

Business Certification

Bristol Global Mobility

YEAR 4

01 January 2023 to 31 December 2023



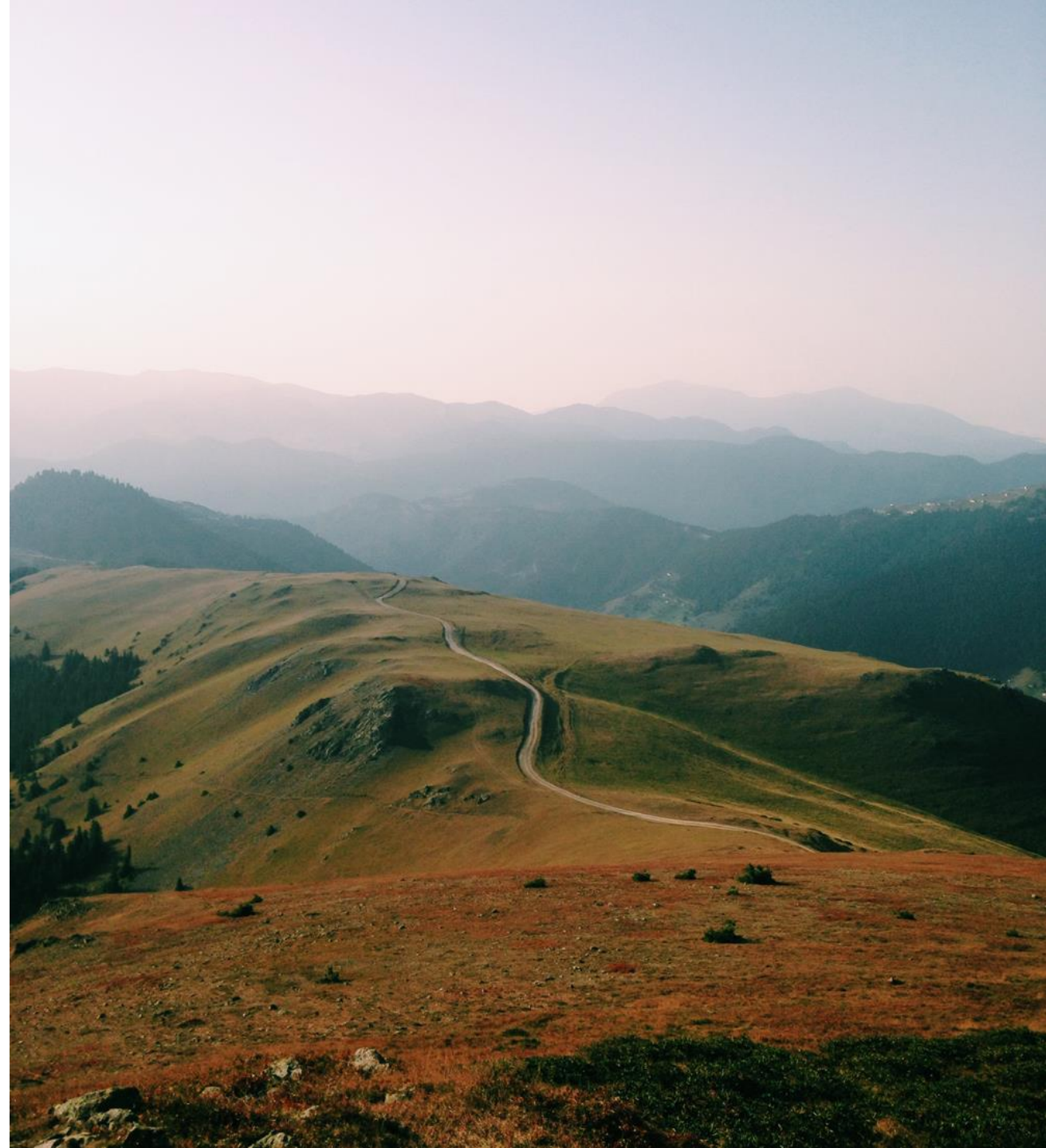
Measure



Engage



Communicate





Executive Summary

Current Planet Mark Certification

This reporting period captures the 4th year that Bristol Global Mobility has achieved Planet Mark Business Certification. To retain certification for the next reporting period Bristol Global Mobility is required to measure and reduce emissions while working to improve data quality.

This certification has been awarded to Bristol Global Mobility for reducing measured Scope 1 and 2 emissions (market-based) by a 59.3% absolute reduction and a 60.8% per employee reduction in market based compared to the previous year.

Reporting year:

01 January 2023 to 31 December 2023

Reporting Boundary:

Global Operations (Phoenix, Toronto, London, Singapore)

Highlights (market-based):

Measured footprint (tCO₂e): 1,624.8

Per employee (tCO₂e): 16.8

Data quality (Scope 1 & 2): 19 out of 20

Data quality (Scope 3): 15 out of 20

Measured emissions:

Scope 1: Natural gas

Scope 2: Electricity

Scope 3:

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

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

Cat. 4: Upstream transportation and Distribution

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, 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 (97.1%) of the Bristol Global Mobility's measured carbon footprint. It is important to note that, once all material categories are included, Scope 3 emissions can account for even more of a company's total footprint.

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 confirm which emissions sources are material to your organisation please get in touch with certification@planetmark.com, who will map your business operations against the 15 categories of Scope 3.

Notes and exclusions

Bristol Global Mobility's measured Social Value contribution for the year ending December 2023 was £47,630. It reported on 9 Social Value measures with the top three contributors being activities to influence staff, suppliers, customers and communities to support environmental protection and improvement; Avoided Commute due to working from home; and Equipment or resources donated to VCSEs (£ equivalent value).

Please note, this report has been restated to include some additional freight travel.



Updates to Planet Mark Business Certification

To ensure that Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero, we have made the following improvements to our Certification:

- Members are now required to make an annual 5% reduction in Scope 1 & 2 emissions to recertify (from year 3 onwards). As part of Business Certification, we will continue to measure 'core' Scope 3 emissions sources, but Members will not certify on reductions to core Scope 3 emissions.
- By 2030, Members must identify all material emission sources and measure a full inventory carbon footprint (Scope 1, 2 and extended Scope 3 emissions). Measuring a full organisational boundary is essential to progress on the journey to net zero.
- As per the GHG Protocol it is important to report carbon emissions using both a location-based and market-based methodology, and we will continue to summarise accordingly. We have previously adopted the location-based methodology as the principle display mechanism, however, moving forwards we will switch to showing the market-based methodology as our default. We have done this to ensure that as Members switch to renewable energy contracts, the associated reductions are clearly evidenced.
- Scope 3 data collection is typically found to be more challenging than Scope 1 and 2, therefore, to help understand and develop your measurement journey Members will now receive two separate data quality scores when they achieve Certification: one for Scope 1 & 2 emissions and one for Scope 3 emissions.



Measured carbon *EMISSIONS* Market *BASED*

1,624.8
tCO₂e measured emissions

Measured emissions equivalent to
951 flights from London to New York

16.8
tCO₂e per employee



Buildings

49.0 tCO₂e

Used enough electricity to power **37** UK homes for one year



Travel

101.9 tCO₂e

Travelled **27** times around the world



Waste

0.3 tCO₂e

Produced waste that weighs the same as **0.1** London buses



Water

12.7 tCO₂e

236 litres per employee per day



Procurement

1,460.8 tCO₂e



Homeworking

86.3 tCO₂e

Used enough energy to power **22** UK homes for one year

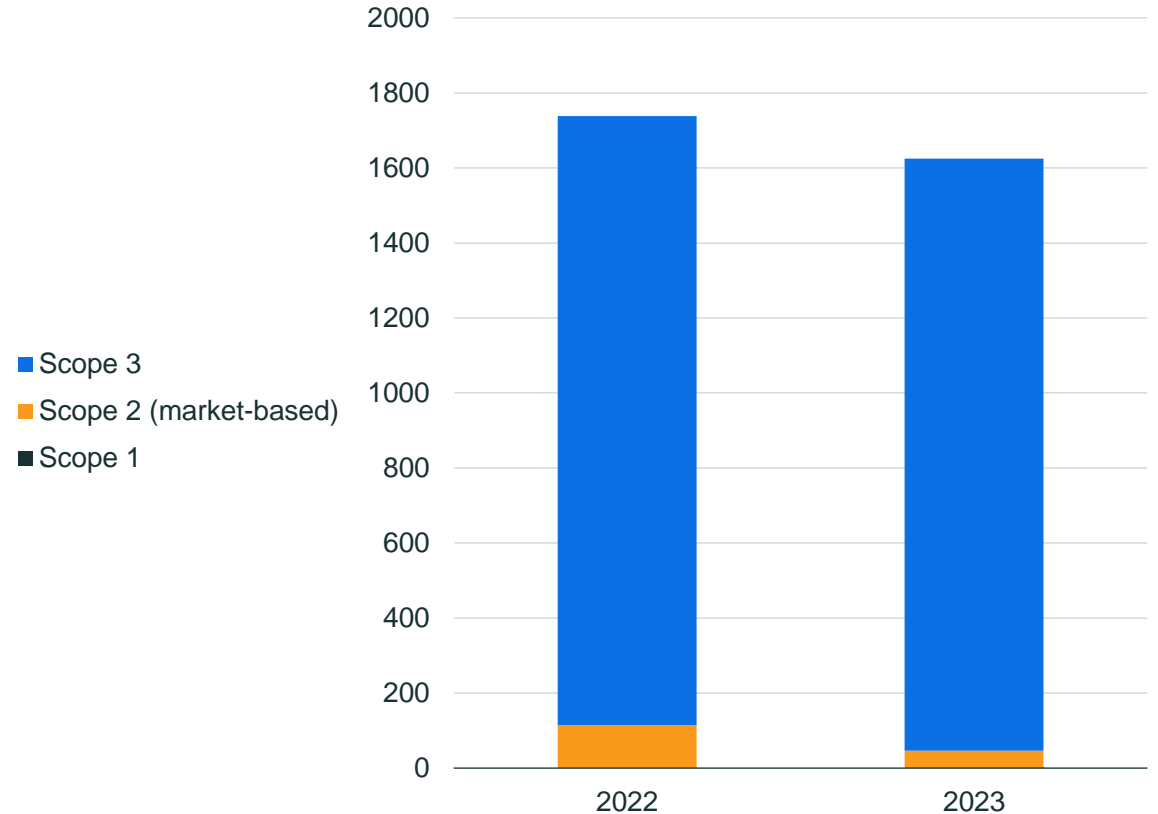


Measured carbon footprint By Scope.

Market *BASED*

Scope	2022	2023
Scope 1	0.0	0.3
Scope 2 (market-based)	115.1	46.5
Scope 3	1,623.4	1,578.0
Total (market-based)	1,738.5	1,624.8

Measured carbon emissions by scope for year ending 2023, 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 2023 to 31 December 2023

Reporting Boundary:

Global Operations (Phoenix, Toronto, London, Singapore)

Emissions measured:

Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Freight, Homeworking (not included in total footprint), Waste, Water

Highlights:

Carbon footprint (tCO₂e): **1,624.8**

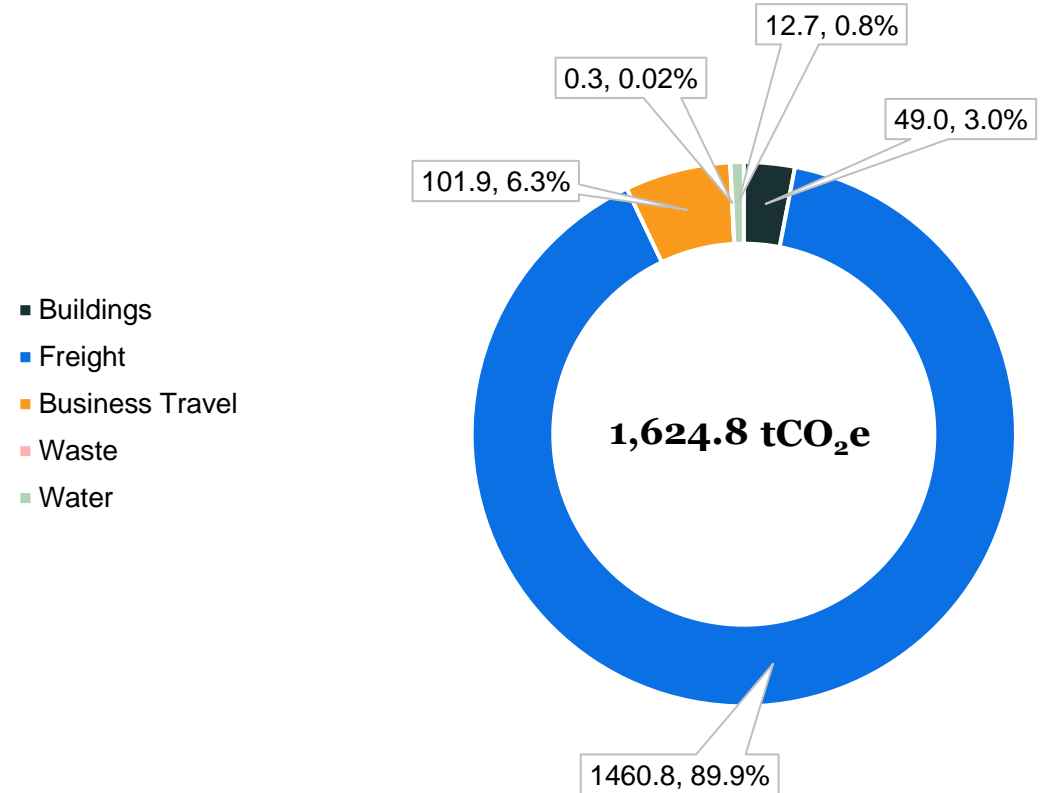
Per employee (tCO₂e): **16.8**

Next reduction target: **5%**

Data quality score Scope 1 & 2: **19 out of 20**

Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



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 2023 to 31 December 2023

Reporting Boundary:

Global Operations (Phoenix, Toronto, London, Singapore)

Emissions measured:

Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Freight, Homeworking (not included in total footprint), Waste, Water

Highlights:

Carbon footprint (tCO₂e): **1,625.4**

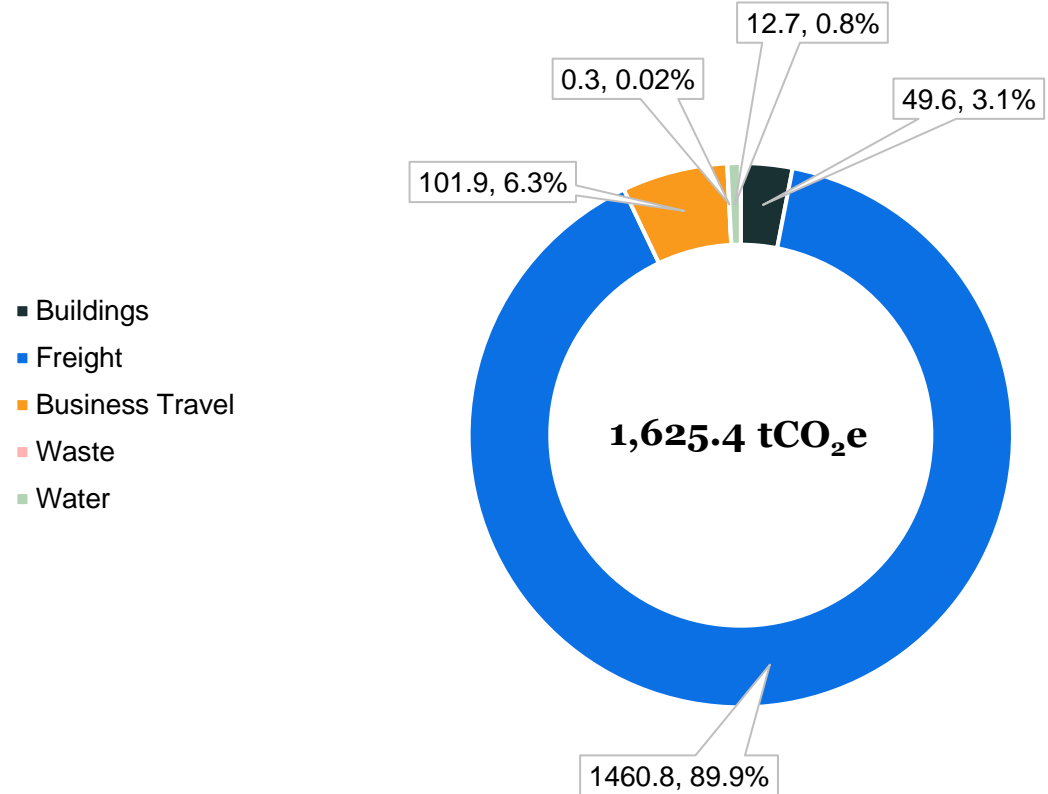
Per employee (tCO₂e): **16.8**

Next reduction target: **5%**

Data quality score Scope 1 & 2: **19 out of 20**

Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



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.

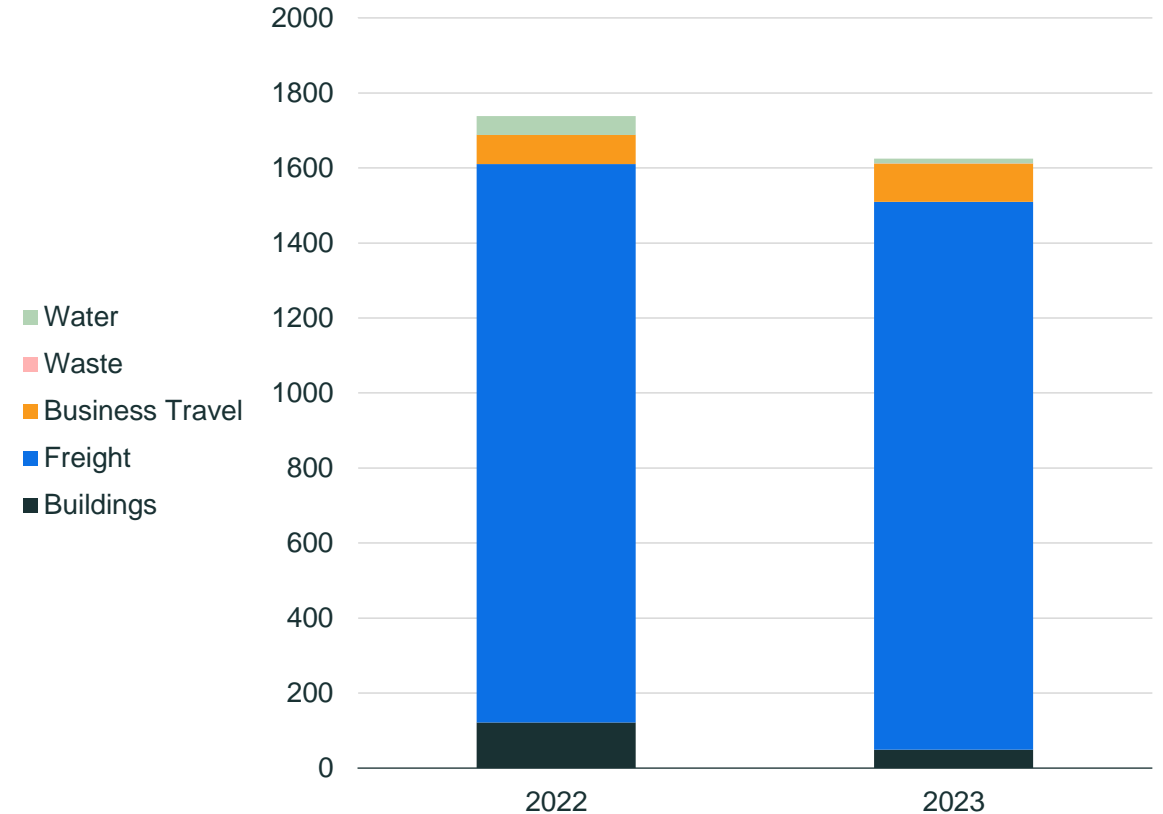
Yearly *COMPARISON*

Total measured, market-based emissions have experienced a reduction of 6.5% compared to the previous reporting period.

Source Category	2022	2023
Buildings	121.2	49.0
Freight	1,489.3	1,460.8
Business Travel	77.3	101.9
Waste	0.4	0.3
Water	50.3	12.7
Total (market-based)	1,738.5	1,624.8

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 2022 and 2023, tCO₂e





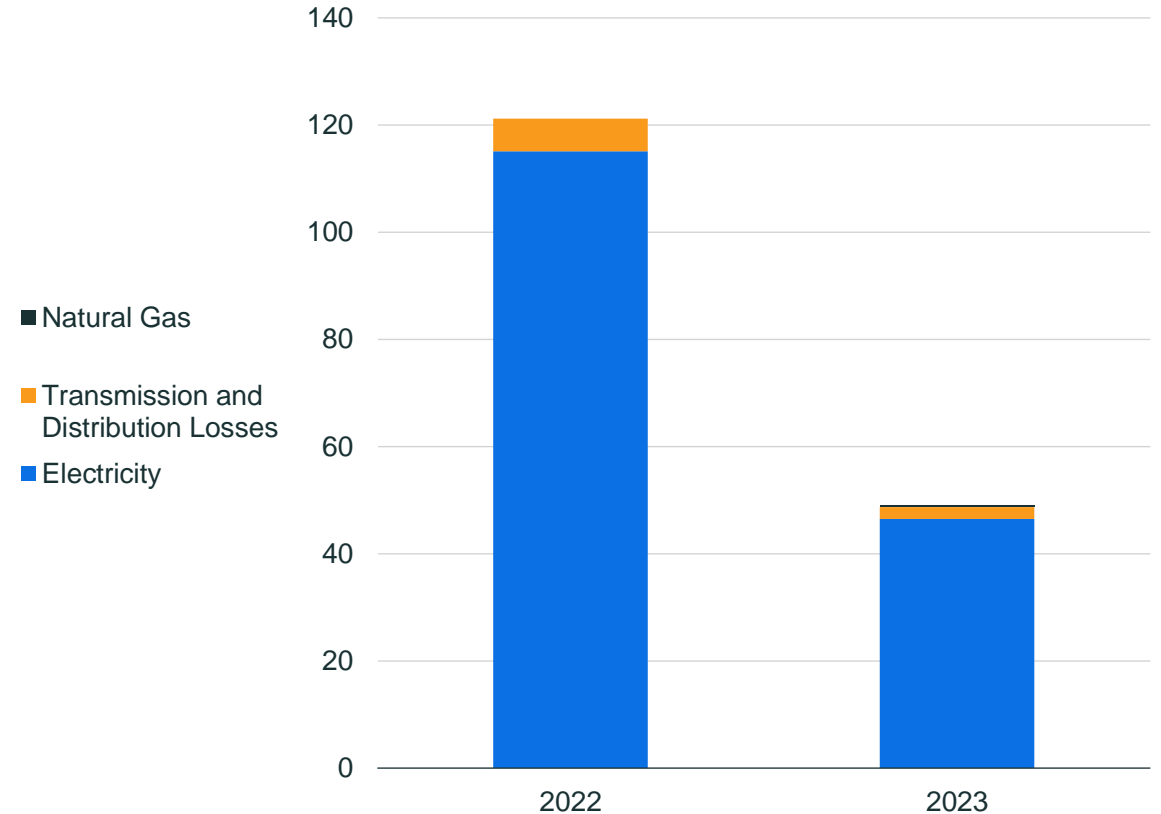
Carbon footprint.

BUILDINGS

Building associated emissions have fallen by over 59.6% compared to the previous reporting period. This is mostly driven by a significant reduction in market-based emissions from electricity consumption of an equal percentage.

Buildings	2022	2023
Electricity	115.1	46.5
Transmission and Distribution Losses	6.1	2.2
Natural Gas	-	0.3
Total (market-based)	121.2	49.0

Buildings emissions for year ending 2022 and 2023, tCO₂e



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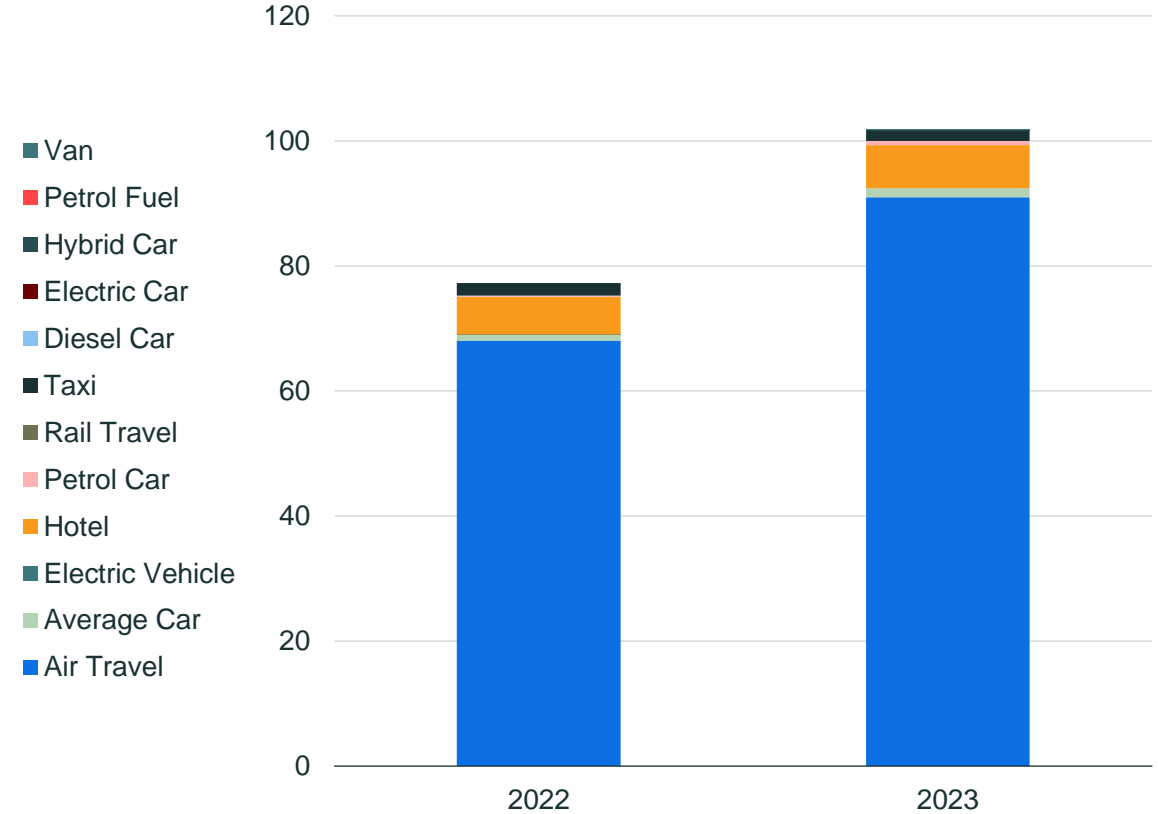
Carbon footprint.

Business TRAVEL

Business travel emissions have seen an increase of approximately 31.9% compared to the previous reporting period, largely due to a 33.7% increase in emissions from air travel.

Business Travel	2022	2023
Air Travel	68.0	91.0
Average Car	1.0	1.4
Electric Vehicle	0.001	-
Hotel	6.0	6.9
Petrol Car	0.2	0.7
Rail Travel	0.1	0.01
Taxi	2.0	1.6
Diesel Car	-	0.01
Electric Car	-	0.0002
Hybrid Car	-	0.1
Petrol Fuel	-	0.1
Van	-	0.1
Total	77.3	101.9

Business travel emissions for year ending 2022 and 2023, tCO₂e



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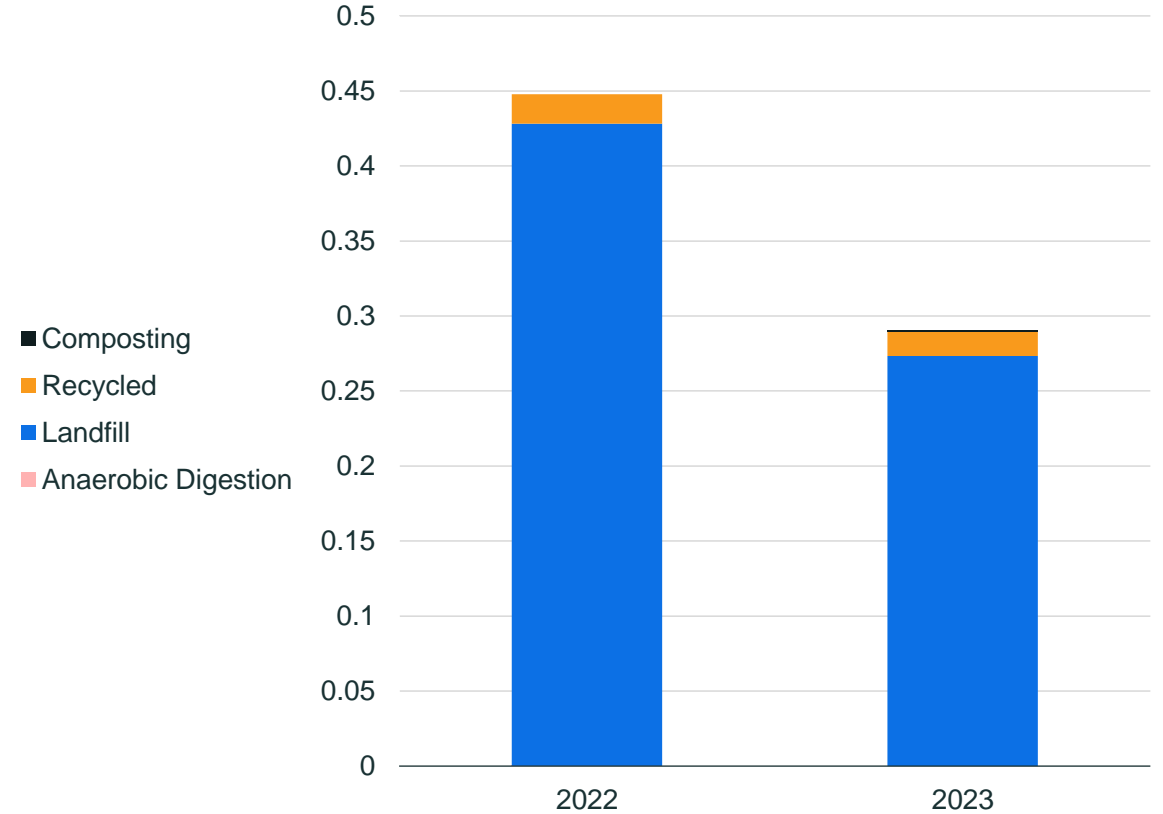
Carbon footprint.

WASTE

Waste emissions have seen a reduction of approximately 35.2% compared to the previous reporting period.

Waste	2022	2023
Anaerobic Digestion	0.0001	-
Landfill	0.4	0.3
Recycled	0.02	0.02
Composting	-	0.001
Total	0.4	0.3

Waste emissions for year ending 2022 and 2023, tCO₂e



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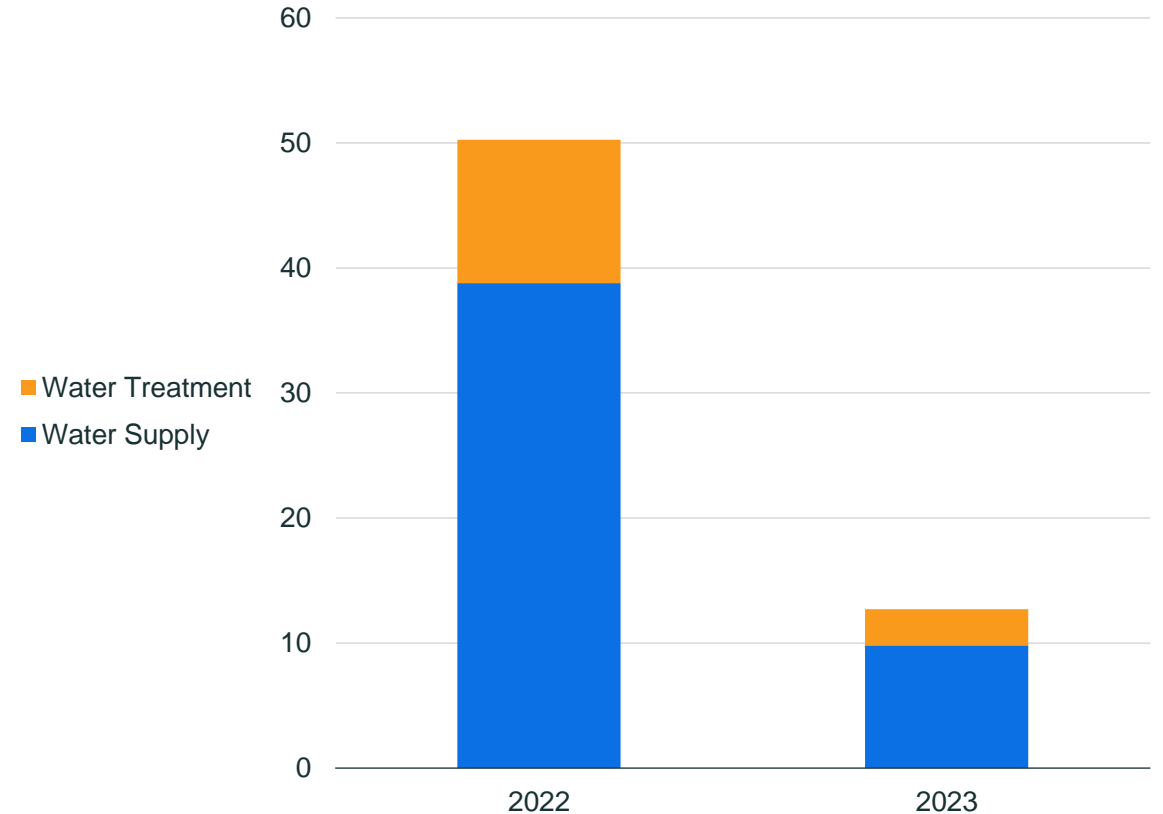
Carbon footprint.

WATER

Water emissions have seen a significant reduction of 74.7% compared to the previous reporting period. It is expected that such a reduction can be partly explained by the landscaping that took place at the Phoenix site during 2022.

Water	2022	2023
Water Supply	38.8	9.8
Water Treatment	11.5	2.9
Total	50.3	12.7

Water emissions for year ending 2022 and 2023, tCO₂e



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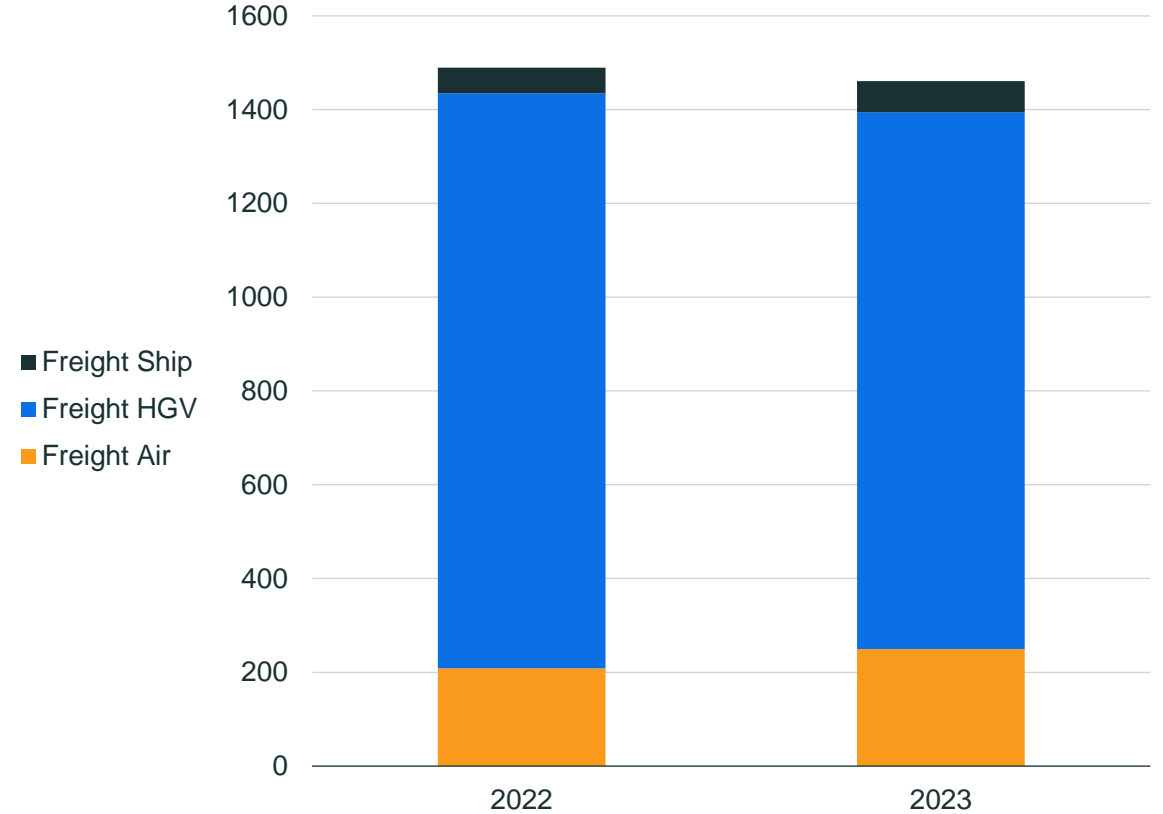
Carbon footprint.

Courier *FREIGHT*

Total freight emissions have remained relatively consistent to the previous reporting period, decreasing by approximately 1.9%.

Freight	2022	2023
Freight Air	208.5	249.4
Freight HGV	1,226.8	1,145.6
Freight Ship	54.0	65.9
Total	1,489.3	1,460.8

Courier freight emissions for year ending 2022 and 2023, tCO₂e



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Carbon footprint.

HOME OFFICE

Notes:

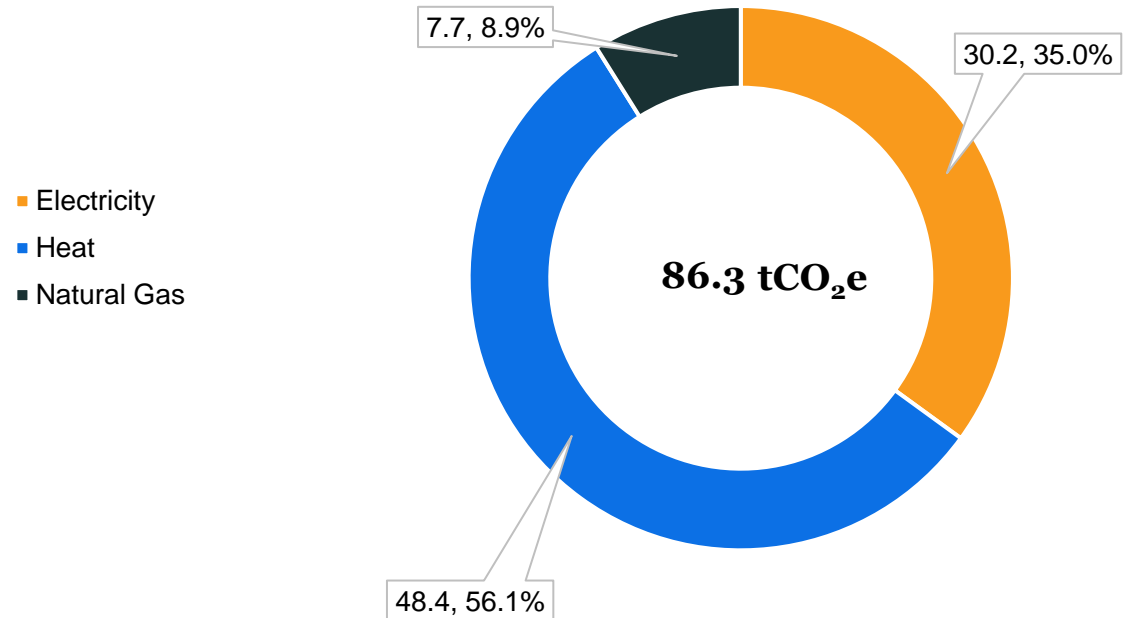
- Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption.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

Homeworking	tCO ₂ e	%
Electricity	30.2	35.0
Heat	48.4	56.1
Natural Gas	7.7	8.9
Total	86.3	100.0



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Homeworking emissions for year ending 2023, tCO₂e





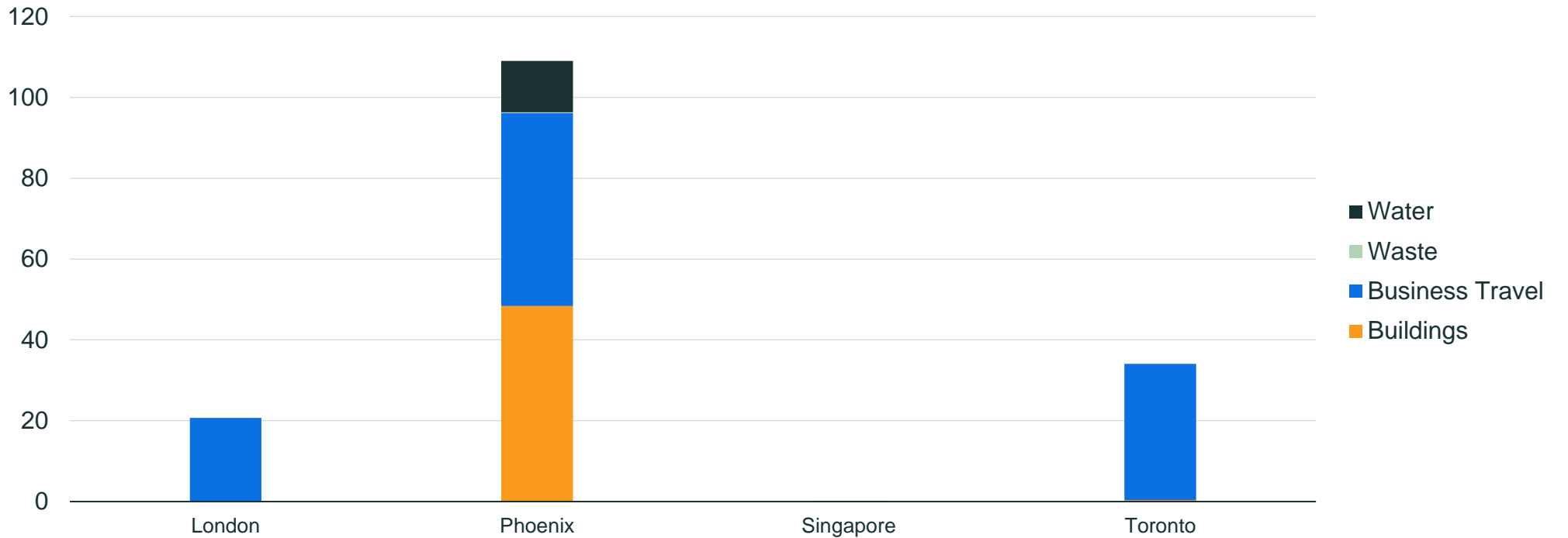
Carbon footprint.

Market *BASED*

Carbon footprint for each location

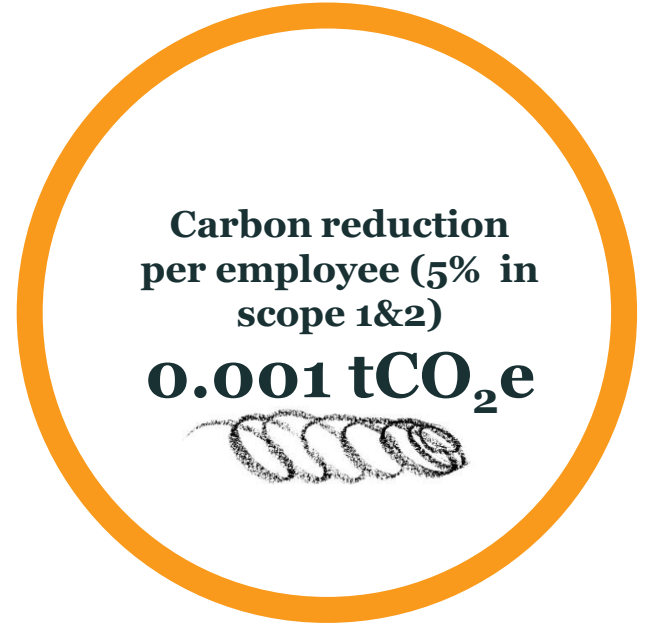
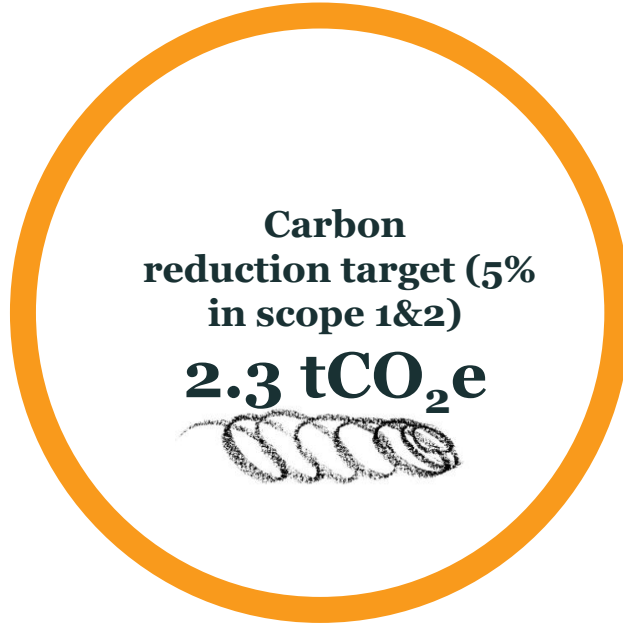
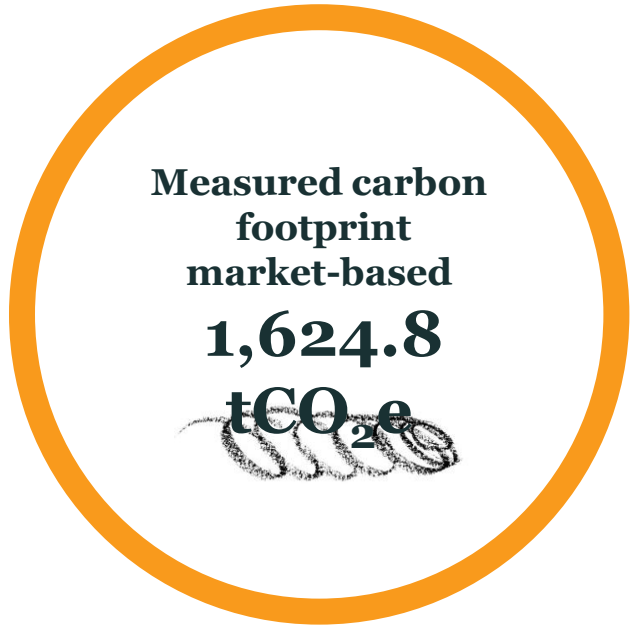
tCO₂e

Note:
Please note, this chart does not include emissions from freight travel. Such emissions are not attributed to one individual site and have been excluded here so to not dwarf the other emission sources in magnitude





Looking ahead. Targets for next year.



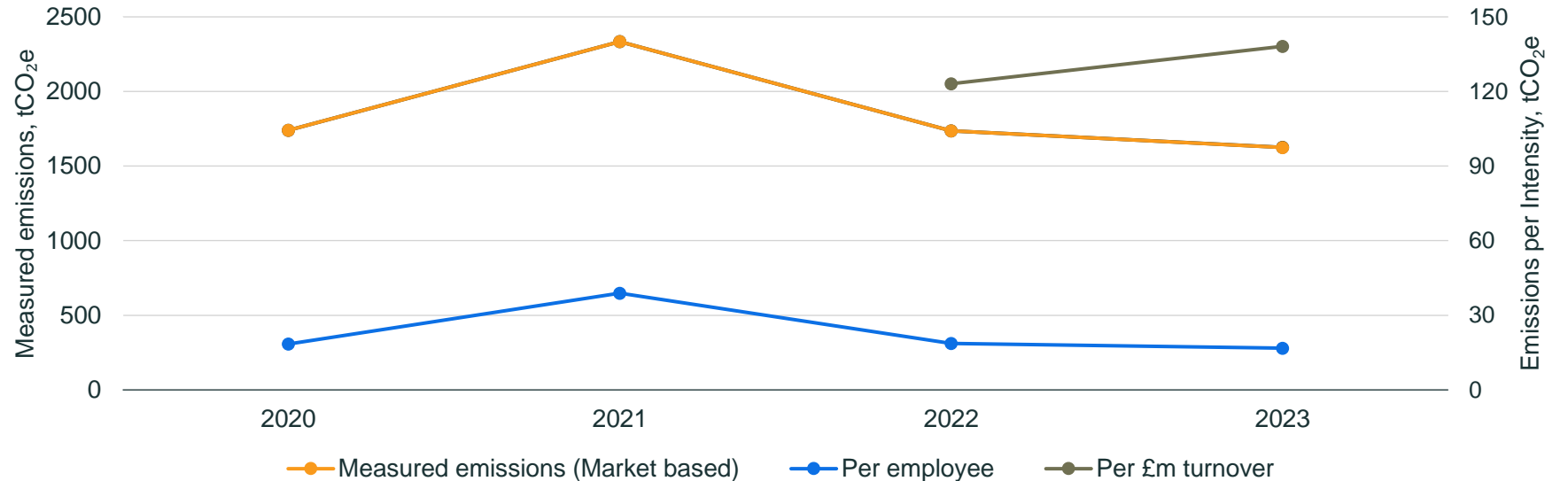


Historical Carbon Emissions

Reported carbon emissions year ending 2020 to 2023

Note:

This graph shows absolute reported carbon emissions for each year. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions



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



Social value.

CONTRIBUTION

% turnover
0.4 %

Total Social Value
£ 47,630

Social Value
per employee
£ 491



Your people
£ 135



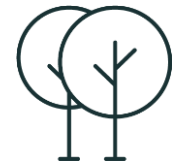
Community & volunteering
£ 34



Donations
£ 5,199



Procurement
£ 337



Environmental impacts
£ 41,927



Social Value – Breakdown (i).

Theme	Ref	Measures	Units	Your amount
People	NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration) * no. attendees	1.0
People	NT39	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£ invested including staff time	33.9
Community & Volunteering	NT27	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£ invested including staff time	33.9
Environmental	NT72	Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	Tonnes	0.1
Environmental	NT90	Activities to influence staff, suppliers, customers and communities to support environmental protection and improvement.	No. staff expert hours	8.0
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	3,768.0
Donations	NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£	5,038.6
Donations	NT28	Donations and/or in-kind contributions to specific local community projects (£ & materials)	£ value	160.0
Procurement	NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)	£ invested including staff time	336.6

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Step two.

ENGAGE





Workshops.

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

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

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

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



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



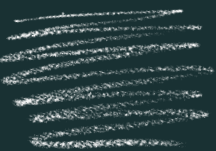
The Eden Project

PARTNERSHIP

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

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

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





Step three.

COMMUNICATE





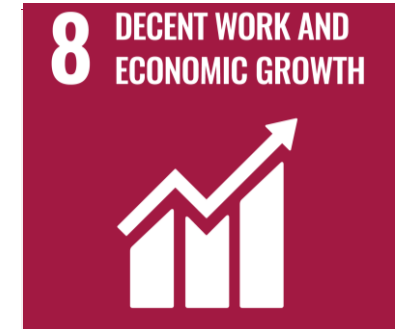
Communicating your international influence.

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

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

Contributing towards

9 SDGs





SDG alignment.



6 CLEAN WATER AND SANITATION

6.3 - Reduction in total waste produced
6.3 - 100% of water treated
6.4 - Reduction in water consumption
6.6 - Reduction in water consumption

7 AFFORDABLE AND CLEAN ENERGY

7.3 - Reduction in energy use
7.3 - Reduction in electricity use

8 DECENT WORK AND ECONOMIC GROWTH

8.4 - Reduction in absolute carbon emissions
8.4 - Reduction in carbon emissions per intensity

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

9.4 - Reduction in energy use
9.4 - Reduction in electricity use

11 SUSTAINABLE CITIES AND COMMUNITIES

11.6 - Measured carbon emissions
11.6 - Reduction in absolute carbon emissions
11.6 - Reduction in total waste produced
11.6 - 62% of waste recycled and composted
11.4 - Donation to the Eden Project

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

12.6 - Measured carbon emissions
12.1 - Reduction in absolute carbon emissions
12.5 - Reduction in total waste produced
12.5 - 62% of waste recycled and composted

13 CLIMATE ACTION

13.3 - Reduction in absolute carbon emissions
13.3 - Donation to the Eden Project

14 LIFE BELOW WATER

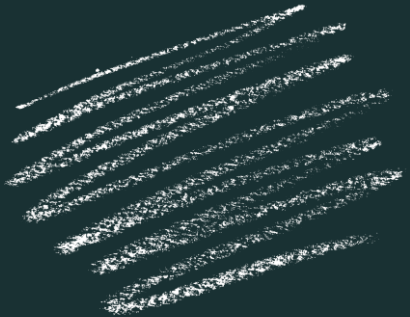
14.3 - Reduction in absolute carbon emissions
14.1 - Reduction in total waste produced

15 LIFE ON LAND

15.5 - Reduction in absolute carbon emissions



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 2022 to 31 December 2022					01 January 2023 to 31 December 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										
Electricity (market based)	2	kWh	311,835.2	115.1	128,764.3	46.5	46.5	-60%	3%	-59%
Electricity (market based)	3	kWh	58.8	0.02	-	-	0.0	-	-	-
Electricity (location based)	2	kWh	311,894.0	112.4	128,764.3	47.1	47.1	-58%	-	-59%
Natural Gas	1	kWh	-	-	1,705.0	0.3	0.3	-	0.02%	-
Transmission and Distribution Losses	3	kWh	311,894.0	6.1	128,764.3	2.2	2.2	-64%	0.1%	-59%
Procurement										
Freight Air	3	tonne.km	386,095.7	208.5	384,381.4	249.4	249.4	19%	15%	-1%
Freight HGV	3	tonne.km	8,476,053.2	1,226.8	7,870,471.8	1,145.6	1,145.6	-7%	71%	-7%
Freight Ship	3	tonne.km	3,345,657.4	54.0	4,085,902.4	65.9	65.9	22%	4%	22%
Travel										
Air Travel	3	passenger.km	625,731.2	68.0	1,062,532.9	91.0	91.0	34%	6%	70%
Average Car	3	km	5,016.2	1.0	6,932.9	1.4	1.4	42%	0.1%	38%
Diesel Car	3	km	-	-	86.9	0.01	0.01	-	0.001%	-
Electric Car	3	km	-	-	4.5	0.0002	0.0002	-	0.01%	-
Electric Vehicle	3	kWh	5.5	0.001	-	-	0.0	-	-	-
Hotel	3	Room per night	-	-	450.0	6.9	6.9	-	0.4%	-
Hotel	3	room per night	386.0	6.0	-	-	0.0	-	-	-
Hybrid Car	3	km	-	-	779.0	0.1	0.1	-	0.006%	-
Petrol Car	3	km	832.5	0.2	4,253.8	0.7	0.7	349%	0.1%	411%
Petrol Fuel	3	litres	-	-	24.3	0.1	0.1	-	0.004%	-
Rail Travel	3	passenger.km	2,408.7	0.1	996.6	0.01	0.01	-80%	0.01%	-59%
Taxi	3	km	8,964.2	2.0	7,805.8	1.6	1.6	-17%	0.1%	-13%
Van	3	km	-	-	458.7	0.1	0.1	-	0.007%	-
Waste										
Anaerobic Digestion	3	tonnes	0.02	0.0001	-	-	0.0	-	-	-
Composting	3	tonnes	-	-	0.1	0.001	0.001	-	0.01%	-
Landfill	3	tonnes	0.9	0.4	0.5	0.3	0.3	-36%	0.02%	-43%
Recycled	3	tonnes	0.9	0.02	0.7	0.02	0.02	-18%	0.001%	-18%
Water										
Water Supply	3	cubic metres	20,962.7	38.8	5,303.6	9.8	9.8	-75%	1%	-75%
Water Treatment	3	cubic metres	20,962.7	11.5	5,303.6	2.9	2.9	-75%	0.2%	-75%

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

Current

01 January 2022 to 31 December
2022

01 January 2023 to 31 December 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
Market Based										
Total		tCO ₂ e		1,738.5		1,624.8	1,624.8	-7%		
No. employees		Number		93.2		96.8	96.8			
Total per employee		tCO ₂ e		18.7		16.8	16.8	-10%		
Turnover £m		£m		14.1		11.8	11.8			
Total per £m		tCO ₂ e		123.0		138.2	138.2	12%		
Total floor space		m ²		2,633.8		999.2	999.2			
Building emissions per m²		tCO ₂ e		0.05		0.05	0.05	7%		
Location Based										
Total		tCO ₂ e		1,735.8		1,625.4	1,625.4	-6%		
No. employees		Number		93.2		96.8	96.8			
Total per employee		tCO ₂ e		18.6		16.8	16.8	-10%		
Turnover £m		£m		14.1		11.8	11.8			
Total per £m		tCO ₂ e		122.8		138.2	138.2	13%		
Total floor space		m ²		2,633.8		999.2	999.2			
Building emissions per m²		tCO ₂ e		0.04		0.05	0.05	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	Bristol Global Mobility
Sector	Mobility Industry
Reporting Period	01 January 2023 to 31 December 2023
Year Of Certification	4th
Reporting Boundary	Global Operations (Phoenix, Toronto, London, Singapore)
Emission sources included	Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Freight, Homeworking (not included in total footprint), Waste, Water
Total FTE Employees (annual average no.)	97
Total Internal Floorspace (m²)	999.2
Data Collection Lead	Katie Smith, ksmith@bristolglobal.com , Manager - Sustainability and DE&I
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2022
Current Conversion Factor	DESNZ 2023, TOMS 2023
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Sophie Naughalty, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	05 September 2024



About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary and secondary sources - data submission, landlord report and invoices	Actual meter reads with extrapolation and interpolation	<p>Some extrapolation and interpolation has been carried out to cover the entire reporting period for each site. Please refer to the adjusted data slide(s) for full details of this.</p> <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 2022 to March 2023 and a residual fuel mix 2022/23 (as no information on your specific supplier fuel mix was available).</p>	Global Operations (Phoenix, Toronto, London, Singapore)
Natural Gas	1	kWh	Primary source - report	Actual meter reads	Only the Toronto site has a natural gas supply.	Global Operations (Phoenix, Toronto, London, Singapore)
Water Supply & Treatment	3	m ³	Primary sources - invoices and report	Actual meter reads with interpolation	Only the Toronto and Phoenix sites have a chargeable water supply. Some extrapolation/ interpolation has been carried out to cover the entire reporting period for each site. Please refer to the adjusted data slide(s) for full details on this.	Global Operations (Phoenix, Toronto, London, Singapore)

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>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> <p>Due to limitations in current methodology, homeworking energy and electricity assumptions have only been applied to the UK and US office spaces. Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.</p>	Global Operations (Phoenix, Toronto, London, Singapore)
Private Vehicles Used for Business	3	km and litres	Secondary source - data submission	Actual		Global Operations (Phoenix, Toronto, London, Singapore)

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
Air Travel	3	pkm	Secondary source - data submission	Actual	None	Global Operations (Phoenix, Toronto, London, Singapore)
Rail Travel	3	pkm	Secondary source - data submission	Actual	Where only spend data are available, distance has been estimated using £0.55 per mile for national rail and £0.86 per mile for London underground. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	Global Operations (Phoenix, Toronto, London, Singapore)
Taxi Travel	3	km	Secondary source - data submission	Actual	Where only spend data are available, distance has been estimated using £2.53 per mile. Calculations are based on a fixed start price of £2.8 per journey, an average cost of £2.02 per mile and an average taxi journey of 5.36 miles. Sources: UK national average taxi costs, Numbeo and 2019 Passenger journeys per person per year - Taxi and Private Hire Vehicle Statistics: England 2021.	Global Operations (Phoenix, Toronto, London, Singapore)
Waste	3	tonnes	Primary and secondary sources - data submission, supplier report and invoices	Mixed	The evidence provided for the Toronto office waste was slightly unclear in its meaning. It has been assumed that 73kg went to landfill and 38kg was recycling. However, it was possible that the 73kg referred to the total weight instead. In this case, 38kg would be recycled and 35kg to landfill. It has been kept as the former assumption in this case since such a difference in weight would not have a significant effect on the total carbon footprint. Some estimation will have occurred from applying UK-based carbon emission factors to non-UK operations.	Global Operations (Phoenix, Toronto, London, Singapore)

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 (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Procurement - Courier/Freight	3	tkm	Secondary source - data submission	Actual	Some estimation will have occurred due to UK-based carbon emission factors being applied to non-UK operations. Some entries in the evidence were provided in terms of volume, it was assumed this was in error and supposed to be the value in lbs.	Global Operations (Phoenix, Toronto, London, Singapore)
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).	Global Operations (Phoenix, Toronto, London, Singapore)
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	Global Operations (Phoenix, Toronto, London, Singapore)
Floor Area		m ²	Secondary source - data submission form	Assumed Actual	None	Global Operations (Phoenix, Toronto, London, Singapore)
Restatement					Please note, that this report has been reissued to include additional freight data submitted on 16/08/2024.	Global Operations (Phoenix, Toronto, London, Singapore)

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 2023 to 31 December 2023	Definition
Relevance of boundary	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	4	12 months of data provided for all sources.
Transparency	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	4	Mainly use of primary data sources and minimal estimated data.
Consistency	4	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total score	19 out of 20	

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

- To continue providing primary evidence for all emission sources



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 2023 to 31 December 2023	Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the organisation's scope 3 carbon footprint for the studied period (e.g. 75% of material scope 3 categories included).
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).
Consistency	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total Score	15 out of 20	

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

- To provide primary evidence for all freight travel
- To provide evidence of the class of flight for air travel



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.*

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 Supply & Treatment	3	Phoenix	Invoices	Actual meter reads	23-12-2022	25-01-2024	399	01-01-2023	31-12-2023	365	Interpolation
Electricity	2 and 3	Phoenix	Invoices	Actual meter reads	14-12-2022	15-12-2023	367	01-01-2023	31-12-2023	365	Extrapolation and interpolation
Electricity	2 and 3	London	Invoices	Actual meter reads	10-01-2023	25-02-2024	412	01-01-2023	31-12-2023	365	Extrapolation and interpolation



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

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT21	Primary Source	Unverified	6 people undertook a 10-minute training - 1 hour]	London operations
People	NT39	Primary Source	Unverified	no evidence for time spent	London operations
Community & Volunteering	NT27	Primary Source	Estimated	Write in caveats what is being included: estimated 2h of staff volunteering time with https://www.handsonlondon.org.uk/wrap-uplondon	London operations
Environmental	NT72	Primary Source	Actual	IT waste	London operations
Environmental	NT90	Primary Source	Estimated	8 expert hours to build a sustainability training course	London operations
Environmental	TPM1	Secondary Source	Unverified	partial evidence provided for hours spent commuting (only for London). Provided for a 52 week year. Data has been adjusted to a 48 week working year.	London operations
Donations	NT16	Secondary Source	Unverified		London operations
Donations	NT28	Primary Source	Actual	15 meal donation to Single Homeless Project	London operations
Procurement	NT43	Primary Source	Unverified	internal modern slavery course	London operations



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 Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	01 January 2022 to 01 January 2023 to 31 December 2022 31 December 2023		Definition
Relevance of boundary	2	3	Boundary accurately reflects the majority of the business social values activities for the studied period.(eg at least 75% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	3	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	4	3	Some use of primary data sources and minimal estimated data.
Consistency	3	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total score	16 out of 20	16 out of 20	

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

- To provide primary evidence for all social value measures, where possible



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

Get in touch

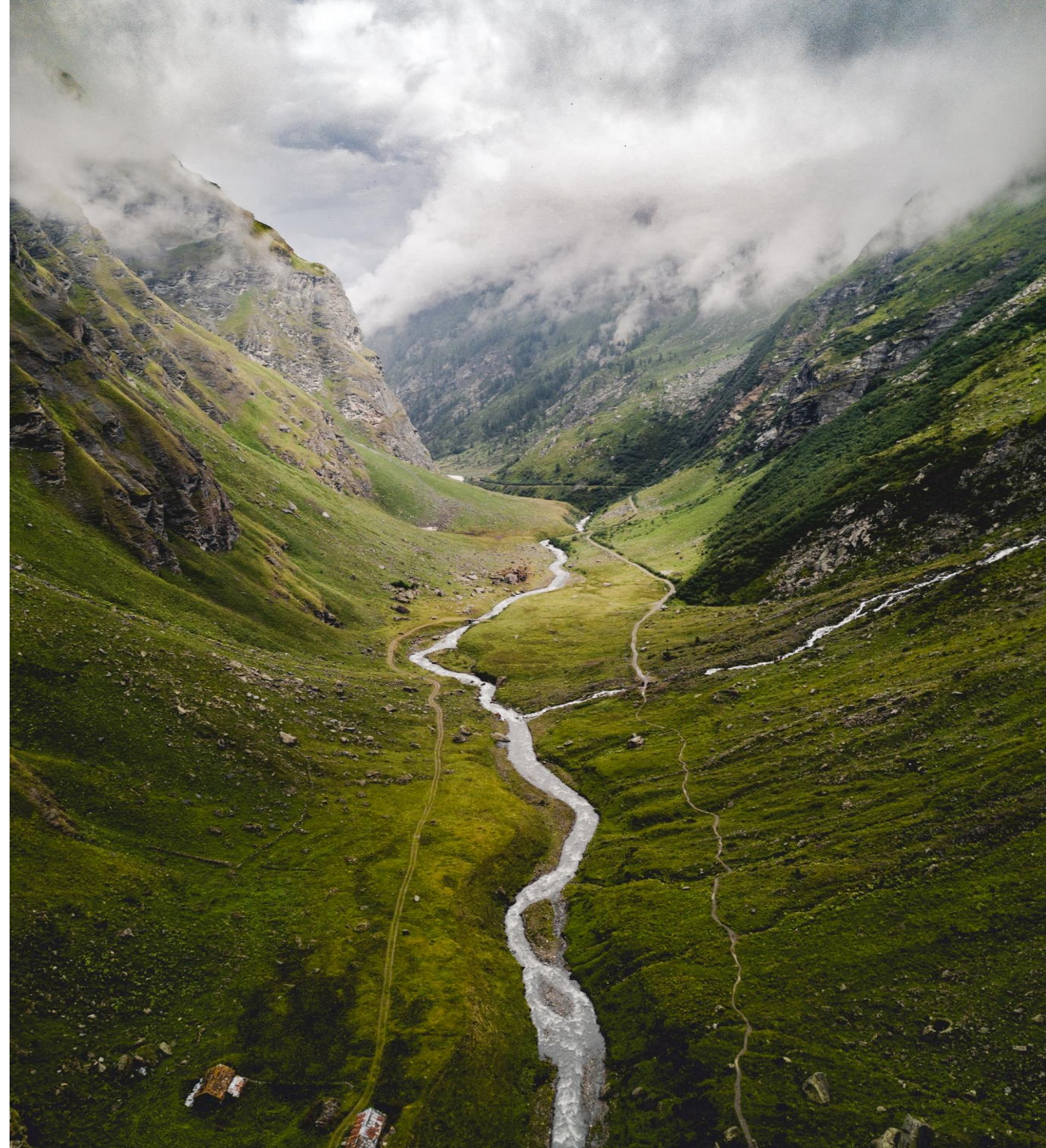
info@planetmark.com
+44 203 751 8108
planetmark.com

71 – 75 Shelton Street,
Covent Garden,
London, WC2H 9JQ

Extended Scope 3

Bristol Global Mobility

01 January 2023 - 31 December 2023





Introduction and background.

- Planet Mark was engaged to calculate a scope 3 category 1 “Services” footprint in order to enable Bristol Global Mobility to have a full understanding of their emissions across their value chain
- Bristol Global Mobility will calculate their scope 1 and 2 footprint, along with waste, business travel, paper procurement, and freight (Scope 3 category 4 “Upstream transportation and distribution”) as part of the Planet Mark reporting for the 2023 calendar year.
- Their extended scope 3 footprint included the following categories:
 1. Purchased services (partial)
- This scope 3 measurement work is intended to be the first step in Bristol Global Mobility assessment and reduction of their emissions.
- Bristol Global Mobility was responsible for the collection of data, including accuracy and completeness. The figures in this report relating to emissions, energy consumption, and intensity ratios have been calculated by Planet Mark using the data provided.



Total carbon footprint.

Reporting year:

1 January 2023 – 31 December 2023

Reporting Boundary:

Global Operations (Phoenix, Toronto, London, Singapore)

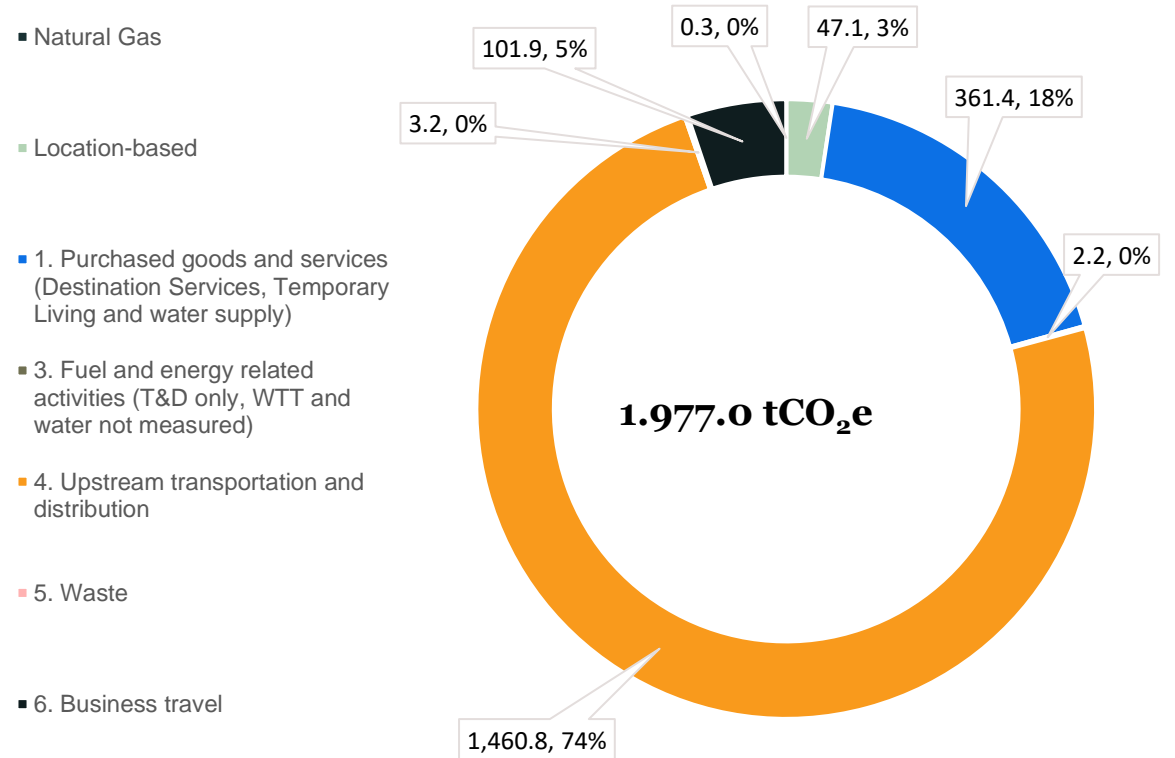
Highlights:

Carbon footprint (tCO₂e): **1,977.0**

Per employee (tCO₂e): **20.4**

Scope	Category	tCO ₂ e	%
Scope 1	Natural Gas	0.3	0.02%
Scope 2	Location-based	47.1	2.4%
Scope 3	1. Purchased goods and services (Destination Services, Temporary Living and water supply)	361.4	18.3%
	3. Fuel and energy related activities (T&D only, WTT and water not measured)	2.2	0.1%
	4. Upstream transportation and distribution	1,460.8	73.9%
	5. Waste	3.2	0.2%
	6. Business travel	101.9	5.2%
	Total scope 3	1,929.5	97.6%
Total		1,977.0	100.0%

Total scope 1, 2, and 3 carbon footprint for year ending 2023, tCO₂e





1. Scope 3 Category 1. Purchased goods and services. “Destination Services”.

Methodology

- Bristol Global Mobility currently do not record the distance travelled or the fuel used by each member of staff when they conduct the house searches with their customers. In order to provide an estimate of the impact this service has on the overall BGM footprint, it was advised that BGM reach out to similar service providers to see if they track the distance travelled/ fuel use. Only 2 suppliers responded to the request. An average of these 2 distances has been proposed for use for each customer/search to enable an estimation to be calculated.
- The annual number of days spent on searches for customers has been provided by Bristol Global Mobility. There were some searches where the number of days had not been provided. For these, an average of 2.5 days has been used. This is based on confirmation from Bristol Global Mobility that the actual on-the-road home searches are normally conducted between 2 to 3 days.
- The UK average car (unknown fuel) emissions factor has been used to calculate the carbon emissions, as searches were conducted all around the world and one common emission factor needed to be chosen. Planet Mark uses the UK emission factor as default when one common location-specific emission factor cannot be chosen.



1. Purchased goods and services.

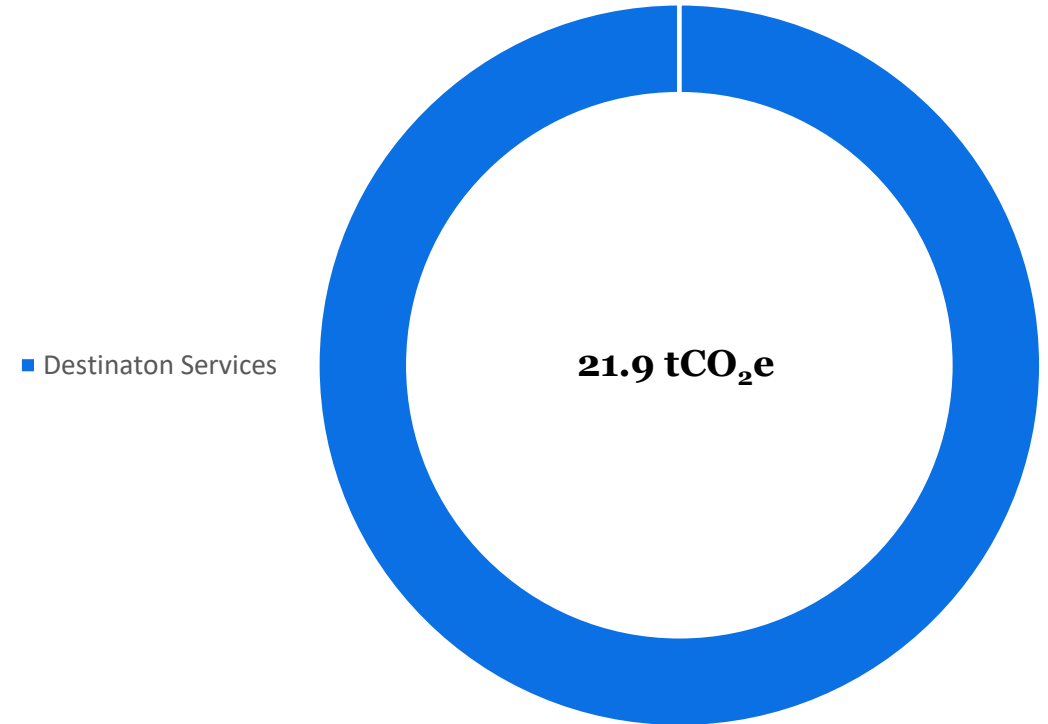
“Destination Services”.

- The measurement primarily involved assumptions and estimations with very limited data available, which can result in significant variations in emission numbers.

Destination Services

Average proposed km per customer/search per day	36.1
Number of customers/searches during 2023	985.0
Annual number of approved days for completing searches	3160.4
Estimated total distance travelled during 2023 in km	114,071.3
Total Travelling emissions tCO₂e	21.9

Purchased goods and services emissions for “Destination Services” for year ending 2023, tCO₂e





1. Purchased goods and services.

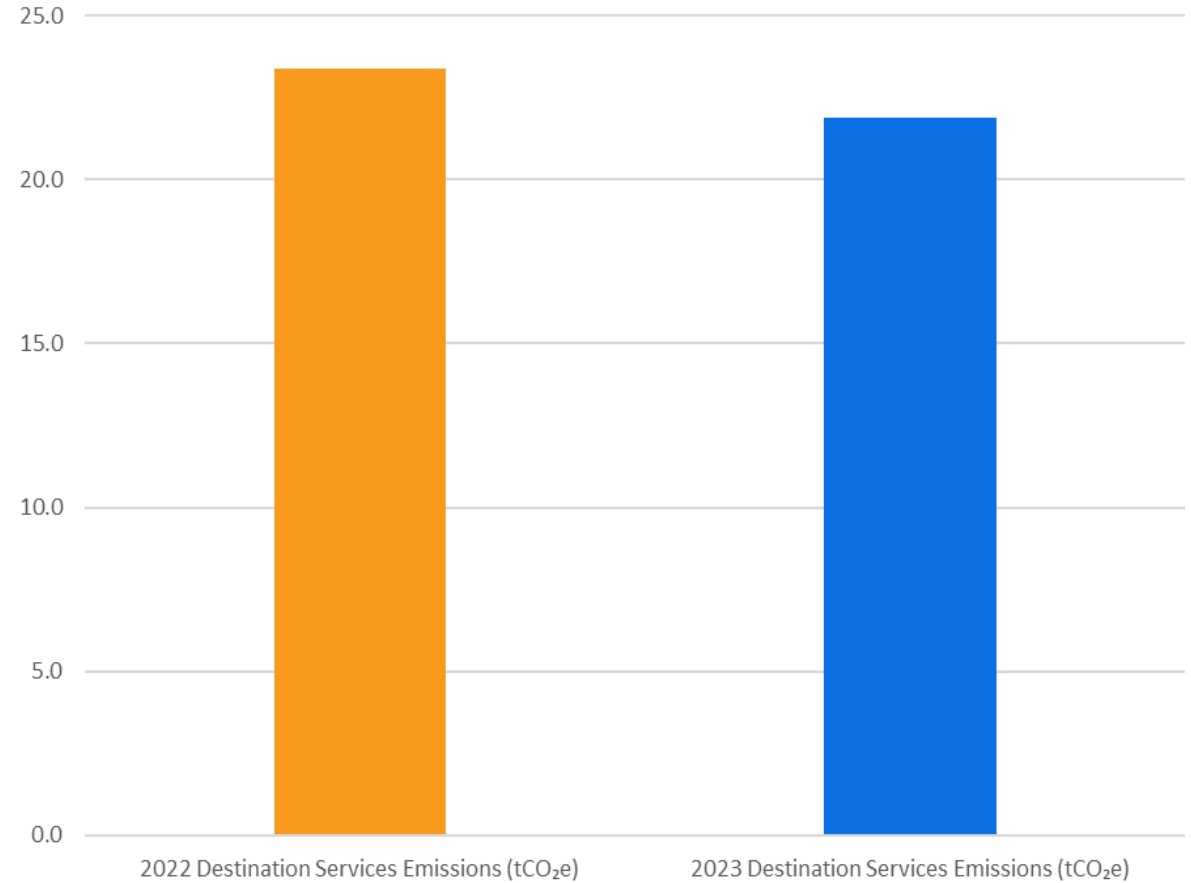
“Destination Services”.

- Bristol Global Mobility’s number of customer searches decreased from 1307 in YE2022 to 985 in YE2023. Consequently, the number of annual approved days for completed searches decreased to 3160.4.
- This increase in the number of searches lead to a 6.4% decrease in destination services emissions from 23.4 tCO₂e in YE2022 to 21.9 tCO₂e in YE2023.

Destination Services

2022 Destination Services Emissions (tCO ₂ e)	23.4
2023 Destination Services Emissions (tCO ₂ e)	21.9

Purchased goods and services emissions for “Destination Services”, YE2022 and YE2023, tCO₂e





1. Scope 3 Category 1. Purchased goods and services. “Temporary Living”.

Methodology

- Bristol Global Mobility currently don't record the exact electricity, natural gas or waster consumption of the apartments that they occupy. In order to provide an estimate of the impact this service has on the overall BGM footprint it was advised that BGM reach out to their suppliers to see if they track this consumption data. Only 2 suppliers responded to the request. Responses were gained from 13 different apartments in the UK, Ireland, Germany and USA.
- For countries where specific data is available this has been used, elsewhere the average of all apartments has been used.
- Where country-specific emission factors are available these have been used, elsewhere the UK emissions factors have been used.
- The data provided by Bristol Global Mobility has 'energy' consumption. This has been used to be a 50/50 split between electricity and natural gas.
- Due to the data availability provided by Bristol Global Mobility, specific estimates were not made for the type of unit and instead were done overall based on the number of nights.



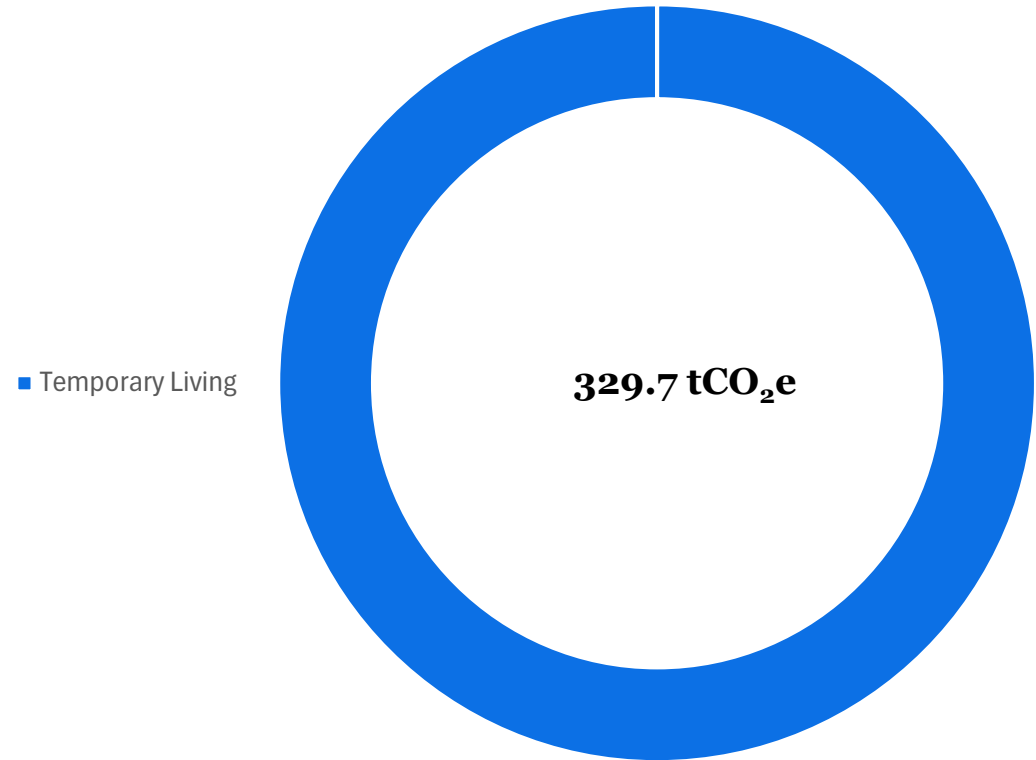
1. Purchased goods and services.

“Temporary Living”.

- The measurement primarily involved assumptions and estimations with very limited data available, which can result in significant variations in emission numbers.
- The below averages were used:

Country	Water (m3 per night)	Electricity (kWh per night)	Natural gas (kWh per night)
UK	0.34	11.00	11.00
Ireland	0.25	19.74	19.74
Germany	0.15	4.56	4.56
USA	0.25	8.70	8.70
World	0.25	11.00	11.00

Purchased goods and services emissions for “Temporary Living” for year ending 2023, tCO₂e



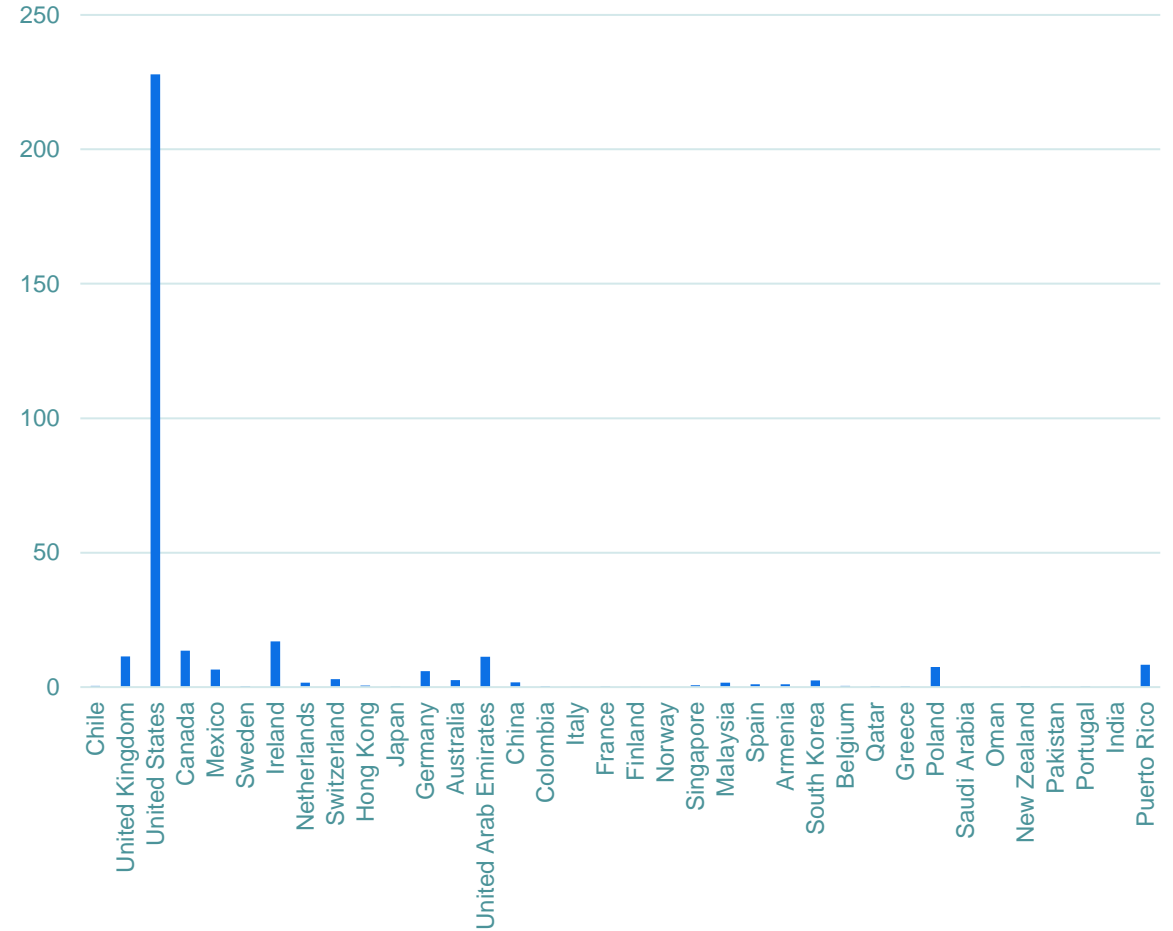


1. Purchased goods and services.

“Temporary Living”.

- Accommodation was provided by Bristol Global Mobility in 36 different countries across the reporting period.
- Total nights in these countries ranged from 3 in India to 38,556 in the United States.
- The United States was the most emitting country at 227.9 tCO₂e followed by Ireland at 17.0 tCO₂e.

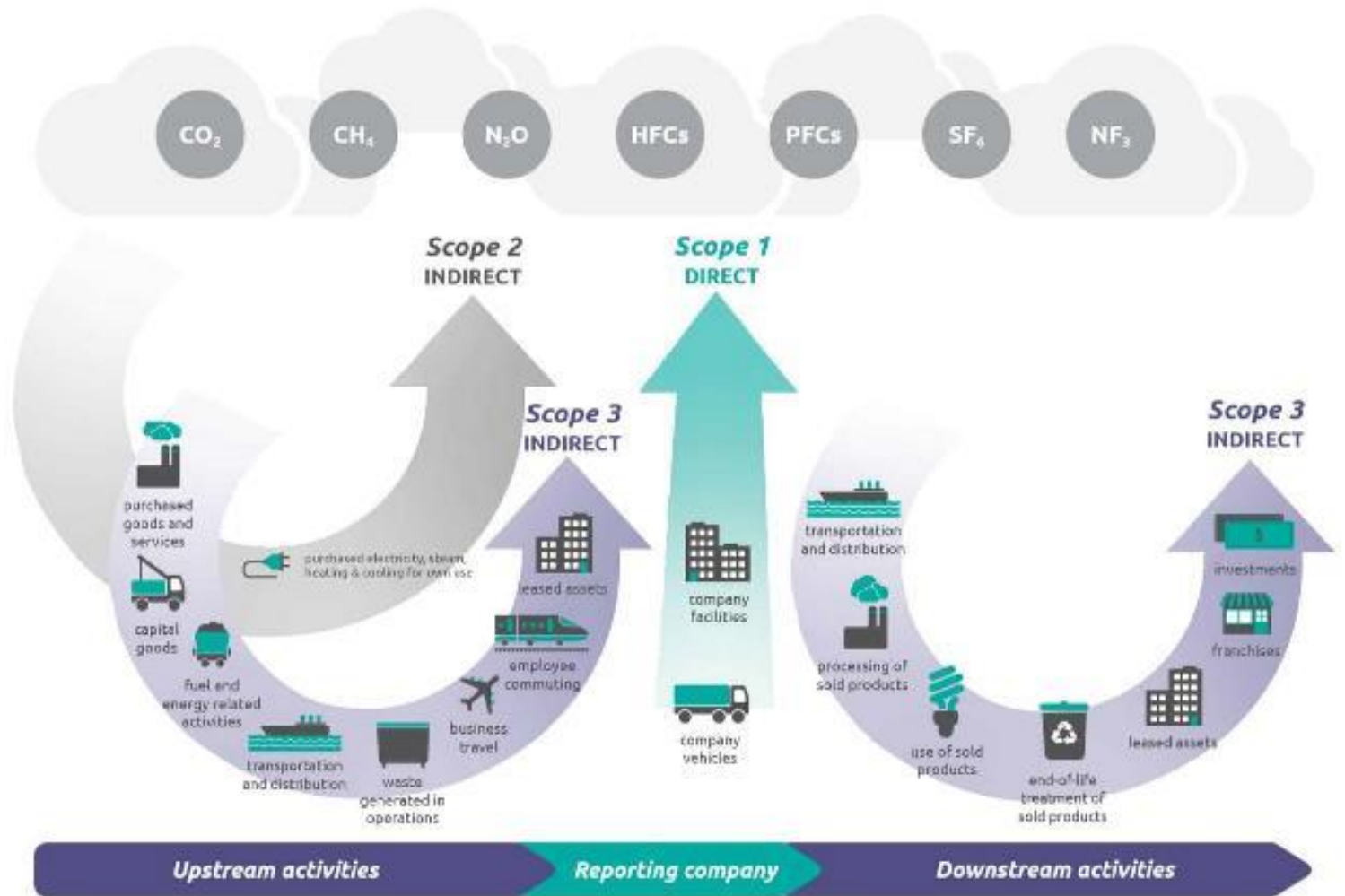
Purchased goods and services emissions for “Temporary Living” for year ending 2023, tCO₂e



Scope 3 Categories Overview.

Extended Scope 3 measurement considers your carbon footprint across the end-to-end value chain of your business model, in line with industry best practice.

Scope 1 and 2 emissions and some Scope 3 categories have been already covered by Business Certification. Extended Scope 3 measurement includes identification and evaluation of material scope 3 emissions, based on the GHG protocol drivers (Image on the right).



Source: GHG Protocol, https://ghgprotocol.org/sites/default/files/standards/Scope3_Calculation_Guidance_0.pdf



Data Report.

APPENDIX

Extended Scope 3.



Extended Scope 3. 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.

	1 January 2023 – 31 December 2023	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	2	At least 67% of data provided for the majority of categories measured (e.g. at least 50%).
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	2	Use of actual data for most categories with some estimated data (e.g. at least 50% actual data).
Total score	9 out of 16	



Extended Scope 3.

Data improvement recommendations – destination services.

- Bristol Global Mobility staff (all or selected sample pool) to start tracking distance travelled or fuel usage for each search.
- Bristol Global Mobility to set up fuel cards for each member of staff involved in this type of activity.
- Bristol Global Mobility to record mode of transport, as we currently assumed that all staff travel by car but that might not be the case for all the situations.
- Bristol Global Mobility to record the type of fuel use (diesel, petrol, electricity, hydrogen), as we currently use average emission factors without specifying fuel type, but more reflective numbers could be achieved if we would use the fuel type.
- Some scope 3 categories such as employee commuting and purchased goods were not measured, also only partial measurement was done for fuel and energy-related activities – measurement of these categories would ensure that full scope 3 footprint is captured.



Extended Scope 3.

Data improvement recommendations – temporary living.

- Bristol Global Mobility to start collecting actual consumption data for electricity, natural gas and water for all properties that they lease over the reporting period.
- If this is not possible the sample size of responses should be increased from the current 2 responses covering 13 properties. Ideally, responses would be collected from all countries Bristol Global Mobility operates in (36 countries in YE2023) to identify any regional anomalies.



About this report – Scope 3.

Company Name	Bristol Global Mobility
Sector	Mobility Industry
Reporting Period	01 January 2023 - 31 December 2023
Reporting Boundary	All operations
Emission sources included	Purchased services, waste, business travel, T&D, upstream transportation and distribution
Data Collection Lead	Katie Smith – Manager – Sustainability and DE&I – ksmith@bristolglobal.com
Current Conversion Factor	BEIS 2023, Ecoinvent 3.71
Methodology	We follow the GHG Protocol for Corporate Emission Reporting. Refer to the Planet Mark Scheme Rules for detailed information on the methodology and standards used in the preparation of this report
Prepared by	Noah Howlett, Advisory Project Manager, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	2 August 2024