

# Business Certification

**Bristol Global Mobility**

*YEAR 2*

01 January 2021 - 31 December 2021

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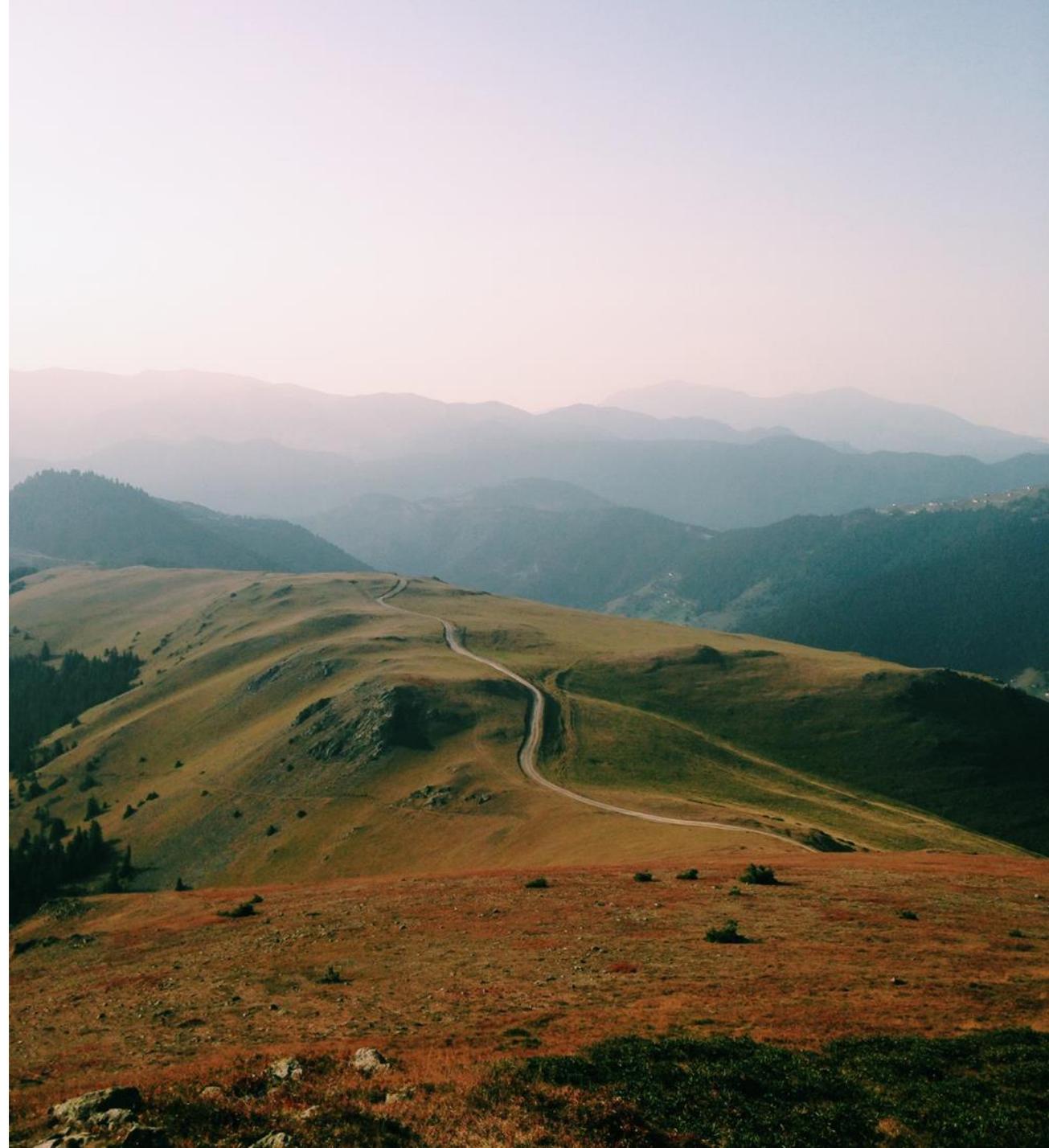
Measure



Engage



Communicate





# Total carbon EMISSIONS

**2,334.0**  
tCO<sub>2</sub>e total emissions

**Total emissions equivalent to  
2,064 flights from London to New  
York**

**39.1**  
tCO<sub>2</sub>e per employee



## Buildings

92.7 tCO<sub>2</sub>e

Used enough electricity to power **64** UK homes for one year



## Travel

9.0 tCO<sub>2</sub>e

Travelled **2** times around the world



## Waste

0.1 tCO<sub>2</sub>e

Produced waste that weighs the same as **0.03** of a London bus



## Water

N/A



## Procurement

2,232.3 tCO<sub>2</sub>e

**24** sheets of paper used per day



## Homeworking

59.0 tCO<sub>2</sub>e

Used enough energy to power **14** UK homes for one year



# Step one.

# MEASURE





# Total carbon footprint.

## Location *BASED*

### Reporting year:

01 January 2021 - 31 December 2021

### Reporting Boundary:

Global Operations (Dallas, Phoenix, Singapore, Toronto, UK)

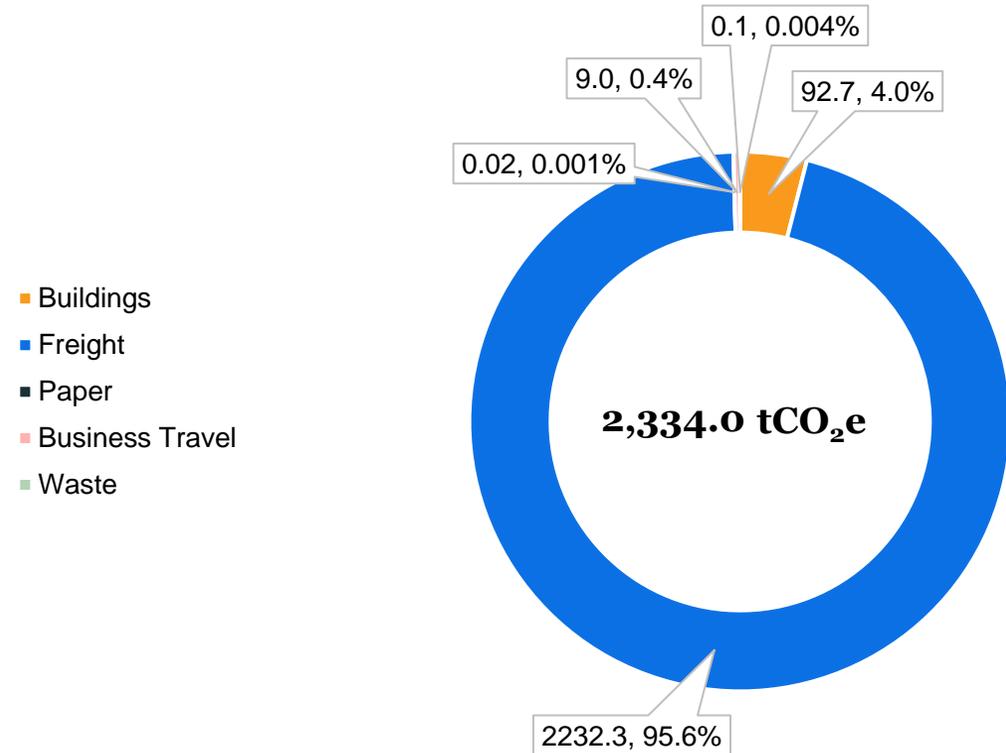
### Emissions measured:

Electricity, T&D Losses, Waste, Business Travel, Paper, Courier/Freight, Homeworking (excluded from footprint)

### Highlights:

Carbon footprint (tCO<sub>2</sub>e): **2,334.0**  
Per employee (tCO<sub>2</sub>e): **39.1**  
Next reduction target: **5%**  
Data quality score: **13 out of 20**

Carbon footprint by emission source for year ending 2021, tCO<sub>2</sub>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).



# Total carbon footprint.

## Market *BASED*

### Reporting year:

01 January 2021 to 31 December 2021

### Reporting Boundary:

Global Operations (Dallas, Phoenix, Singapore, Toronto, UK)

### Emissions measured:

Electricity, T&D Losses, Waste, Business Travel, Paper, Courier/Freight, Homeworking (excluded from footprint)

### Highlights:

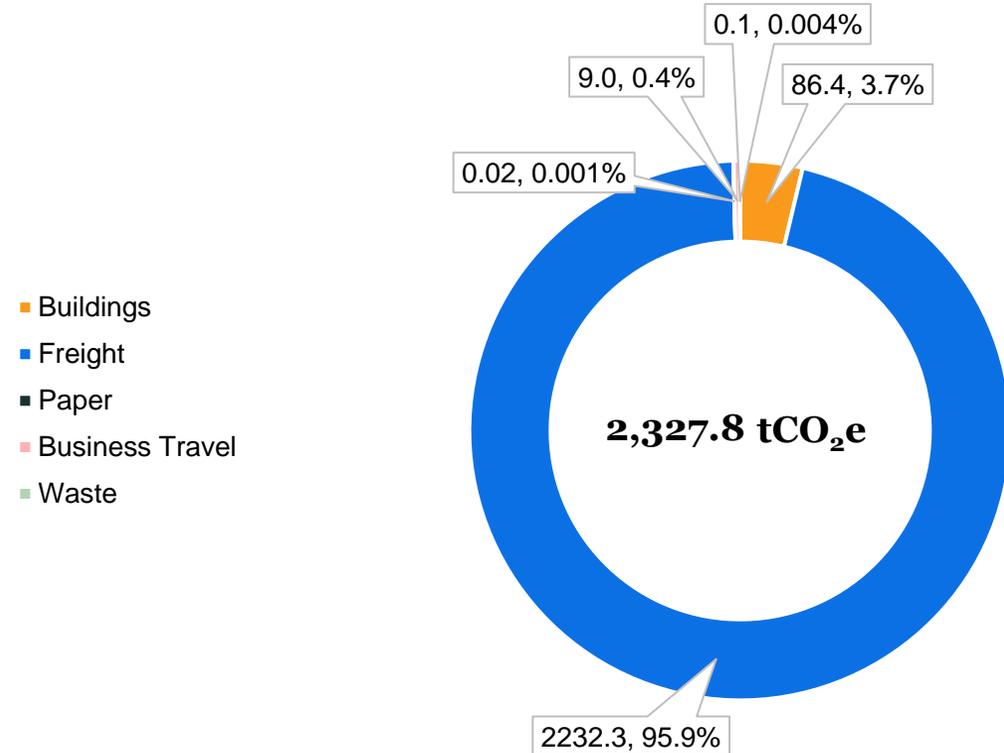
Carbon footprint (tCO<sub>2</sub>e): **2,327.8**

Per employee (tCO<sub>2</sub>e): **39.0**

Next reduction target: **5%**

Data quality score: **13 out of 20**

Carbon footprint by emission source for year ending 2021, tCO<sub>2</sub>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).



# Total carbon footprint.

## Yearly *COMPARISON*

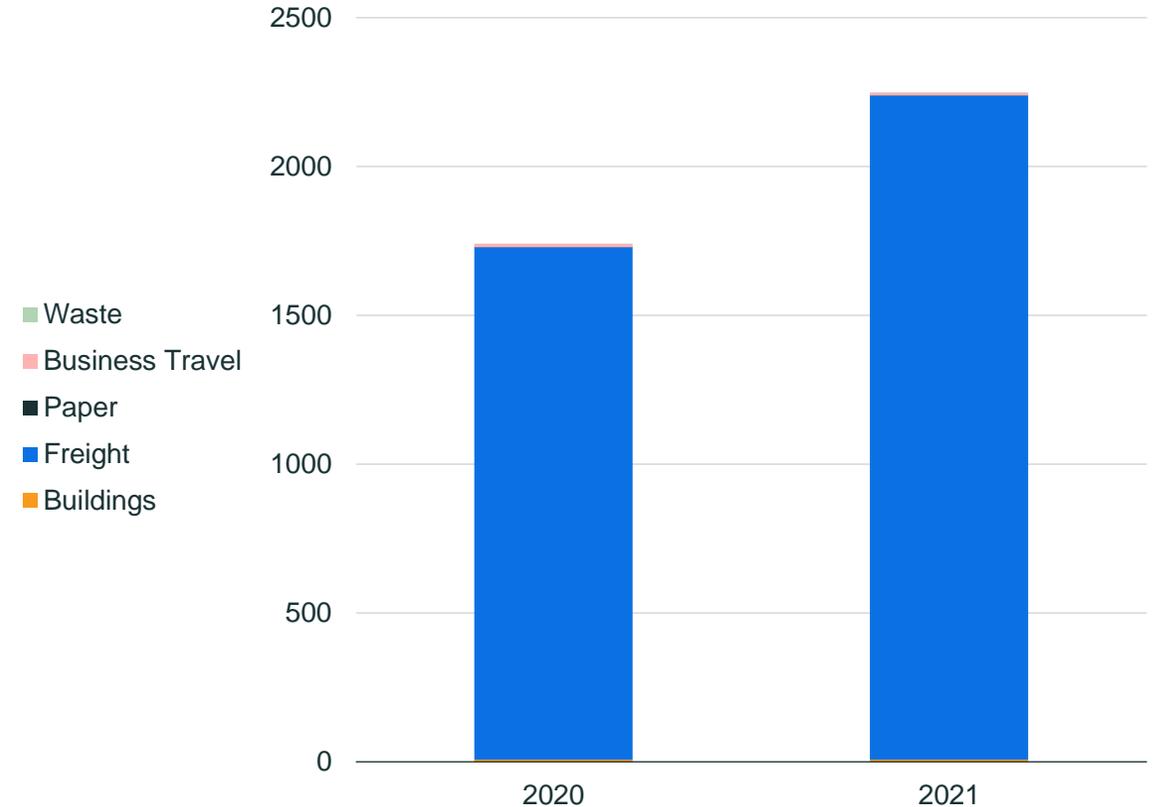
### Notes:

- Overall emissions have increased by 30% compared to YE2020. This is primarily due to an increase in freight emissions.

Source Category	2020	2021
Buildings	7.5	6.8
Freight	1,721.4	2,232.3
Paper	0.2	0.02
Business Travel	10.7	9.0
Waste	0.2	0.1
<b>Total</b>	<b>1,740.1</b>	<b>2,248.2</b>

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 2020 and 2021, tCO<sub>2</sub>e





# Carbon footprint.

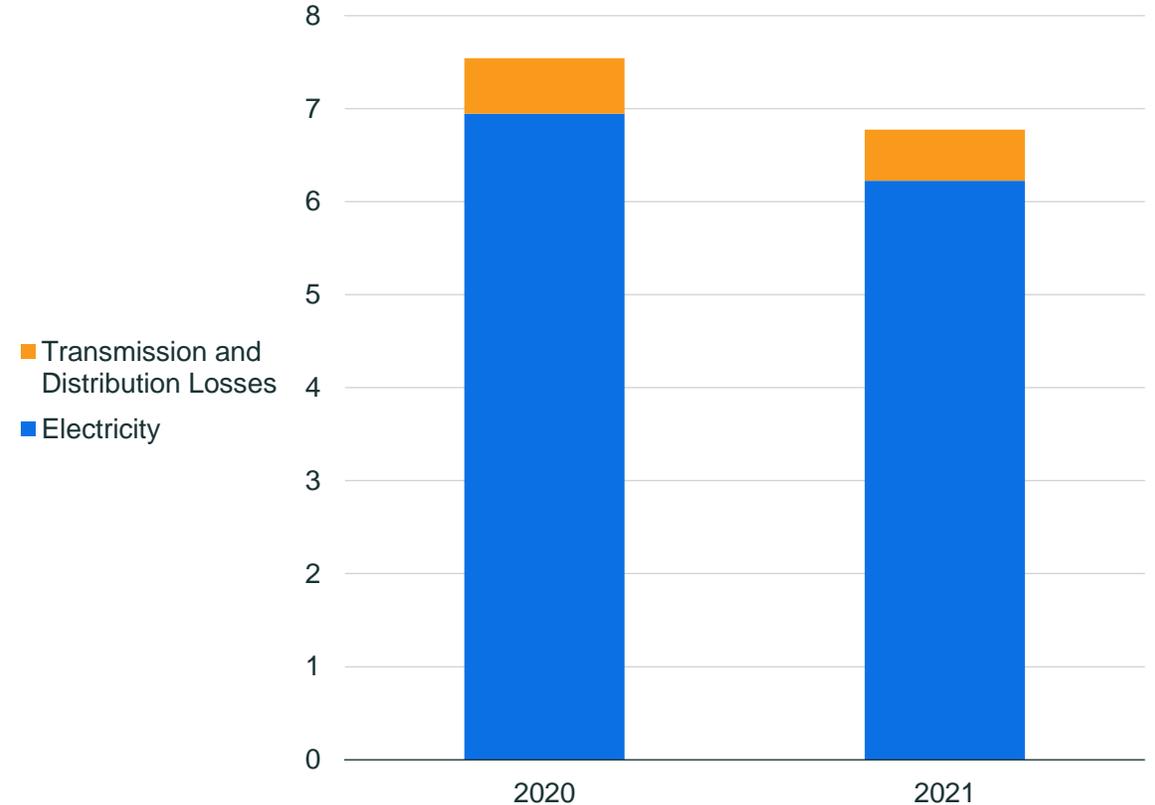
## BUILDINGS

### Notes:

- Building emissions have been reduced by 9% compared to YE2020.
- The emissions associated with the Phoenix office electricity and transmission & distribution losses have been normalised out as YE2021 is the first year this office has been reported on.

<b>Buildings</b>	<b>2020</b>	<b>2021</b>
Electricity	6.9	6.2
Transmission and Distribution Losses	0.6	0.6
<b>Total</b>	<b>7.5</b>	<b>6.8</b>

Buildings emissions for year ending 2020 and 2021, tCO<sub>2</sub>e



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



# Carbon footprint.

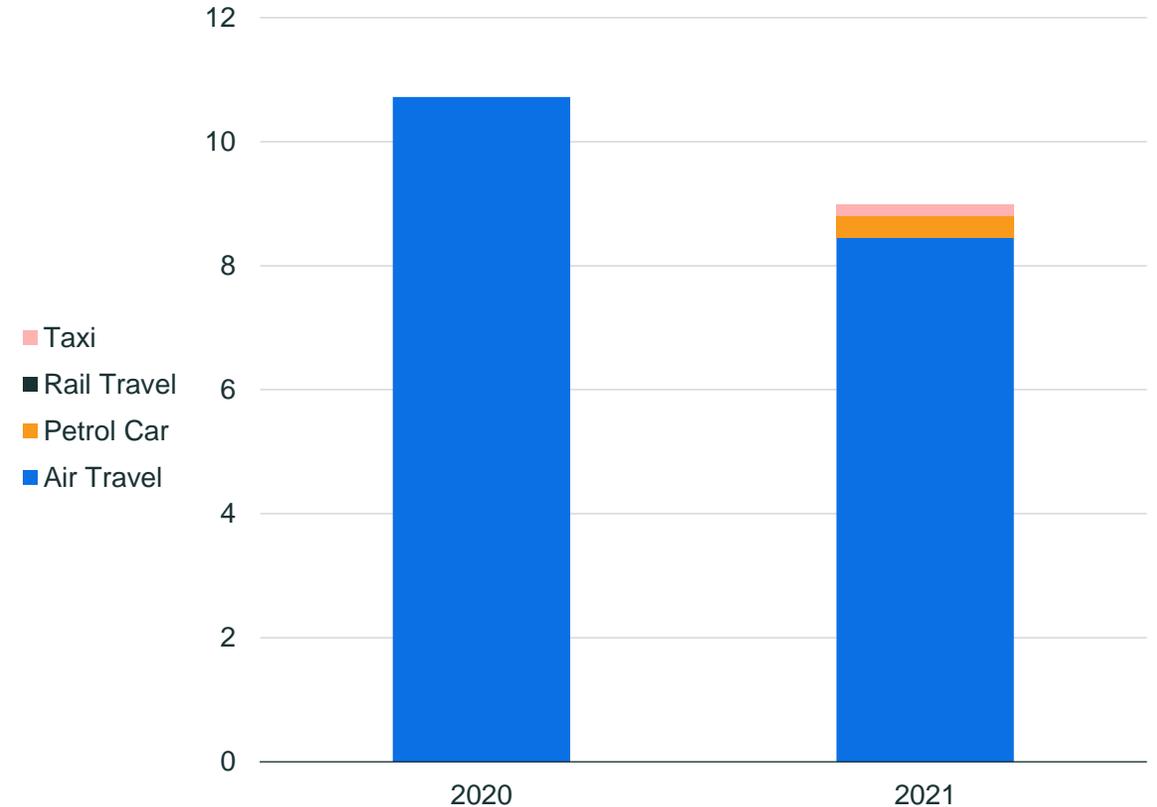
## Business TRAVEL

### Notes:

- Business travel emissions have been reduced by 16% compared to YE2020.

Business Travel	2020	2021
Air Travel	10.7	8.5
Petrol Car	-	0.3
Rail Travel	-	0.01
Taxi	-	0.2
<b>Total</b>	<b>10.7</b>	<b>9.0</b>

Business travel emissions for year ending 2020 and 2021, tCO<sub>2</sub>e



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



# Carbon footprint.

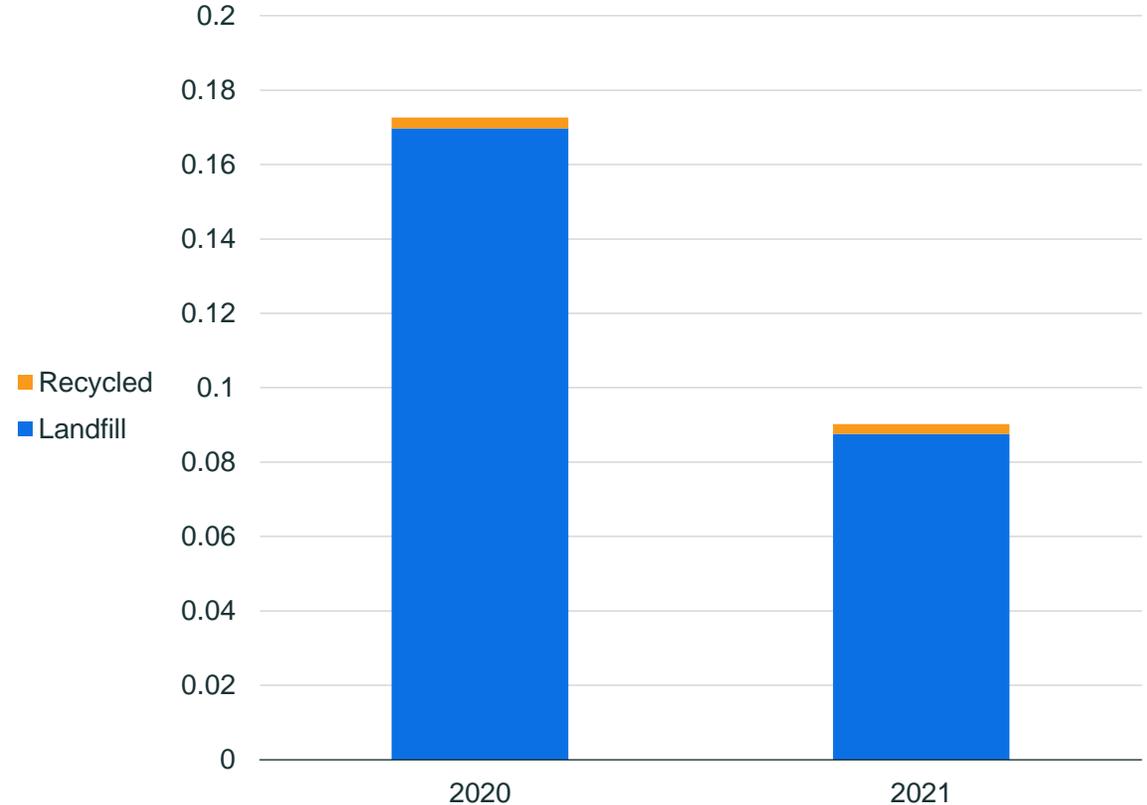
## WASTE

### Notes:

- Waste emissions have been reduced by 50% compared to YE2020. This is likely due to the offices being closed due to local lockdown requirements.

Waste	2020	2021
Landfill	0.2	0.1
Recycled	0.002	0.002
<b>Total</b>	<b>0.2</b>	<b>0.1</b>

Waste emissions for year ending 2020 and 2021, tCO<sub>2</sub>e



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



# Carbon footprint.

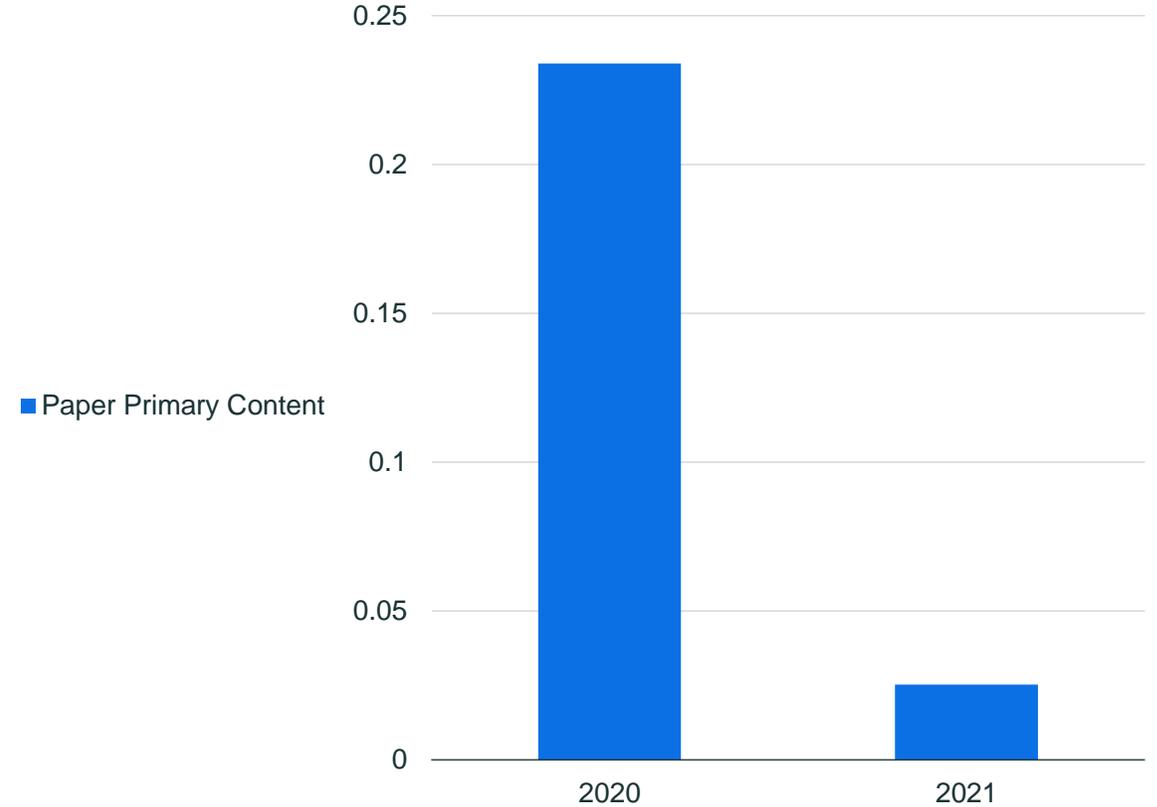
## PROCUREMENT

### Notes:

- Procurement emissions have been reduced by 90% compared to YE2020.

Paper	2020	2021
Paper Primary Content	0.2	0.02
<b>Total</b>	<b>0.2</b>	<b>0.02</b>

Procurement emissions for year ending 2020 and 2021, tCO<sub>2</sub>e



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



# Carbon footprint.

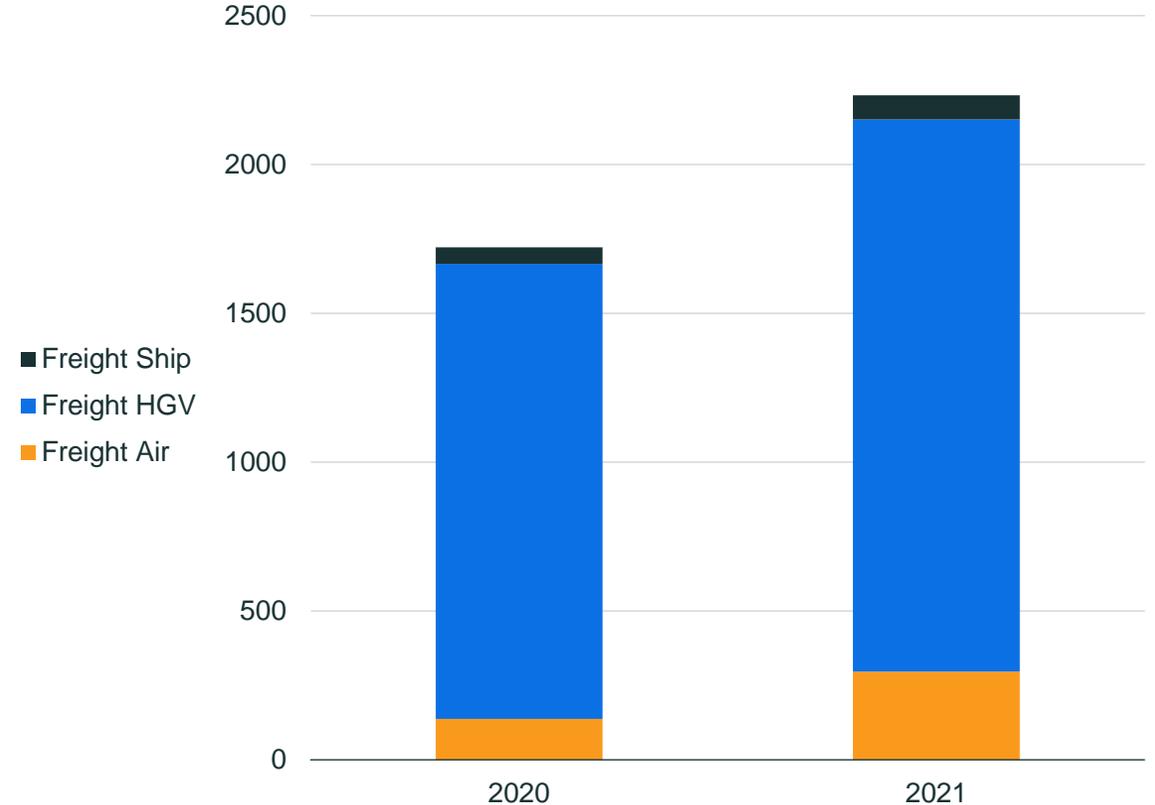
## Courier *FREIGHT*

### Notes:

- Freight emissions have increased by 30% compared to YE2020, mainly HGV and Air.

Freight	2020	2021
Freight Air	136.7	296.1
Freight HGV	1,530.1	1,855.1
Freight Ship	54.5	81.1
<b>Total</b>	<b>1,721.4</b>	<b>2,232.3</b>

Courier freight emissions for year ending 2020 and 2021, tCO<sub>2</sub>e



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



# Total carbon footprint.

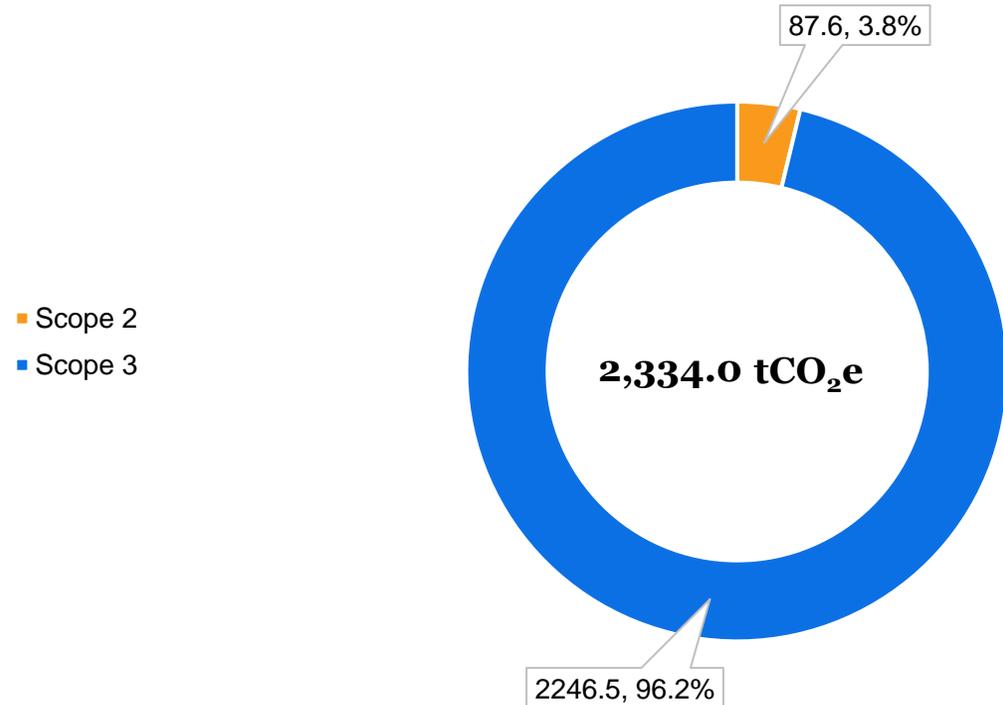
BY SCOPE

## Notes:

- Scope 3 accounts for the biggest proportion of the carbon footprint

Scope	tCO <sub>2</sub> e	%
Scope 2	87.6	3.8
Scope 3	2,246.5	96.2
<b>Total</b>	<b>2,334.0</b>	<b>100.0</b>

Total carbon emissions by scope for year ending 2021, tCO<sub>2</sub>e



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:

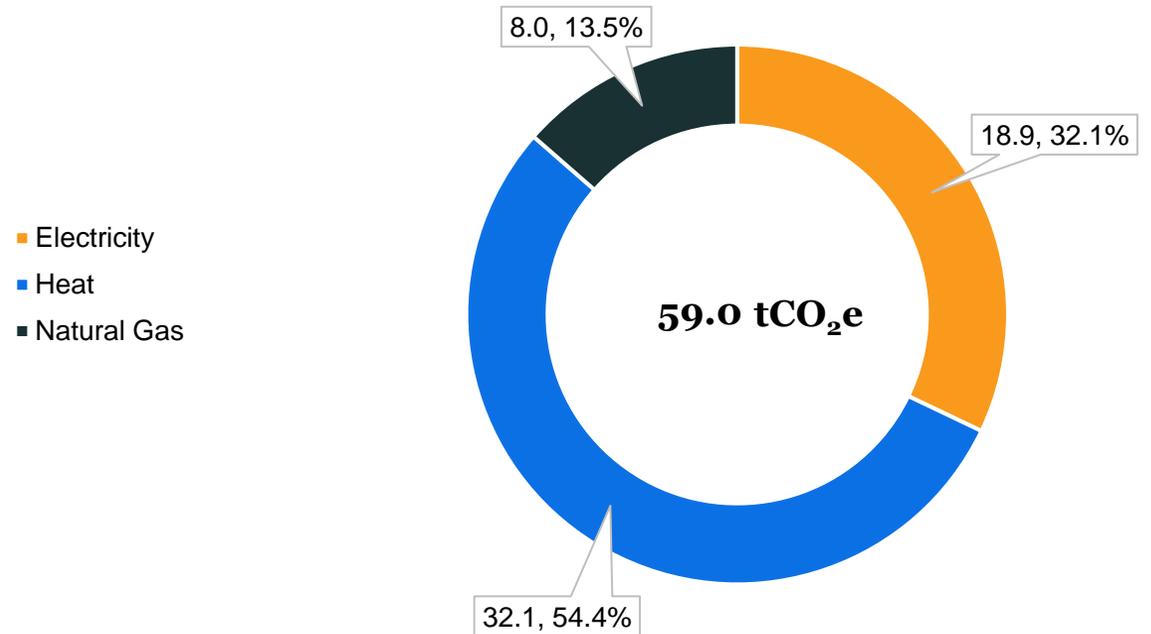
Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption.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

Homeworking	tCO <sub>2</sub> e	%
Electricity	18.9	32.1
Heat	32.1	54.4
Natural Gas	8.0	13.5
<b>Total</b>	<b>59.0</b>	<b>100.0</b>



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

## Homeworking emissions for year ending 2021, tCO<sub>2</sub>e





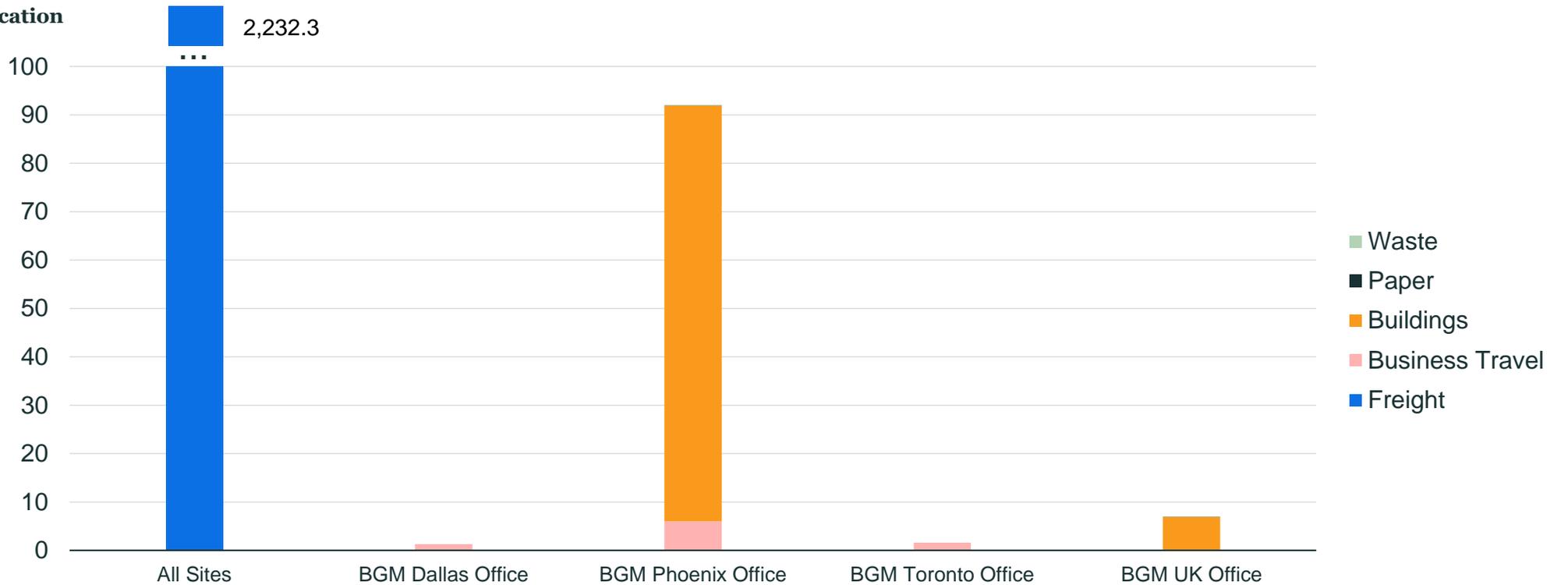
# Carbon footprint.

BY LOCATION

Carbon footprint for each location

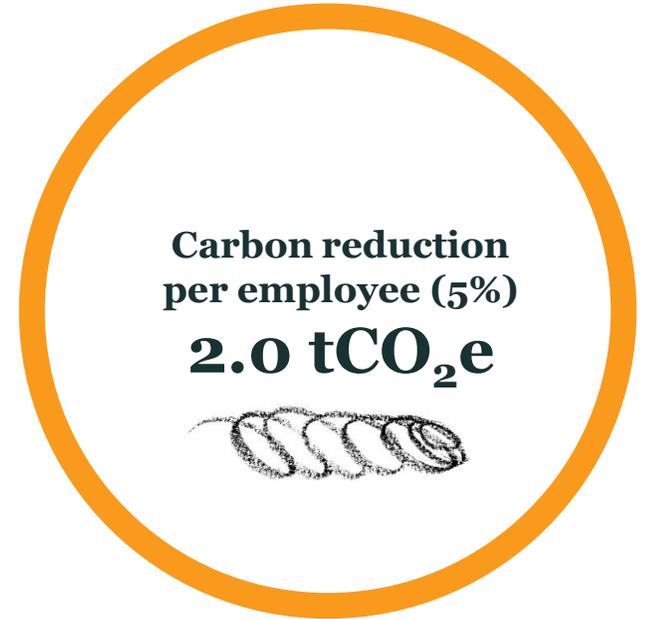
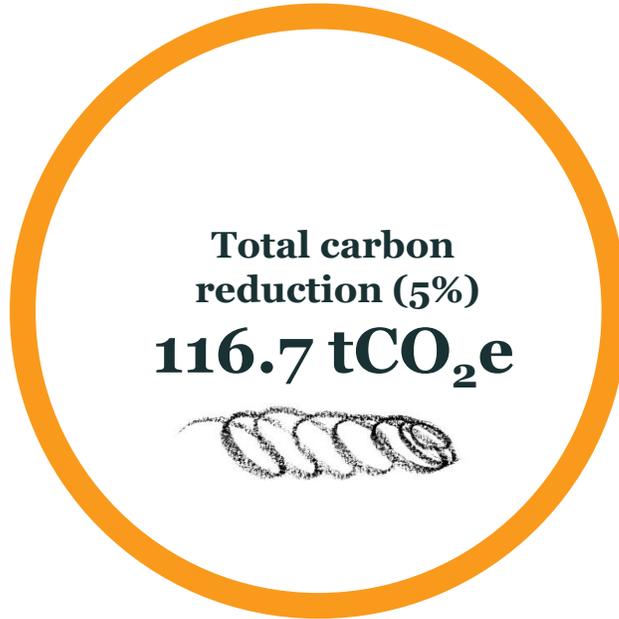
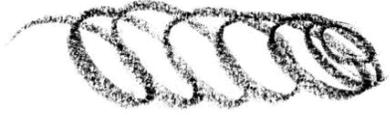
tCO<sub>2</sub>e

**Note:**  
All includes freight since the data submitted was cumulative for the whole business (i.e. not split between offices)





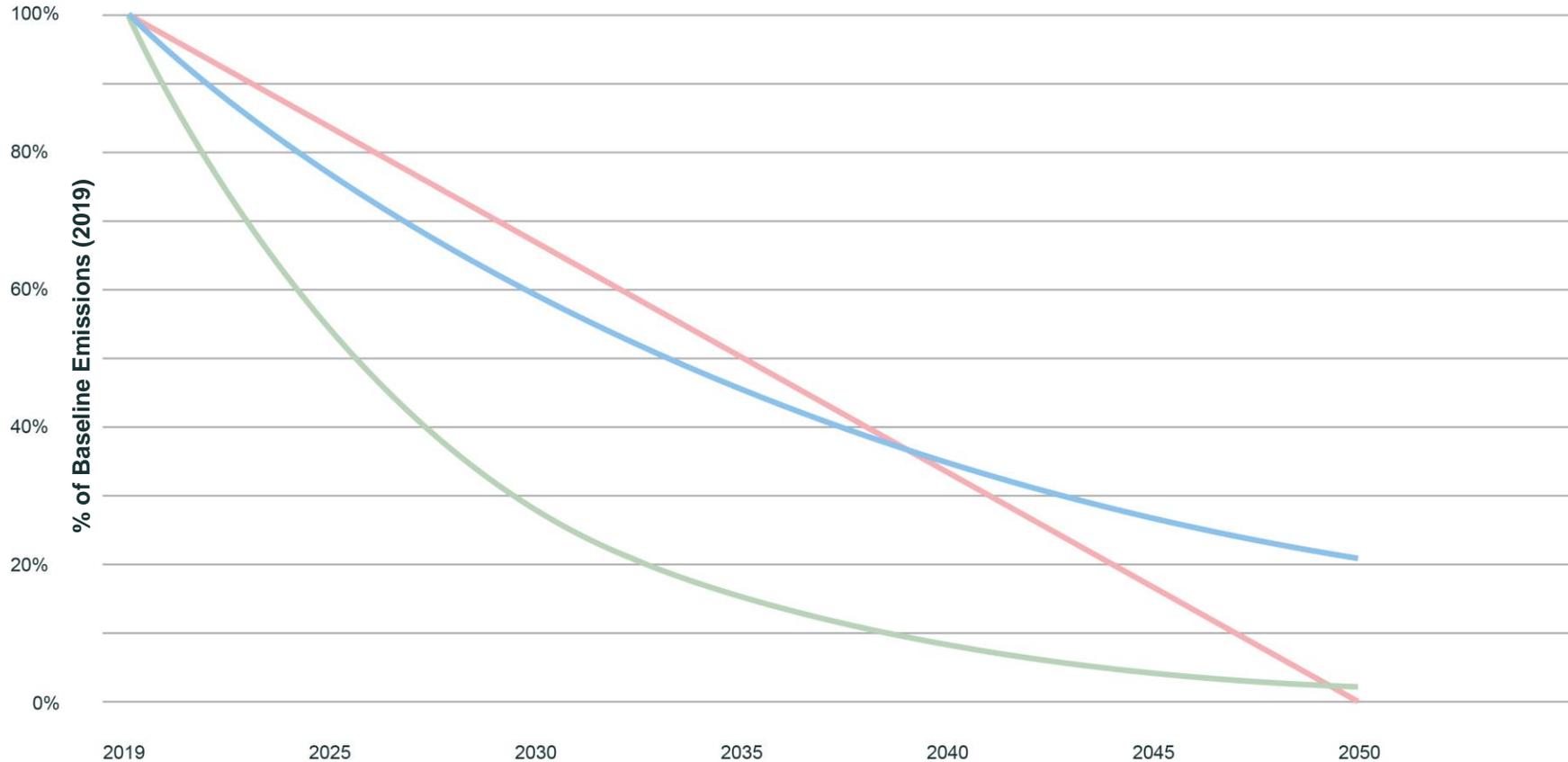
# Looking ahead. Targets for next year.





# 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**



# Social value.

CONTRIBUTION

**Total Social Value**  
£ **6,878\***

**Social Value**  
**per employee**  
£ **687.8\***



**Your people**  
£ 6,589



**Community & volunteering**  
£ 290



**Donations**  
N/A



**Procurement**  
N/A



**Environmental impacts**  
N/A



# Social Value – Breakdown (i).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
People	NT9	No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	23
Community and volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	18

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



# Step two.

## ENGAGE

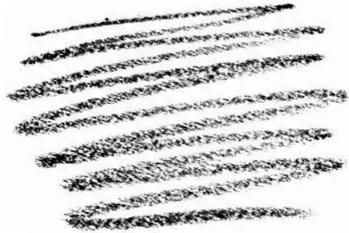




# Workshops.

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
<b>Sustainability Energiser</b>	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.
<b>Sustainability Plan Workshop</b>	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.
<b>Business Sustainability Essentials Training</b>	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.
<b>Stakeholder Engagement Workshop</b>	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 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.

Planet Mark is a registered charity (No. 1090780) and a limited liability company (No. 02062814). It is a member of the Business in the Community Group. Planet Mark is a member of the Business in the Community Group. Planet Mark is a member of the Business in the Community Group.





# 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



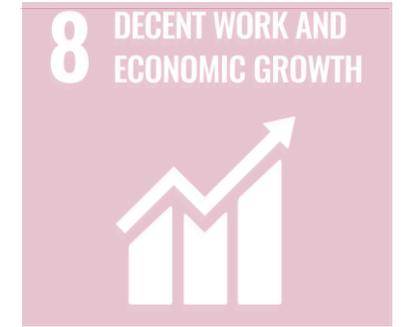
# Communicating your international influence.

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

## 5 SDGs





# SDG alignment.



**6** CLEAN WATER AND SANITATION

6.6 - Acre of rainforest protected

**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE

**13** CLIMATE ACTION

13.3 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>  
13.3 - Donation to the Eden Project

**7** AFFORDABLE AND CLEAN ENERGY

**11** SUSTAINABLE CITIES AND COMMUNITIES

11.6 - Measured carbon emissions  
11.6 - Reduction in travel emissions  
11.6 - Reduction in total waste produced  
11.6 - 40% of waste recycled and composted  
11.4 - Donation to the Eden Project  
11.4 - Acre of rainforest protected

**14** LIFE BELOW WATER

**8** DECENT WORK AND ECONOMIC GROWTH

**12** RESPONSIBLE CONSUMPTION AND PRODUCTION

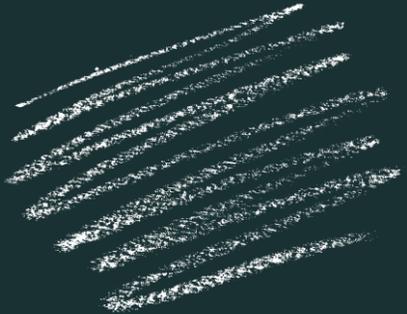
12.6 - Measured carbon emissions  
12.5 - Reduction in total waste produced  
12.5 - 40% of waste recycled and composted

**15** LIFE ON LAND

15.2 - Reduction in paper use  
15.2 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>



# 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



Current											
01 January 2020 to 31 December 2020					01 January 2021 to 31 December 2021						
Source	Scope	Unit	Amount	tCO <sub>2</sub> e	Amount	tCO <sub>2</sub> e	tCO <sub>2</sub> e normalised	% Change in tCO <sub>2</sub> e from previous year	% total carbon footprint	% Change in amounts from previous year	
<b>Buildings</b>											
Electricity (location based)	2	kWh	29,790.0	6.9	241,105.9	87.6	6.2	-10%	4%	709%	
Electricity (market based)	2	kWh	-	-	241,105.9	81.3	0	-	-	-	
Transmission and Distribution Losses	3	kWh	29,790.0	0.6	241,105.9	5.1	0.6	-8%	0.2%	709%	
<b>Procurement</b>											
Freight Air	3	tonne.km	228,057.1	136.7	549,222.4	296.1	296.1	117%	13%	141%	
Freight HGV	3	tonne.km	10,772,583.1	1,530.1	12,944,159.6	1,855.1	1,855.1	21%	79%	20%	
Freight Ship	3	tonne.km	4,123,145.5	54.5	6,125,939.3	81.1	81.1	49%	3%	49%	
Paper Primary Content	3	tonnes	0.3	0.2	0.02	0.02	0.02	-89%	0.001%	-89%	
<b>Travel</b>											
Air Travel	3	passenger.km	111,558.0	10.7	87,118.4	8.5	8.5	-21%	0.4%	-22%	
Petrol Car	3	km	-	-	1,977.9	0.3	0.3	-	0.01%	-	
Rail Travel	3	passenger.km	-	-	350.8	0.01	0.01	-	0.01%	-	
Taxi	3	km	-	-	854.6	0.2	0.2	-	0.008%	-	
<b>Waste</b>											
Landfill	3	tonnes	0.8	0.2	0.2	0.1	0.1	-48%	0.004%	-75%	
Recycled	3	tonnes	0.3	0.002	0.1	0.002	0.002	-10%	0.01%	-55%	
<b>Location Based</b>											
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>1,740.1</b>		<b>2,334.0</b>	<b>2,248.2</b>	<b>29%</b>			
No. employees		Number		94		59.8	59.8				
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>18.5</b>		<b>39.1</b>	<b>37.6</b>	<b>103%</b>			
Total floor space		m <sup>2</sup>		1,835.0		1,835.0	1,835.0				
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.004</b>		<b>0.1</b>	<b>0.003</b>	<b>-10%</b>			
<b>Market Based</b>											
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>-</b>		<b>2,327.8</b>	<b>2,242.0</b>	<b>-</b>			
No. employees		Number		94		59.8	59.8				
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>-</b>		<b>39.0</b>	<b>37.5</b>	<b>-</b>			
Total floor space		m <sup>2</sup>		1,835.0		1,835.0	1,835.0				
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>-</b>		<b>0.04</b>	<b>0.0003</b>	<b>-</b>			



# About this report – General.

<b>Company Name</b>	Bristol Global Mobility
<b>Sector</b>	Mobility Industry
<b>Reporting Period</b>	01 January 2021 - 31 December 2021
<b>Year Of Certification</b>	2nd
<b>Reporting Boundary</b>	Global Operations (Dallas, Phoenix, Singapore, Toronto, UK)
<b>Emission sources included</b>	Electricity, T&D Losses, Waste, Business Travel, Paper, Courier/Freight, Homeworking (excluded from footprint)
<b>Total FTE Employees (annual average no.)</b>	60
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	1,835.0
<b>Data Collection Lead</b>	Andrew Bauer - <a href="mailto:abauer@bristolglobal.com">abauer@bristolglobal.com</a>
<b>Significant reporting changes</b>	Lease on Dallas office ended in July 2021
<b>Baseline Conversion Factor</b>	BEIS 2020
<b>Current Conversion Factor</b>	BEIS 2021
<b>Methodology</b>	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
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
<b>Prepared by</b>	Joanne Rowley, Sustainability Consultant, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Certification, Planet Mark
<b>Date</b>	31 May 2022



# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Electricity</b>	2 and 3	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation to match reporting period	<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>Phoenix Office - the usage for this office has been calculated using meter reads for 15/01/21 and 16/12/21 with some extrapolation to match reporting period.</p> <p>Dallas, Singapore and Toronto offices - it has been confirmed that usage information is not available for these sites as consumption charges are built into the building rates.</p>	UK and Phoenix office
<b>Homeworking energy</b>	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	<p>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.</p> <p>US homeworking energy consumption is calculated for each Census Division. Heating energy consumption in each month is derived from a Planet Mark degree day analysis using weighted average heating energy demand for gas and electrically heated homes in the relevant Census Division. Monthly electricity consumption takes into account the electricity needed for a home office plus some other ancillary demand along with a cooling degree day analysis for air conditioning demand in the Census Division. Appropriate regional electricity emission factors sourced from the Environmental Protection Agency are applied.</p>	Dallas, Phoenix, UK

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
<b>Private vehicles used for business</b>	3	km	Secondary source - data submission form (from BGM travel log)	Assumed Actual	Distances have been checked using fastest route by car on Google Maps	Dallas, Phoenix, Toronto, Singapore, UK
<b>Air travel</b>	3	pkm	Secondary source - data submission form (from BGM travel log)	Assumed Actual	None	Dallas, Phoenix, Toronto, Singapore, UK
<b>Rail travel</b>	3	pkm	Secondary source - data submission form (from BGM travel log)	Assumed Actual	Distances have been checked using Trainline	Dallas, Phoenix, Toronto, Singapore, UK
<b>Taxi travel</b>	3	km	Secondary source - data submission form (from BGM travel log)	Assumed Actual	Unable to check distances provided due to limited from/to information.	Dallas, Phoenix, Toronto, Singapore, UK
<b>Waste Landfill</b>	3	tonnes	Secondary source - data submission report	Unverified	Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'. It has been confirmed that there is no waste information available for Singapore, Toronto and Dallas because the offices were closed during the reporting period.	Dallas, Phoenix, Toronto, Singapore, UK

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
<b>Procurement - paper</b>	3	tonnes	Primary source - invoices	Actual	It has been confirmed that there is no paper procurement information available for Singapore, Toronto and Dallas because the offices were closed during the reporting period.	UK and Phoenix office
<b>Procurement - courier/freight</b>	3	km	Primary source - supplier report	Actual	<p>Any shipments with an actual delivery date in 2022 have been excluded as these are outside the reporting boundary.</p> <p>Pounds have been converted to tonnes using a conversion factor of 0.000453592.</p> <p>Where actual weight has not been provided then the estimated weight has been used.</p> <p>Where actual and estimated weight has not been provided then an average weight for each shipping method has been used.</p> <p>Where actual weight units have not been used it has been assumed that these are in pounds. Where the weight unit has been given as cubic feet the average weight for that shipping method has been used.</p> <p>It has been assumed that air shipments are 1 way.</p> <p>For the purpose of calculating distances, it has been assumed that all flights from/ to the UK are from Heathrow.</p> <p>Ground Shipment, International Ground Shipments, Perm Storage and Vehicle Shipment - it has been assumed that the main source of transport for these shipments is HGV.</p> <p>Where the journey has taken place in the US the distance and weight have been converted into US metrics and the US conversion factors have been used.</p> <p>Discard &amp; Donate, Insurance, Unpacking &amp; Organise and Self moves have all been excluded as no weights have been provided for these shipments.</p>	Dallas, Phoenix, Toronto, Singapore, UK

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
<b>Headcount</b>		no.	Primary source - Finance & Operations	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).	Dallas, Phoenix, Toronto, Singapore, UK
<b>Floor Area</b>		m <sup>2</sup>	Secondary source - data submission form	Assumed Actual	None	Dallas, Phoenix, Toronto, Singapore, UK
<b>Restatement</b>					<p>Last year's carbon footprint has been re-stated to remove the emissions associated with customer air travel. This has been confirmed that Bristol Global Mobility only started offering this as a service from 2022.</p> <p>Last year's carbon footprint has been re-stated to update freight HGV numbers. In last year's freight footprint we used an emission factor for the emissions per vehicle-mile for US medium and heavy duty trucks sourced from the EPA Emissions Factor Hub. We should have used the emission factor for the emissions per ton-mile for US medium and heavy duty trucks.</p> <p>The vehicle-mile EF is more than 6 times larger than the ton-mile EF and HGV activity in the US was their largest source of emissions so the impact of using the incorrect EF was evident.</p>	
<b>Normalisation</b>					Phoenix office electricity has been normalised out as this is the first year reporting usage for this office	

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.

	01 January 2020 - 31 December 2020	01 January 2021 - 31 December 2021	Definition
<b>Relevance of boundary</b>	2	2	Boundary accurately reflects emissions from a relevant proportion of the overall business for the studied period.
<b>Data completeness</b>	3	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
<b>Transparency</b>	3	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
<b>Data accuracy</b>	3	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
<b>Consistency</b>	N/A	2	Largely consistent or improved boundary and data completeness with no documentation of changes made.
<b>Total score</b>	<b>11 out of 16</b>	<b>13 out of 20</b>	

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

- To consider including electricity usage for remaining offices. It would be best to ask the Landlord to provide either the whole building usage to allow for apportionment or to provide an estimate of usage based on the service charge
- To consider implementing a reporting system to capture all private vehicles' mileage or mileage expenses, and all other business travel journeys.
- If possible include water emissions.



# 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	BGM Phoenix Office	Invoice	Actual meter read	15-01-2021	16-12-2021	336	01-01-2021	31-12-2021	365	Interpolated to start of reporting period and extrapolated to end of reporting period



## About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT9	Secondary source - data submission form	Assumed actual	Includes for GMS re-certification and completion of Univeristy of Cambridge - Institute For Sustainability Leadership	UK
Community and volunteering	NT29	Secondary source - data submission form	Assumed Actual	Includes for 2x volunteering at cancer support community events (9 hours of staff time per event)	UK



# About this report.

## Data Quality – Social Value.

### 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.

	01 January 2020 - 31 December 2020	01 January 2021 - 31 December 2021	Definition
Relevance of boundary	2	1	Boundary excludes many relevant sources of emissions for the studied period.
Data completeness	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Transparency	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data accuracy	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Consistency	N/A	2	Boundary accurately reflects emissions from a relevant proportion of the overall business for the studied period.
<b>Total score</b>	<b>11 out of 16</b>	<b>12 out of 20</b>	

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

- To consider including additional relevant measures for the UK office
- PM is looking into social value measurement that would be applicable outside of the UK for customers like BGM who have international offices to better reflect their social value across the business



# 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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