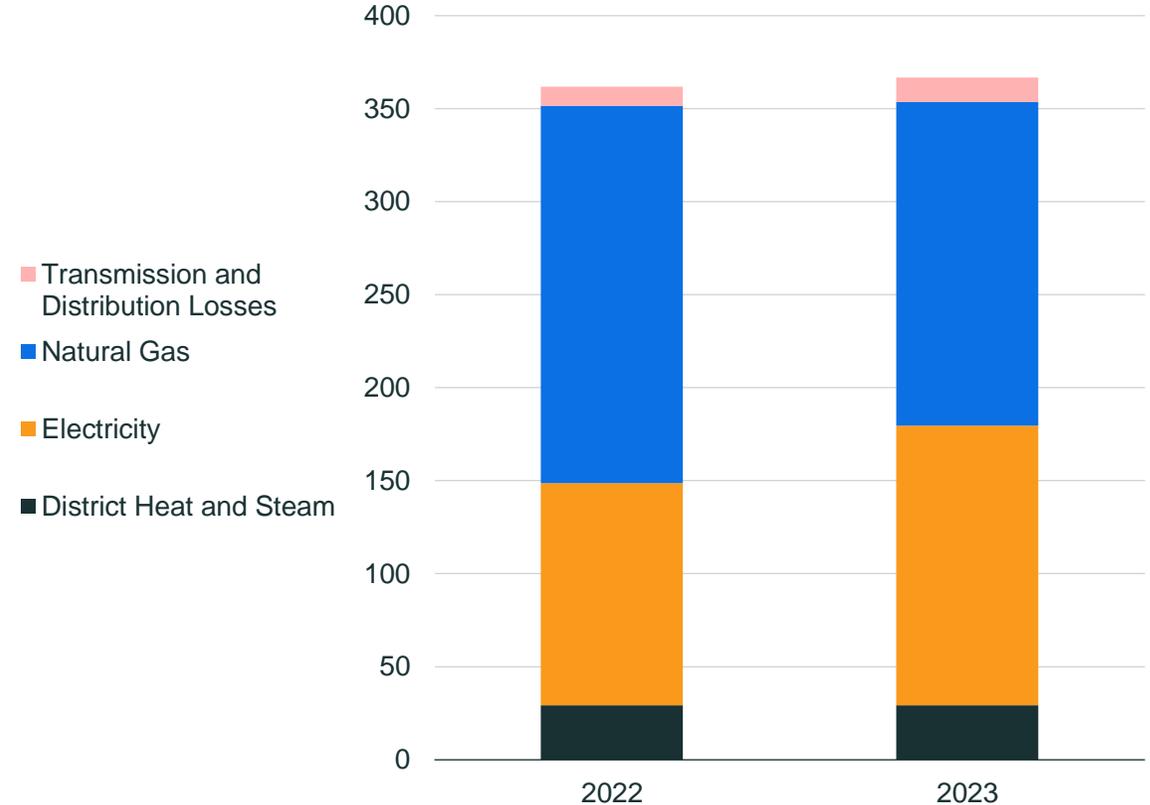
# Carbon footprint.

*BUILDINGS*

Emissions associated with Electricity consumption have increased by 25.9% and this is because there has been a 36% increase in electricity usage. Planet Mark has raised this and it's in part to better data collection this year and increased usage across the offices.

It was not possible to collect accurate data for purchased heat and steam this year, so an estimation was calculated based on the previous year. Planet Mark strongly recommends collecting this information to reduce reliance on estimations.

| Buildings | 2022 | 2023 |
|---|---|---|
| District Heat and Steam | 29.2 | 29.2 |
| Electricity | 119.5 | 150.5 |
| Natural Gas | 202.9 | 173.9 |
| Transmission and Distribution Losses | 10.3 | 13.2 |
| **Total** | **361.8** | **366.8** |

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

## Buildings emissions for year ending 2022 and 2023, tCO$_2$e



Legend:
- Transmission and Distribution Losses
- Natural Gas
- Electricity
- District Heat and Steam

# Carbon footprint.
# Business *TRAVEL*

Emissions associated with air travel has increased by 9.8 $tCO_2e$ as a return to business as usual occurs after the COVID pandemic.
Emissions from business travel make up 3.6% of the total carbon footprint in 2023

| Business Travel | 2022 | 2023 |
|---|---|---|
| Air Travel | 3.5 | 13.3 |
| Bus | 0.01 | 0.02 |
| Rail Travel | 0.03 | 0.2 |
| Taxi | 0.4 | 0.8 |
| Average Car | - | 0.1 |
| **Total** | **3.9** | **14.3** |

### Business travel emissions 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.
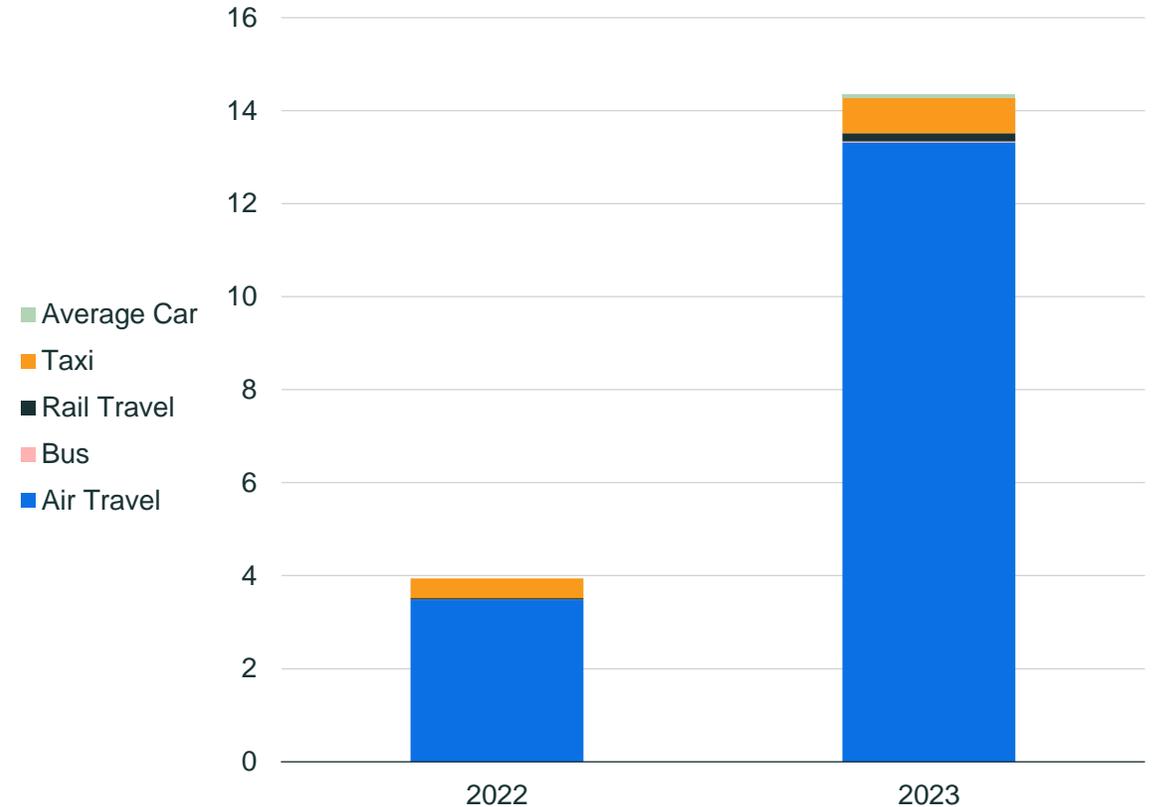
# Carbon footprint.

## WASTE

Emissions associated with waste have increased by 5 $tCO_2e$
This increase is due to an increase in waste sent to landfill
Emissions from waste make up 3.4% of the total carbon footprint

| Waste | 2022 | 2023 |
|---|---|---|
| Composting | 0.1 | - |
| Energy from Waste | 0.2 | 0.2 |
| Landfill | 0.5 | 5.6 |
| Recycled | 0.2 | 0.3 |
| Anaerobic Digestion | - | 0.01 |
| **Total** | **1.1** | **6.1** |

### Waste emissions for year ending 2022 and 2023, $tCO_2e$



Legend:
- Anaerobic Digestion
- Recycled
- Landfill
- Energy from Waste
- Composting

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

# Carbon footprint.

WATER

Emissions associated with waste have increased by 65.7%
Emissions from waste make up 0.7% of the total carbon footprint

| Water | 2022 | 2023 |
|---|---|---|
| Water Supply | 0.2 | 0.3 |
| Water Treatment | 0.3 | 0.6 |
| **Total** | **0.5** | **0.9** |

## Water emissions for year ending 2022 and 2023, $tCO_2e$



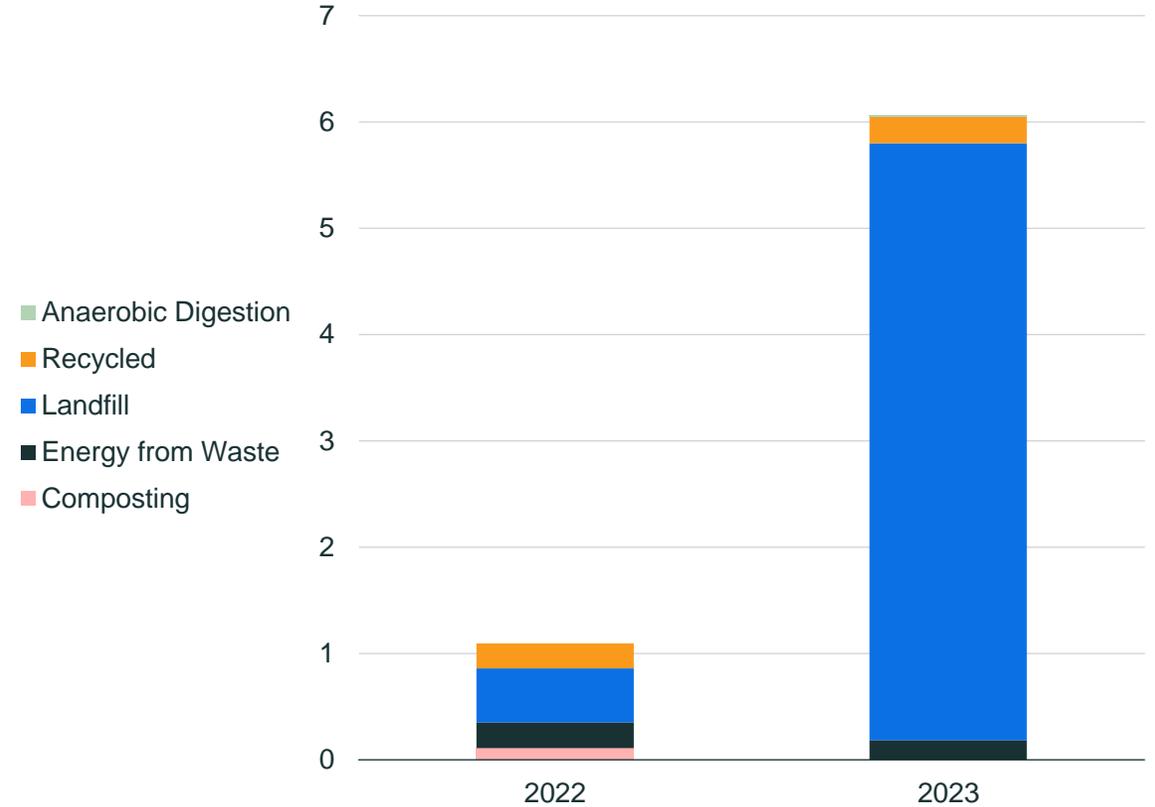All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.
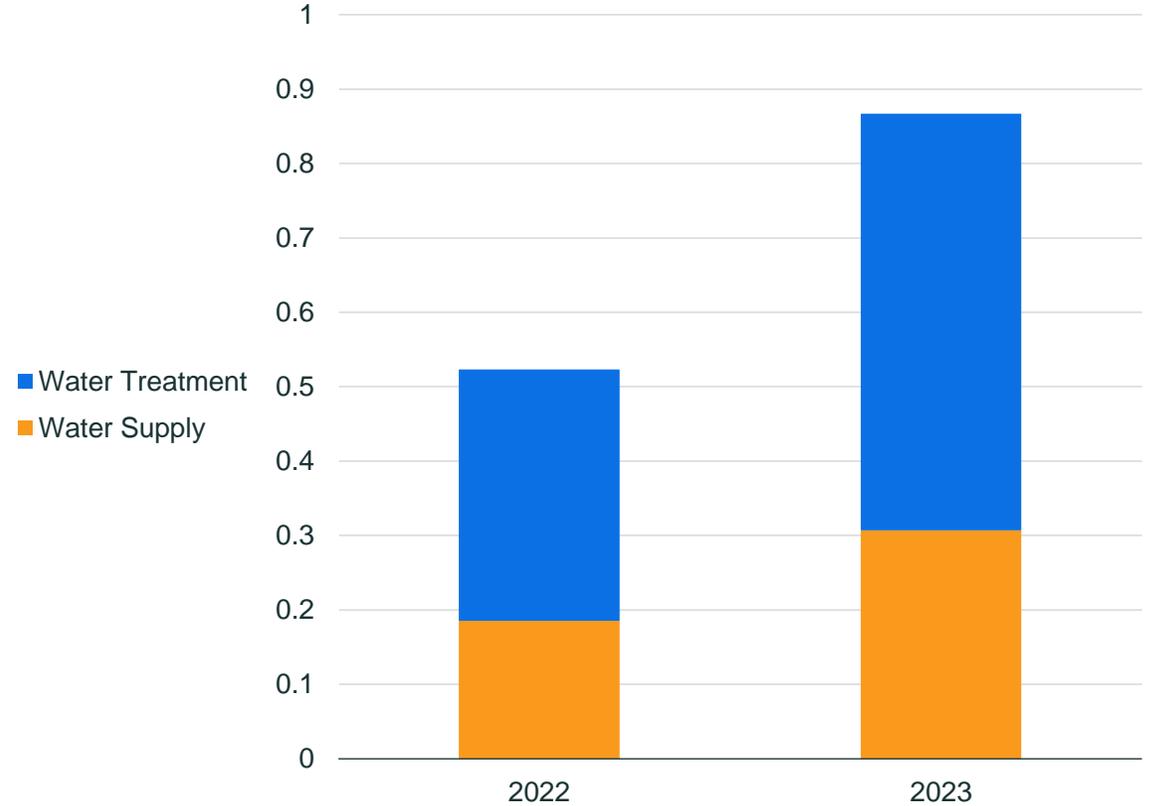
# Measured carbon footprint.
## BY SCOPE

**Measured carbon emissions by scope for year ending 2023, $tCO_2e$**

| Scope | $tCO_2e$ | % |
|---|---:|---:|
| Scope 1 | 173.9 | 43.8 |
| Scope 2 | 179.6 | 45.2 |
| Scope 3 | 43.9 | 11.0 |
| **Total** | **397.5** | **100.0** |

- Scope 1
- Scope 2
- Scope 3

43.9, 11.0%

173.9, 43.8%

**397.5 $tCO_2e$**

179.6, 45.2%

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

# Carbon footprint.
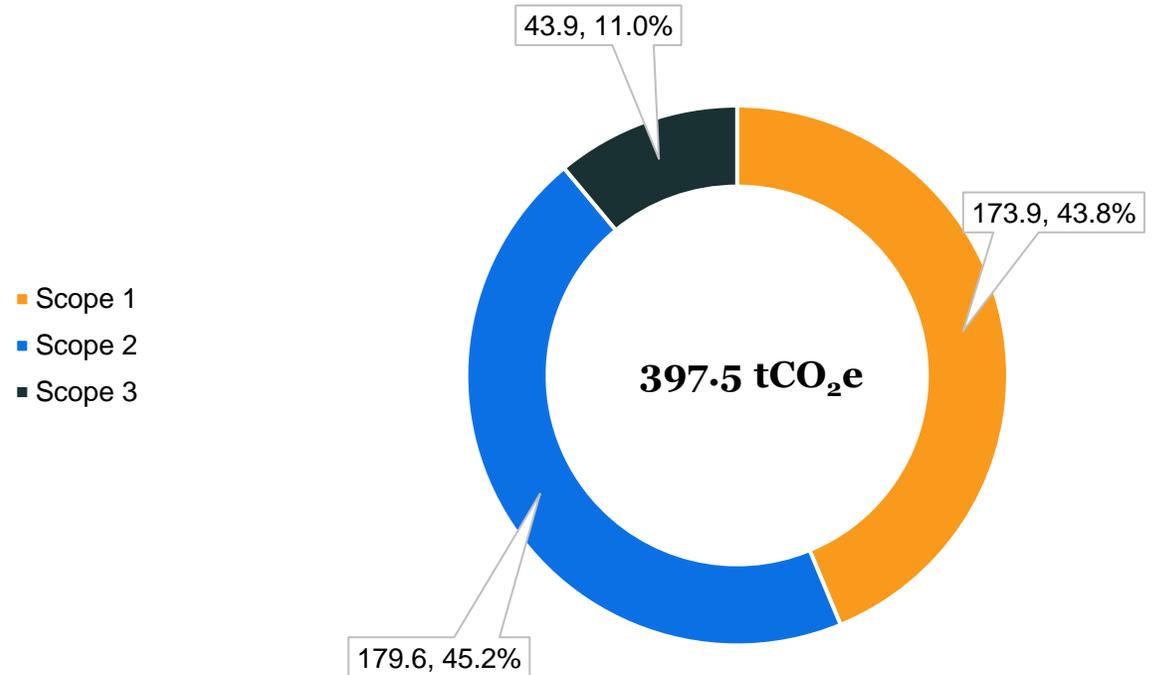## HOME OFFICE

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 | 1.2 | 8.8 |
| Natural Gas | 12.4 | 91.2 |
| **Total** | **13.6** | **100.0** |

**Homeworking emissions for year ending 2023, tCO$_2$e**

- Electricity
- Natural Gas
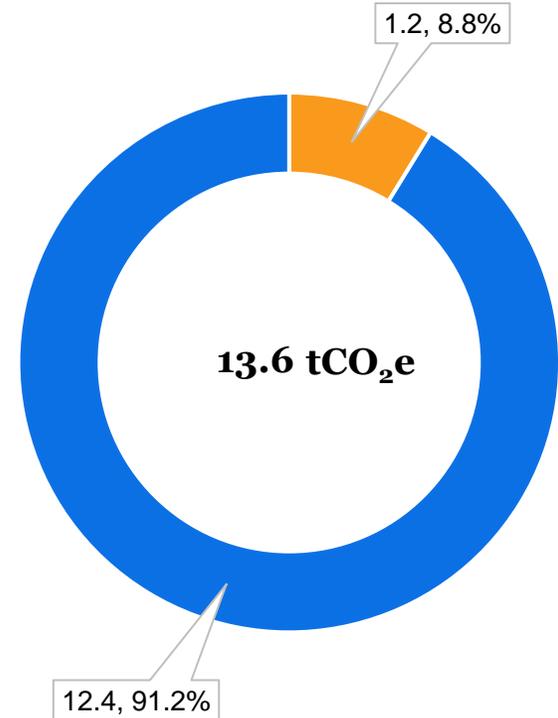
1.2, 8.8%

13.6 tCO$_2$e

12.4, 91.2%

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

# Carbon footprint.
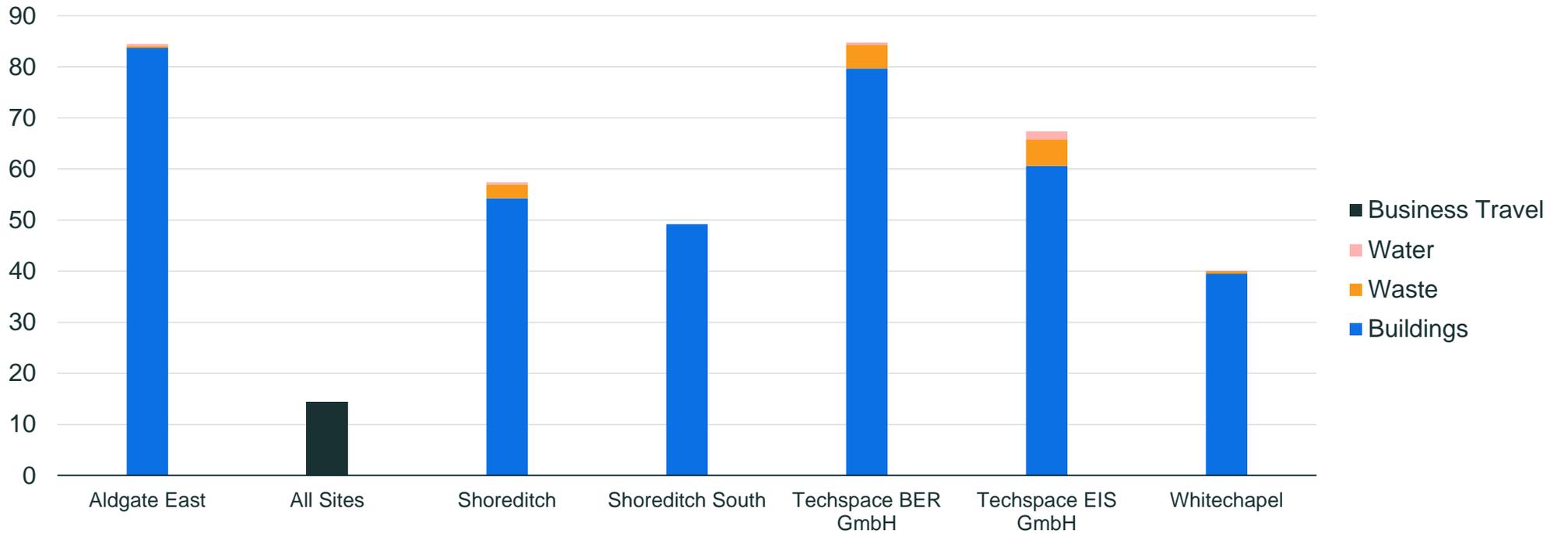BY LOCATION

**Carbon footprint for each location**

# tCO₂e

**Note:**
All Sites includes business travel since the data submitted was cumulative for the whole business.



Legend:
- Business Travel
- Water
- Waste
- Buildings

X-axis: Aldgate East, All Sites, Shoreditch, Shoreditch South, Techspace BER GmbH, Techspace EIS GmbH, Whitechapel

Y-axis: 0, 10, 20, 30, 40, 50, 60, 70, 80, 90

# Benchmarking Percentage reduction.

**% reduction in carbon per employee by Planet Mark Members (Year 2021)***

**Per employee carbon reduction achieved:**

# -9.4%

**Your reduction band is highlighted on the graph.**

Techspace Property Group reduced its measured carbon per employee by 9.4% from the previous year. 7.5% of Planet Mark Members also achieved a 5.1% to 10% reduction in their measured carbon per employee.
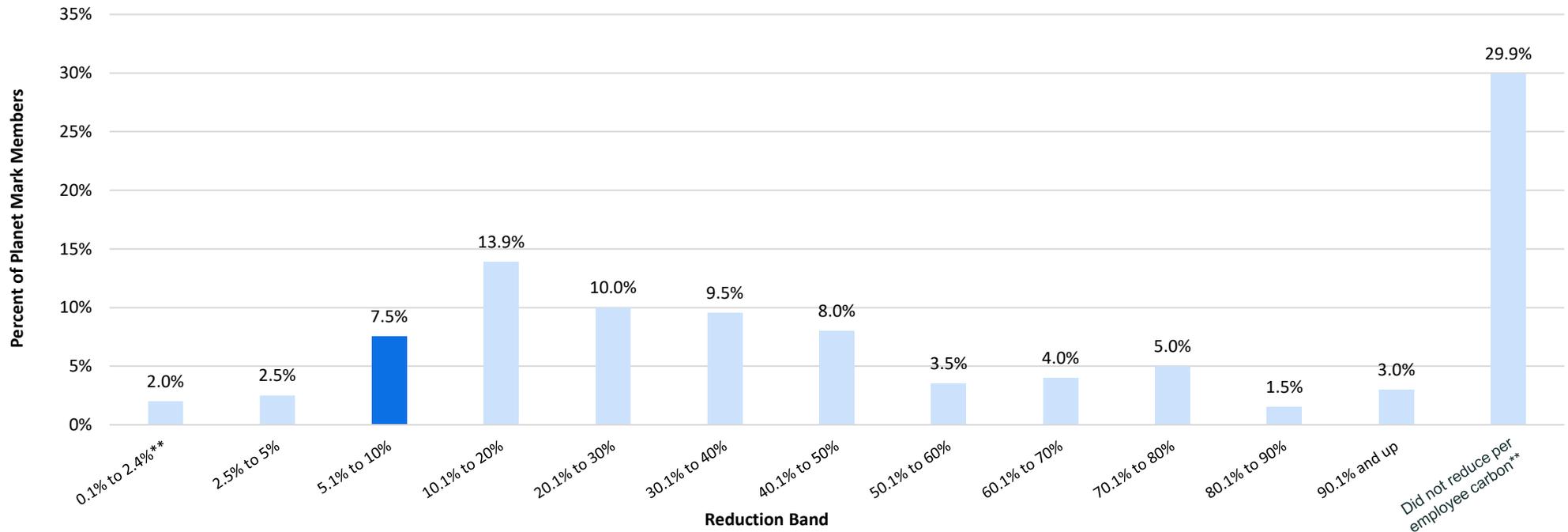


*The benchmarking data above is based on YE2021 reporting period and a sample of 352 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.
**Certified using another qualifying metric.

# Looking ahead.
# Targets for next year.
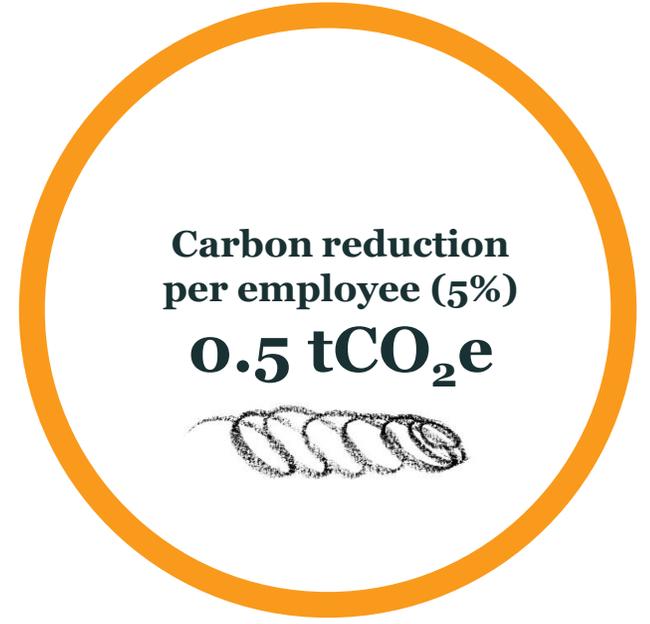
Measured carbon
footprint
**397.5 tCO$_2$e**

Carbon
reduction target (5%)
**19.9 tCO$_2$e**

Carbon reduction
per employee (5%)
**0.5 tCO$_2$e**
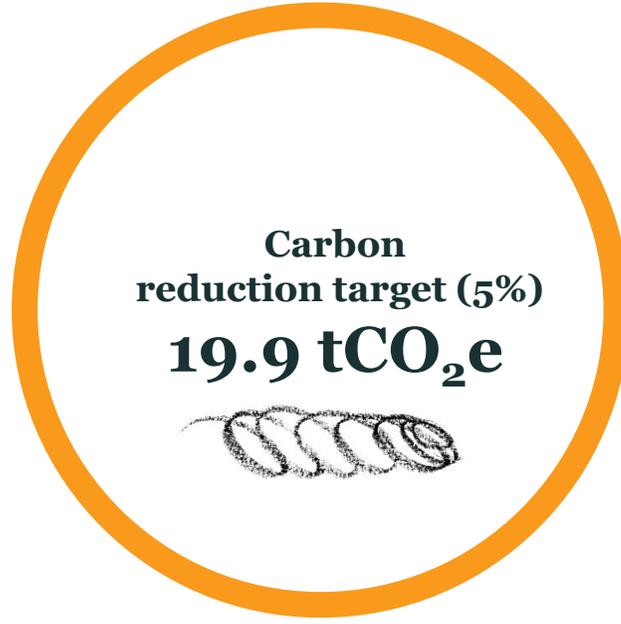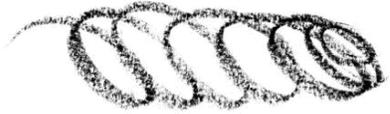
# Target setting.

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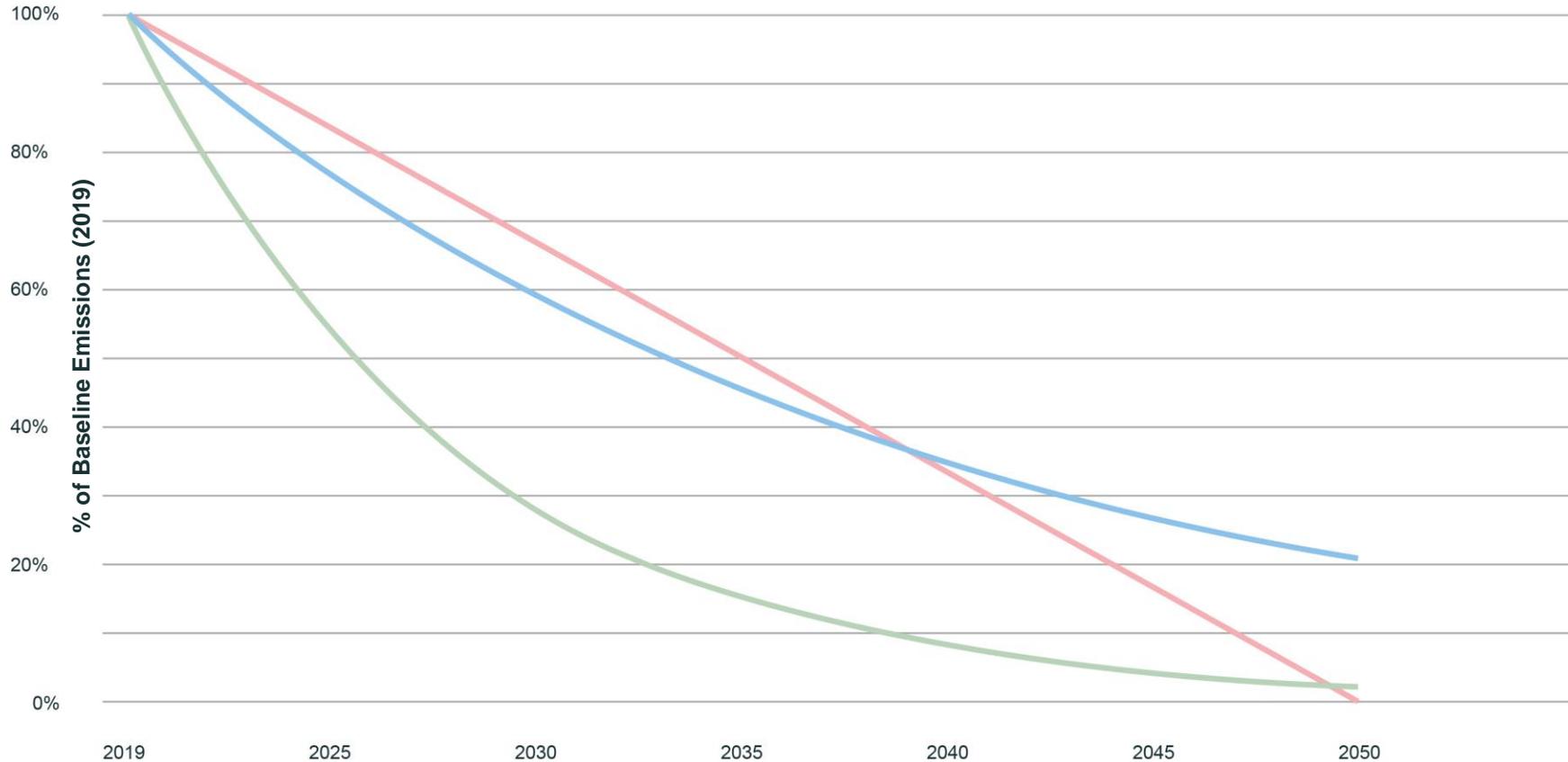


**Planet Mark 5% annual reduction**

- 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.
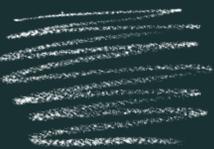
# Cool Earth
## PARTNERSHIP

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.

**COOL EARTH**

# 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



6 CLEAN WATER AND SANITATION

7 AFFORDABLE AND CLEAN ENERGY

8 DECENT WORK AND ECONOMIC GROWTH

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

11 SUSTAINABLE CITIES AND COMMUNITIES

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

13 CLIMATE ACTION

14 LIFE BELOW WATER

15 LIFE ON LAND
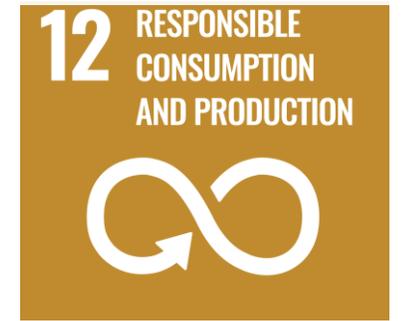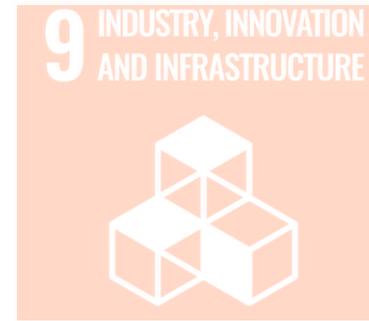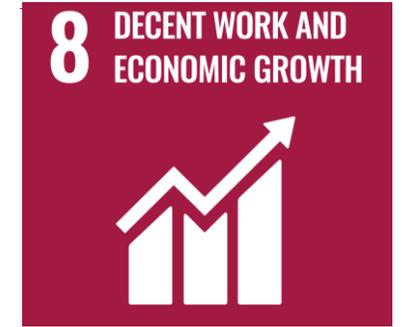
# SDG alignment.

| | | | | | |
|---|---|---|---|---|---|
| **6 CLEAN WATER AND SANITATION** | 6.3 - 100% of water treated | **9 INDUSTRY, INNOVATION AND INFRASTRUCTURE** | | **13 CLIMATE ACTION** | 13.3 - Donation to the Eden Project |
| **7 AFFORDABLE AND CLEAN ENERGY** | | **11 SUSTAINABLE CITIES AND COMMUNITIES** | 11.6 - Measured carbon emissions<br>11.6 - 39% of waste recycled and composted<br>11.4 - Donation to the Eden Project | **14 LIFE BELOW WATER** | |
| **8 DECENT WORK AND ECONOMIC GROWTH** | 8.4 - Reduction in carbon emissions per intensity | **12 RESPONSIBLE CONSUMPTION AND PRODUCTION** | 12.6 - Measured carbon emissions<br>12.5 - 39% of waste recycled and composted | **15 LIFE ON LAND** | |
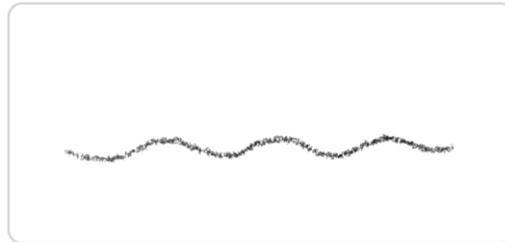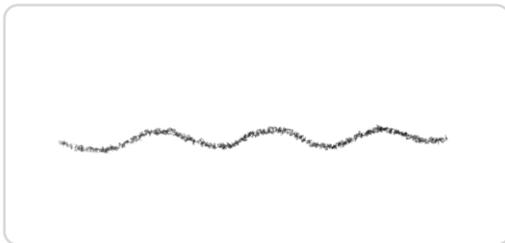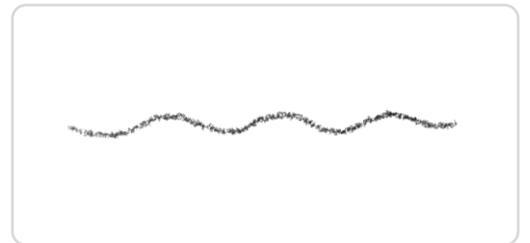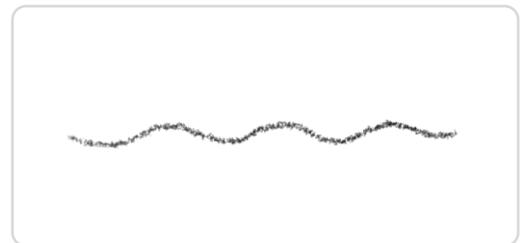
# 5 ways to accelerate your sustainability journey.
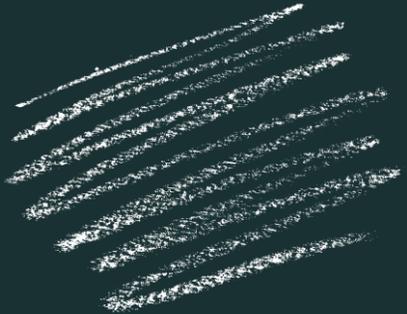
## 1. Review our recommendations

**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.

|  |  |  | 01 April 2021 to 31 March 2022 | | Current — 01 April 2022 to 31 March 2023 | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Source | Scope | Unit | Amount | tCO$_2$e | Amount | tCO$_2$e | tCO$_2$e normalised | % Change in tCO$_2$e from previous year | % total carbon footprint | % Change in amounts from previous year |
| **Buildings** | | | | | | | | | | |
| District Heat and Steam | 2 | kWh | 483,310.6 | 29.2 | 483,310.6 | 29.2 | 29.2 | 0.0% | 7% | 0.0% |
| Electricity (location based) | 2 | kWh | 506,307.8 | 119.5 | 690,210.8 | 150.5 | 150.5 | 26% | 38% | 36% |
| Electricity (market based) | 2 | kWh | 506,307.8 | 43.9 | 690,210.8 | 118.7 | 118.7 | 170% | - | 36% |
| Natural Gas | 1 | kWh | 1,107,645.2 | 202.9 | 952,934.2 | 173.9 | 173.9 | -14% | 44% | -14% |
| Transmission and Distribution Losses | 3 | kWh | 989,618.4 | 10.3 | 1,173,521.4 | 13.2 | 13.2 | 29% | 3% | 19% |
| **Travel** | | | | | | | | | | |
| Air Travel | 3 | passenger.km | 42,863.2 | 3.5 | 164,087.5 | 13.3 | 13.3 | 283% | 3% | 283% |
| Average Car | 3 | km | - | - | 413.5 | 0.1 | 0.1 | - | 0.02% | - |
| Bus | 3 | passenger.km | 85.3 | 0.01 | 185.1 | 0.02 | 0.02 | 105% | 0.004% | 117% |
| Rail Travel | 3 | passenger.km | 818.0 | 0.03 | 5,117.7 | 0.2 | 0.2 | 528% | 0.04% | 526% |
| Taxi | 3 | km | 2,059.7 | 0.4 | 3,669.3 | 0.8 | 0.8 | 78% | 0.2% | 78% |
| **Waste** | | | | | | | | | | |
| Anaerobic Digestion | 3 | tonnes | - | - | 2.1 | 0.02 | 0.01 | - | 0.005% | - |
| Composting | 3 | tonnes | 12.4 | 0.1 | - | - | 0.0 | - | - | - |
| Energy from Waste | 3 | tonnes | 11.3 | 0.2 | 8.6 | 0.2 | 0.2 | -24% | 0.1% | -24% |
| Landfill | 3 | tonnes | 1.1 | 0.5 | 27.0 | 12.6 | 5.6 | 1006% | 3% | 2383% |
| Recycled | 3 | tonnes | 11.0 | 0.2 | 23.9 | 0.5 | 0.3 | 8% | 0.1% | 116% |
| **Water** | | | | | | | | | | |
| Water Supply | 3 | cubic metres | 1,242.8 | 0.2 | 4,214.9 | 1.4 | 0.3 | 66% | 0.3% | 239% |
| Water Treatment | 3 | cubic metres | 1,242.8 | 0.3 | 4,214.9 | 1.6 | 0.6 | 66% | 0.4% | 239% |

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 April 2021 to 31 March 2022** | | **01 April 2022 to 31 March 2023** | | | |
| Source | Scope | Unit | Amount | tCO₂e | Amount | tCO₂e | tCO₂e normalised | % Change in tCO₂e from previous year | % total carbon footprint | % Change in amounts from previous year |

| Source | Scope | Unit | Amount | tCO₂e | Amount | tCO₂e | tCO₂e normalised | % Change in tCO₂e from previous year | % total carbon footprint | % Change in amounts from previous year |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | **Location Based** | | | | | | | |
| **Total** | | tCO₂e | | **367.4** | | **397.5** | **388.1** | **6%** | | |
| No. employees | | Number | | 32 | | 37.3 | 37.3 | | | |
| **Total per employee** | | tCO₂e | | **11.5** | | **10.6** | **10.4** | **-9%** | | |
| Total desks | | Number | | 1375 | | 1383 | 1383 | | | |
| **Total per desk** | | tCO₂e | | **0.27** | | **0.29** | **0.28** | **5%** | | |
| Total desks & additional memberships | | Number | | 1430 | | 1495 | 1495 | | | |
| **Total per desk & additional memberships** | | tCO₂e | | **0.26** | | **0.27** | **0.26** | **1%** | | |
| Total floor space | | m² | | 14,509.0 | | 15,371.0 | 15,371 | | | |
| **Building emissions per m²** | | tCO₂e | | **0.02** | | **0.02** | **0.02** | **-4%** | | |
| | | | **Market Based** | | | | | | | |
| **Total** | | tCO₂e | | **291.8** | | **365.7** | **356.4** | **22%** | | |
| No. employees | | Number | | 32 | | 37.3 | 37.3 | | | |
| **Total per employee** | | tCO₂e | | **9.1** | | **9.8** | **9.5** | **5%** | | |
| Total desks | | Number | | 1375 | | 1383 | 1383 | | | |
| **Total per desk** | | tCO₂e | | **0.21** | | **0.26** | **0.26** | **21%** | | |
| Total desks & additional memberships | | Number | | 1430 | | 1495 | 1495 | | | |
| **Total per desk & additional memberships** | | tCO₂e | | **0.20** | | **0.24** | **0.24** | **17%** | | |
| Total floor space | | m² | | 14,509.0 | | 15,371.0 | 15,371 | | | |
| **Building emissions per m²** | | tCO₂e | | **0.02** | | **0.02** | **0.02** | **10%** | | |

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** | Techspace Property Group |
| **Sector** | Serviced Offices |
| **Reporting Period** | 01 April 2022 to 31 March 2023 |
| **Year Of Certification** | 2nd |
| **Reporting Boundary** | Offices in London & Berlin |
| **Emission sources included** | Electricity, T&D Losses, Purchased heat and steam, Natural Gas, Water, Business travel, Waste, Homeworking (excluded from footprint) |
| **Total FTE Employees (annual average no.)** | 37 |
| **Total Internal Floorspace (m²)** | 15,371 |
| **Data Collection Lead** | Damien Ponweera, Finance Director - damien@techspace.co |
| **Significant reporting changes** | None |
| **Baseline Conversion Factor** | BEIS 2021 |
| **Current Conversion Factor** | BEIS 2022 |
| **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** | Amy Whichelow, Data Analyst, Planet Mark |
| **Checked by** | Jamie Beevor, Head of Technical, Planet Mark<br>Alex Smith, Sustainability Consultant, Planet Mark<br>Emily Reed, Operations Coordinator, Planet Mark |
| **Date** | 15 December 2023 |

# 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 sources - invoices, report and meter readings | Actual and estimated meter reads with extrapolation and interpolation | Please refer to the adjusted data slide(s) for details of interpolation and extrapolation.<br><br>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).<br><br>It has been noted that in the previous reporting period it may be that the full electricity inventory was not reported. This is being investigated by Techspace and the Planet Mark strongly recommends reviewing the data collection process to ensure all consumption is being reported. It has been noted and discussed with Techspace directly as to why some sights may have increased in their electricity consumption.<br><br>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 2021 to March 2022, or by using the residual fuel mix 2021/22 (as no information on your specific supplier fuel mix was available). | Offices in London & Berlin |

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 |
|---|---|---|---|---|---|---|
| **Natural Gas** | 1 | kWh | s - 347022.203076923, invoices, report and estimated | Actual and estimated meter reads and estimated with extrapolation and interpolation | Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Berlin gas data has not been provided this year, but an estimation has been calculated based on the previous year's consumption.<br><br>As per the previous year, there is no gas supply at Eiswerk and Shoreditch. | Offices in London & Berlin |
| **District Heat and Steam** | 2 | kWh | Primary source - invoices | Actual Meter reads | It is confirmed that Eiswork heating is from district heat and steam and the emissions factor is sourced from https://xn--wrme loa.vattenfall.de/binaries/content/assets/waermehaus/startseite/product/warme/stadtwarme/co2 -zertifikat---kopenick.pdf<br><br>The data for this was not available this year so this has been estimated based on the previous year's consumption. | Eiswerk (EIS) |
| **Water Supply & Treatment** | 3 | m³ | Primary and secondary sources - estimated and invoice | Estimated and mixed (actual & est) | As per the previous reporting year, there was no water consumption data available for Shoreditch South.<br>This is the first reporting year that water consumption data has been provided for the Kreuzberg and Eiswerk offices, and therefore, will be normalised from year-on-year comparison. | Offices in London & Berlin |
| **Homeworking Energy** | 3 | kWh | Secondary sources - Planet Mark homeworking energy calculation tool and data submission | Estimated | 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 new BEIS 2022 homeworking emission factors. The annualised BEIS 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.<br><br>Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure. | Shoreditch |

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 |
|---|---|---|---|---|---|---|
| **Private Vehicles Used for Business** | 3 | km | Expense claims and payable invoices | Actual | None | Offices in London & Berlin |
| **Air Travel** | 3 | pkm | Expense claims and payable invoices | Actual | No information regarding flight seat classes were provided; therefore, we have calculated emissions using an average seat class emission factor. | Offices in London & Berlin |
| **Rail Travel** | 3 | pkm | Expense claims and payable invoices | Actual | None | Offices in London & Berlin |
| **Taxi Travel** | 3 | km | Expense claims and payable invoices | Actual | None | Offices in London & Berlin |
| **Bus Travel** | 3 | pkm | Expense claims and payable invoices | Actual | None | Offices in London & Berlin |
| **Waste** | 3 | tonnes | s - estimate, supplier report and invoices | Mixed with extrapolation | We have updated our approach to calculating emissions from waste. This change in methodology has led to a reduction in our estimate of the weight of waste arisings based on the number of bin collections and this may result in an apparent reduction in the waste emissions estimate.<br><br>This is the first reporting year for which data for Shoreditch and Kreuzberg have been provided, and so has been normalised from year-on-year comparison. | Offices in London & Berlin |

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 (iv).

| Operational Boundary | Scope | Unit | Data Source | Data Accuracy | Comments, omissions, estimates or extrapolations | Organisational Boundary |
|---|---|---|---|---|---|---|
| Headcount | | no. | Primary source - note from finance director | 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). | Offices in London & Berlin |
| Total Desks & Desks + Additional Memberships | | no. | Primary source - note from programme manager | Actual | Instead of using the turnover metric, it has been agreed with Techspace Property Group that the metrics of total desks, and desks + additional memberships be used instead. | Offices in London & Berlin |
| Floor Area | | m² | Secondary source - data submission form | Assumed Actual | None | Offices in London & Berlin |
| Normalisation | | | | | Year- on- year comparison was normalised to exclude water data for the Kreuzberg and Eiswerk offices, as well as waste data for the Shoreditch and Kreuzberg offices, as this was the first-time which data was able to be provided. | Offices in London & Berlin |

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.

| | Previous Year | 01 April 2022 to 31 March 2023 | Definition |
|---|---|---|---|
| **Relevance of boundary** | 3 | 3 | Boundary accurately reflects the majority of the business carbon footprint for the studied period.(eg at least 75% of organisational activity included) |
| **Data completeness** | 3 | 3 | 12 months of data provided for most sources. |
| **Transparency** | 2 | 2 | Partial disclosure of assumptions and/or little original evidence provided. |
| **Data accuracy** | 2 | 3 | Some use of primary data sources and minimal estimated data. |
| **Consistency** | - | 2 | Reasonably consistent data provision and/or no documentation of changes made. |
| **Total score** | **10 out of 16** | **13 out of 20** | |

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

- Ensure that all data sources are being accurately reported and all consumption is accounted for across the whole reporting period.
- Ensure evidence and raw data is provided for all emission sources to ensure accuracy and transparency in reporting.
- Implement an accurate data collection process to ensure consistency across all years of reporting.

# 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 | Aldgate East | Meter Readings | Actual meter reads | 01-07-2022 | 31-03-2023 | 274 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation |
| Electricity | 2 and 3 | Aldgate East | Invoices | Actual meter reads | 01-05-2022 | 31-05-2022 | 31 | 01-04-2022 | 31-05-2022 | 61 | Extrapolation |
| Electricity | 2 and 3 | Aldgate East | Meter Readings | Actual and estimated meter reads | 30-06-2022 | 31-03-2023 | 275 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation |
| Electricity | 2 and 3 | Shoreditch | Invoices | Actual meter reads | 01-05-2022 | 31-05-2022 | 31 | 01-04-2022 | 31-05-2022 | 61 | Extrapolation |
| Electricity | 2 and 3 | Whitechapel | Meter Readings | Estimated meter reads | 12-04-2022 | 09-05-2023 | 393 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 20-11-2021 | 31-01-2023 | 438 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 20-11-2021 | 31-01-2023 | 438 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 20-11-2021 | 31-01-2023 | 438 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 24-11-2021 | 31-12-2022 | 403 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 24-11-2021 | 23-11-2022 | 365 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |

# 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 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 24-11-2021 | 31-01-2023 | 434 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 20-11-2021 | 31-01-2023 | 438 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 24-11-2021 | 31-12-2022 | 403 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 30-11-2021 | 03-02-2023 | 431 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace EIS GmbH | Meter Readings | Actual meter reads | 30-12-2021 | 03-02-2023 | 401 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 05-11-2021 | 16-05-2023 | 558 | 01-04-2022 | 31-03-2023 | 365 | Interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 23-06-2021 | 20-05-2023 | 697 | 01-04-2022 | 31-03-2023 | 365 | Interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 18-05-2022 | 20-05-2023 | 368 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 23-06-2021 | 26-09-2021 | 96 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 27-06-2021 | 17-05-2022 | 325 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 18-05-2022 | 20-05-2023 | 368 | 01-04-2022 | 31-03-2023 | 365 | Extrapolation and interpolation |
| Electricity | 2 and 3 | Techspace BER GmbH | Meter Readings | Actual meter reads | 11-05-2021 | 30-04-2023 | 720 | 01-04-2022 | 31-03-2023 | 365 | Interpolation |
| Natural Gas | 1 | Whitechapel | Invoices | Actual and estimated meter reads | 24-03-2022 | 30-03-2023 | 372 | 01-04-2022 | 31-03-2023 | 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.

A BRIGHTER future.

www.planetmark.com

# THANK YOU

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