

Business Certification

Ecoprod

YEAR 9

01 January 2022 to 31 December 2022



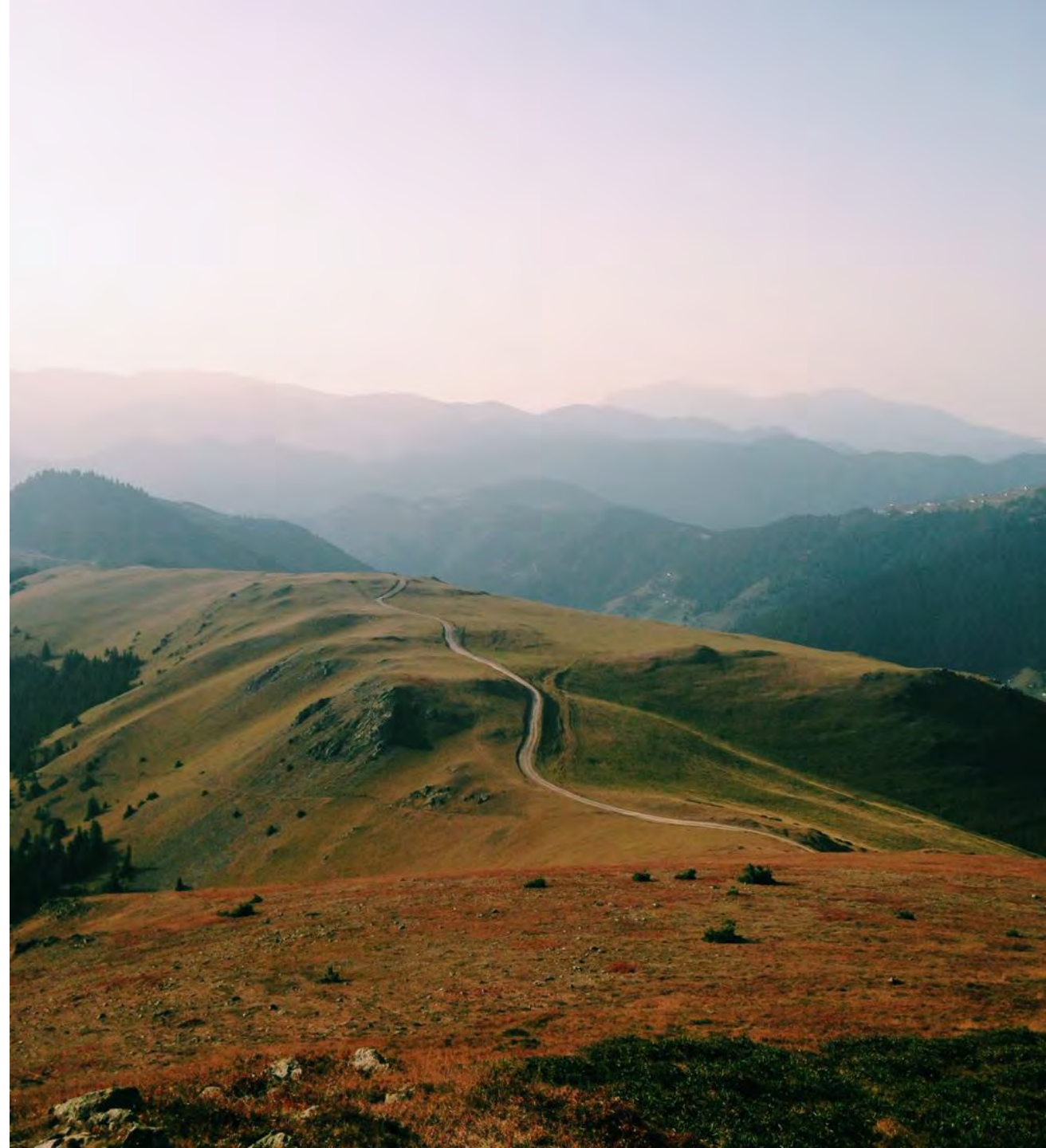
Measure



Engage



Communicate





Measured carbon EMISSIONS

11.5
tCO₂e measured emissions

Measured emissions equivalent to
10 flights from London to New York

1.9
tCO₂e per employee



Buildings
2.2 tCO₂e

Used enough
electricity to power 2
UK homes for one
year



Travel
9.1 tCO₂e

Travelled 1 time
around the world



Waste
0.02 tCO₂e

Produced waste that
weighs the same as
0.01 London buses



Water
0.01 tCO₂e

15 litres per employee
per day



Procurement
0.1 tCO₂e

86 sheets of paper
used per day



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting year:

01 January 2022 to 31 December 2022

Reporting Boundary:

Woking office operations (33-35 Portugal Road, Woking, Surrey GU21 5JE)

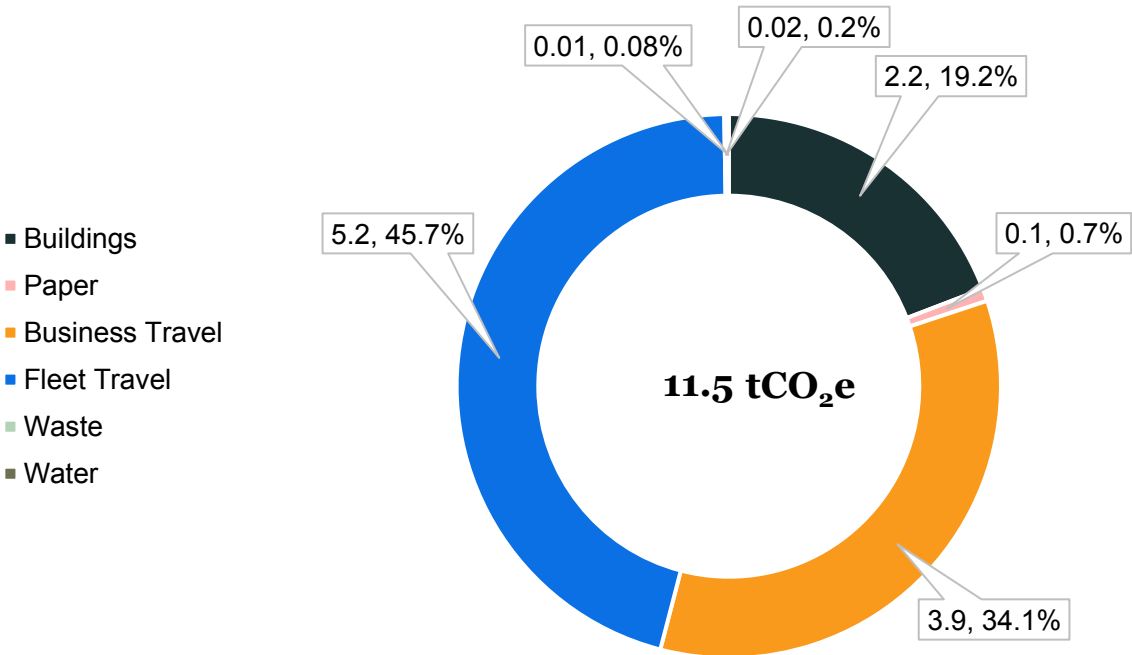
Emissions measured:

Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper

Highlights:

Carbon footprint (tCO₂e): **11.5**
Per employee (tCO₂e): **1.9**
Next reduction target: **5%**
Data quality score: **12 out of 16**

Carbon footprint by emission source for year ending 2022, 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.

Market *BASED*

Reporting year:

01 January 2022 to 31 December 2022

Reporting Boundary:

Woking office operations (33-35 Portugal Road, Woking, Surrey GU21 5JE)

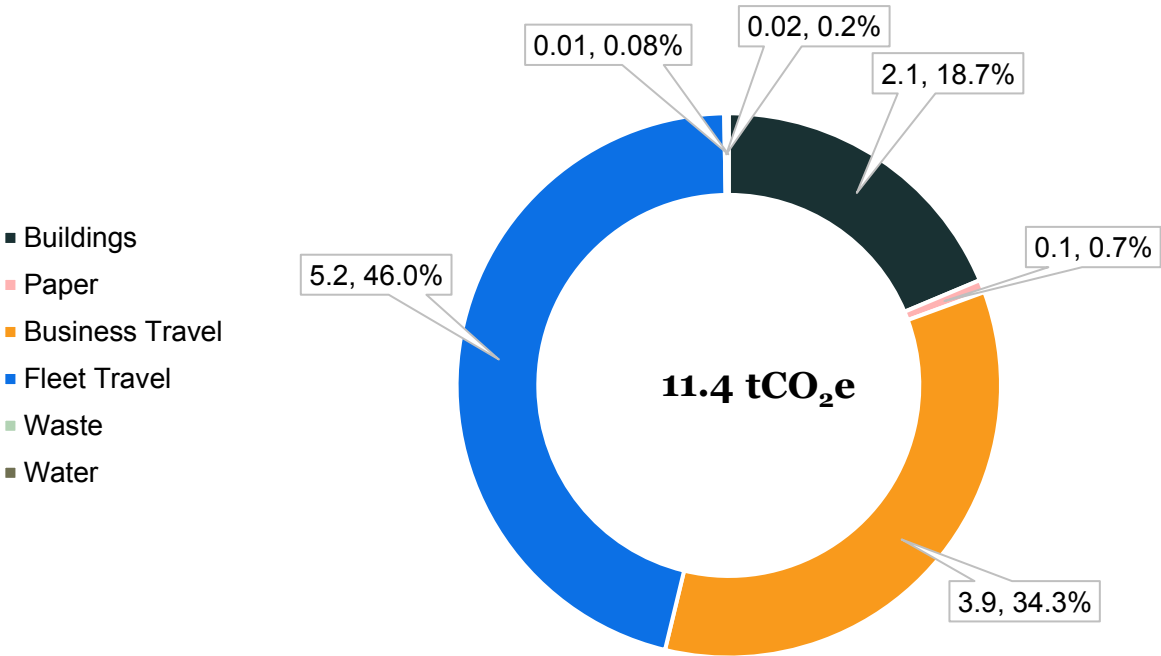
Emissions measured:

Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper

Highlights:

Carbon footprint (tCO₂e): **11.4**
Per employee (tCO₂e): **1.9**
Next reduction target: **5%**
Data quality score: **12 out of 16**

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

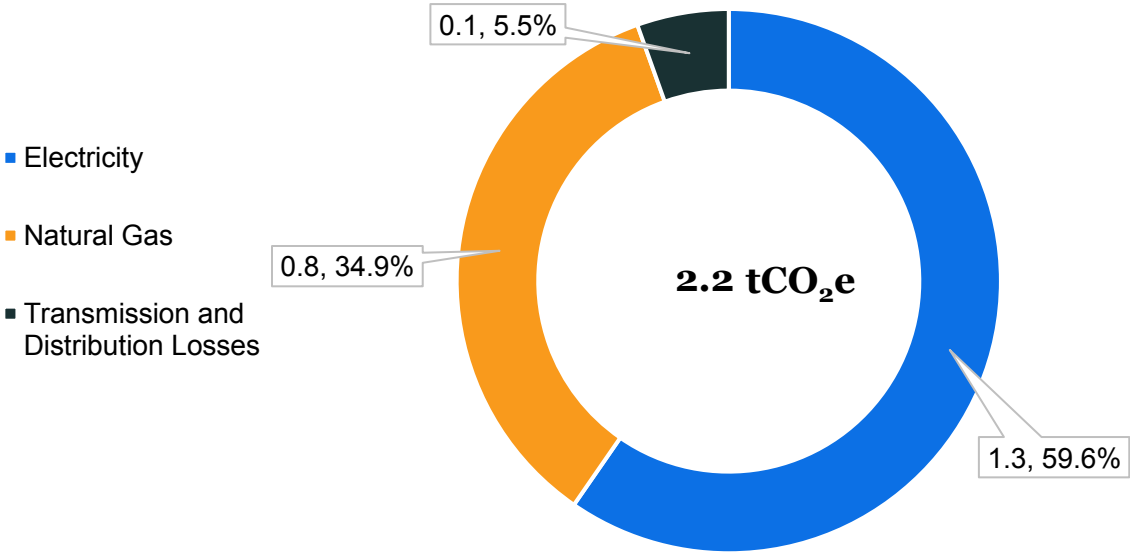


Carbon footprint.

BUILDINGS

Buildings	tCO ₂ e	%
Electricity	1.3	59.6
Natural Gas	0.8	34.9
Transmission and Distribution Losses	0.1	5.5
Total	2.2	100.0

Buildings emissions for year ending 2022, tCO₂e



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

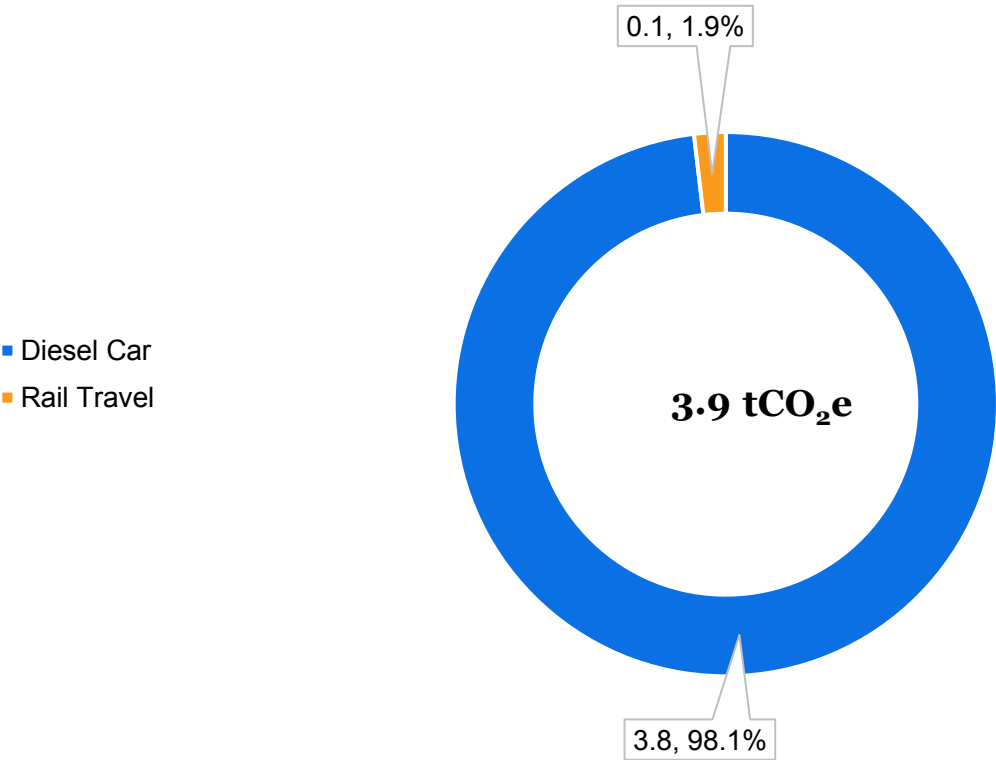


Carbon footprint.

Business *TRAVEL*

Business Travel	tCO ₂ e	%
Diesel Car	3.8	98.1
Rail Travel	0.1	1.9
Total	3.9	100.0

Business travel emissions for year ending 2022, tCO₂e



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

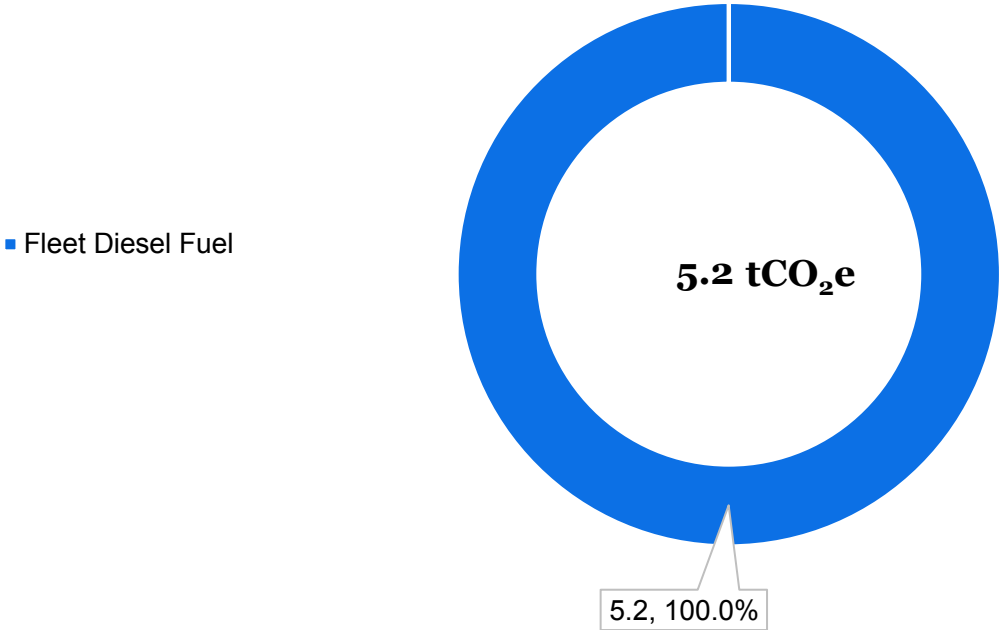


Carbon footprint.

Fleet *TRAVEL*

Fleet Travel	tCO ₂ e	%
Fleet Diesel Fuel	5.2	100.0
Total	5.2	100.0

Fleet travel emissions for year ending 2022, tCO₂e



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

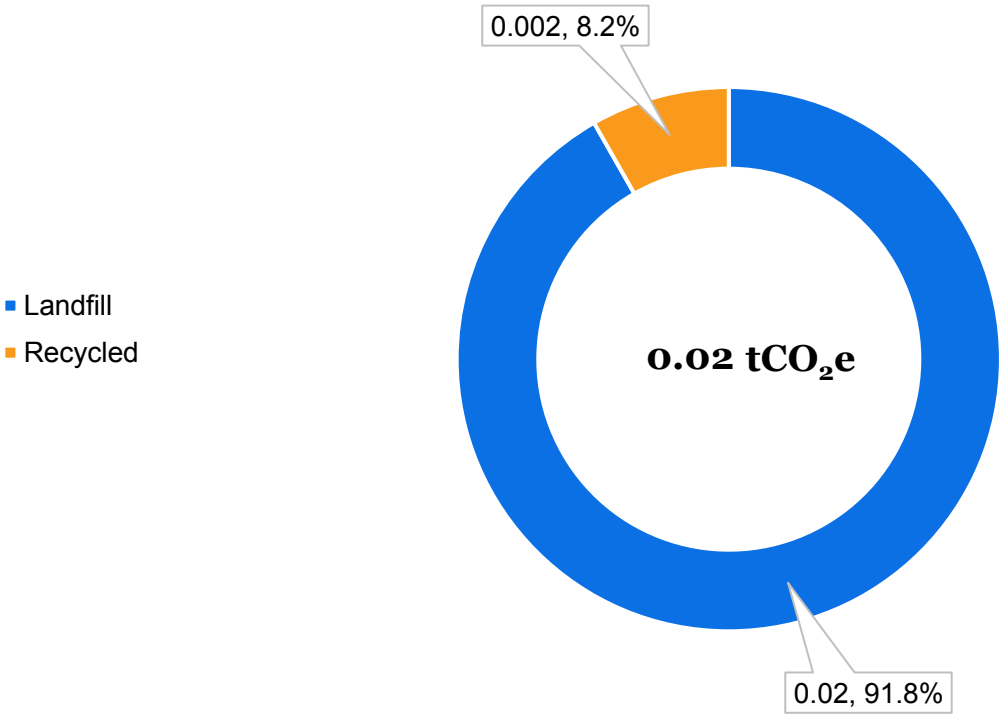



Carbon footprint.

WASTE

Waste	tCO ₂ e	%
Landfill	0.02	91.8
Recycled	0.002	8.2
Total	0.02	100.0

Waste emissions for year ending 2022, tCO₂e



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

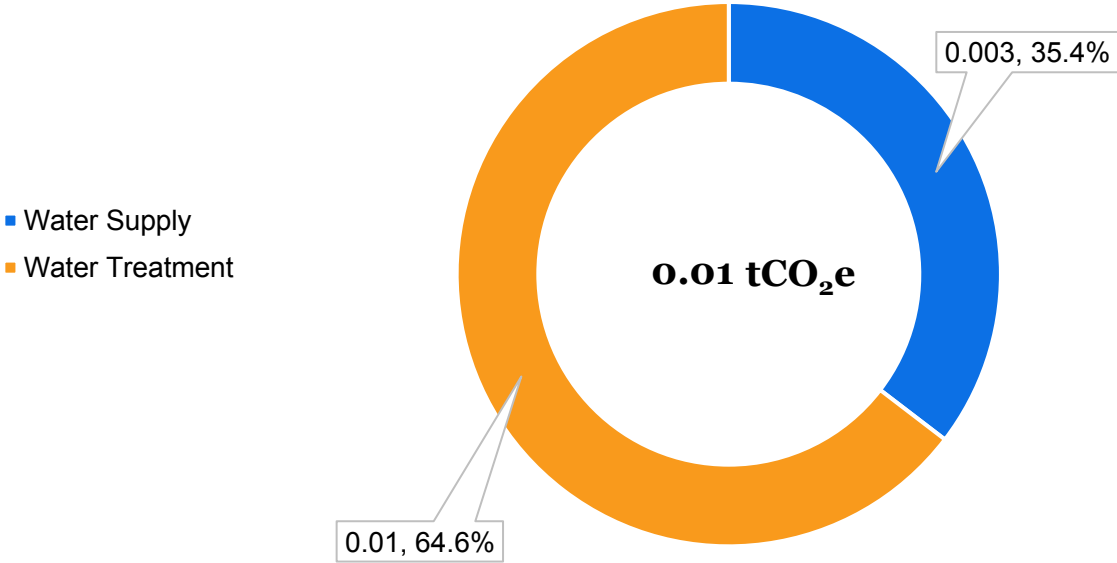


Carbon footprint.

WATER

Water	tCO ₂ e	%
Water Supply	0.003	35.4
Water Treatment	0.01	64.6
Total	0.01	100.0

Water emissions for year ending 2022, tCO₂e



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

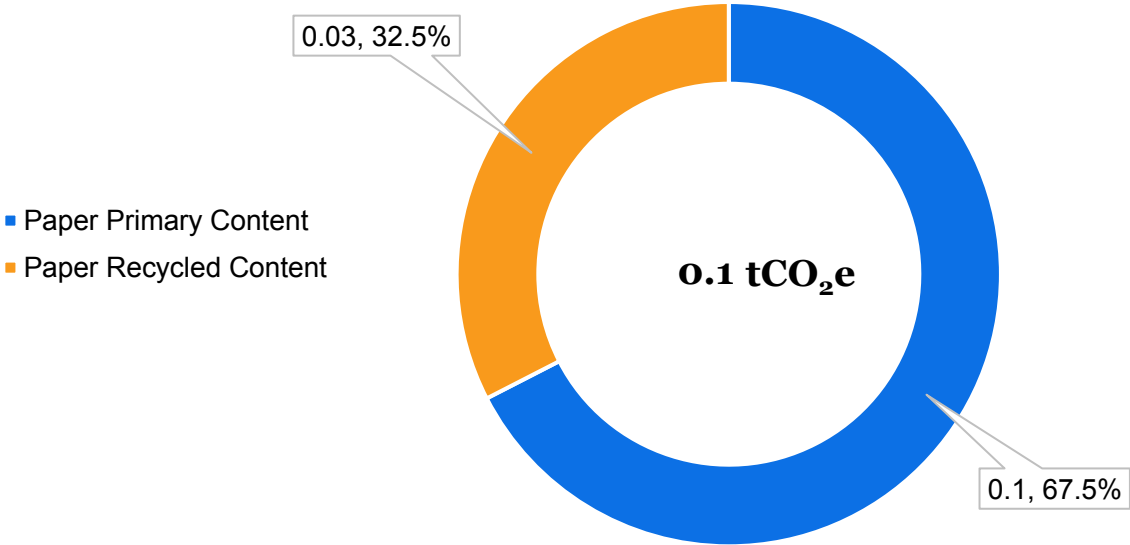


Carbon footprint.

PROCUREMENT

Paper	tCO ₂ e	%
Paper Primary Content	0.1	67.5
Paper Recycled Content	0.03	32.5
Total	0.1	100.0

Procurement emissions for year ending 2022, tCO₂e



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

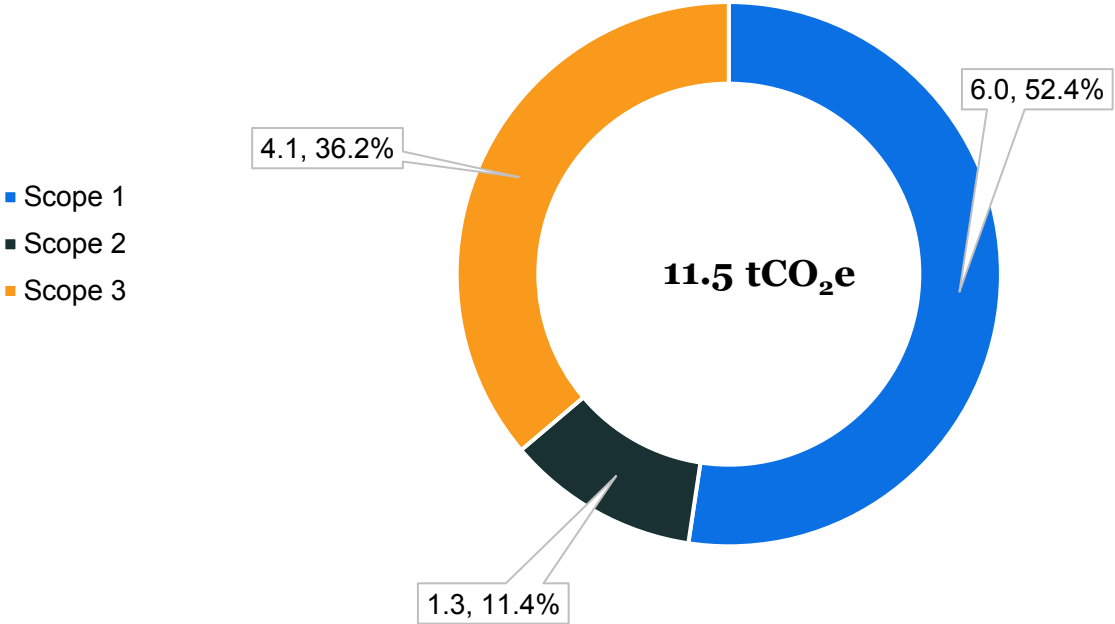


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	6.0	52.4
Scope 2	1.3	11.4
Scope 3	4.1	36.2
Total	11.5	100.0

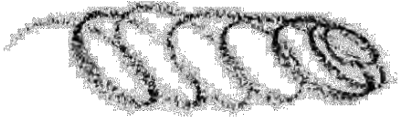
Measured carbon emissions by scope for year ending 2022, tCO₂e



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



Looking ahead Targets for next year.



Measured carbon
footprint

11.5 tCO₂e



Carbon
reduction target (5%)

0.6 tCO₂e



Carbon reduction
per employee (5%)

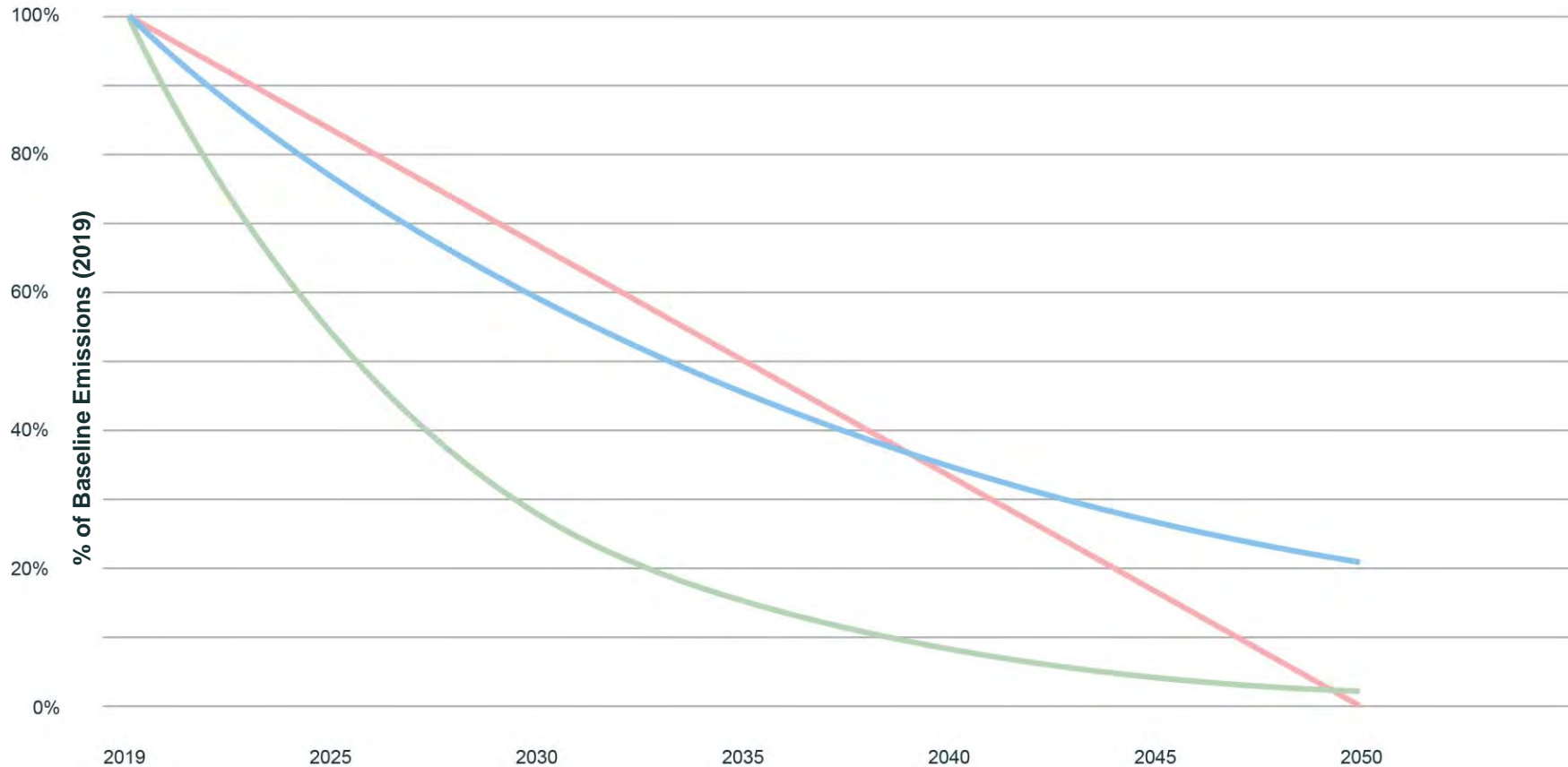
0.1 tCO₂e





Target setting.

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



Planet Mark 5% annual reduction

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

Net Zero 2050



Step two.

ENGAGE

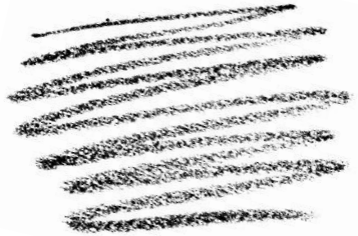




Workshops.

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

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



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



The Eden Project

PARTNERSHIP

At Planet Mark, we recognise that 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.

Planet Mark is a registered charity (1130000) and a member of the Eden Project (1130000). Planet Mark is a registered charity (1130000) and a member of the Eden Project (1130000). Planet Mark is a registered charity (1130000) and a member of the Eden Project (1130000).





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.

COOL EARTH





Step three.

COMMUNICATE





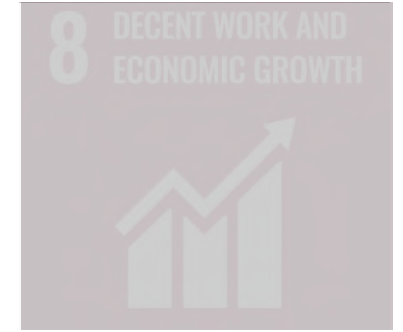
Communicating your international influence.

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

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 18 SDG targets.

Contributing towards

6 SDGs





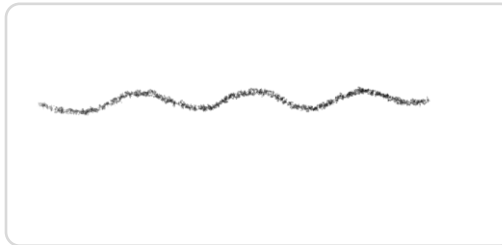
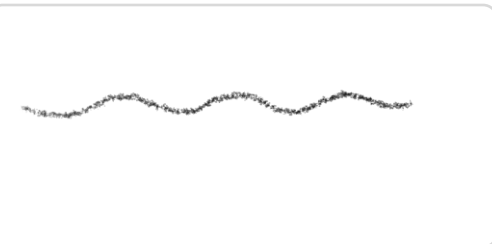
SDG alignment.



6.3 - 100% of water treated
6.6 - Acre of rainforest protected



7.2 - 58% of energy demand met by renewable energy



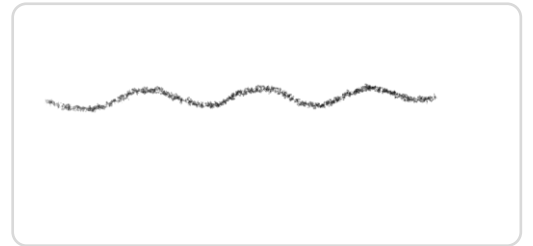
11.6 - Measured carbon emissions
11.6 - 66% of waste recycled and composted
11.4 - Donation to the Eden Project
11.4 - Acre of rainforest protected



12.6 - Measured carbon emissions
12.5 - 66% of waste recycled and composted



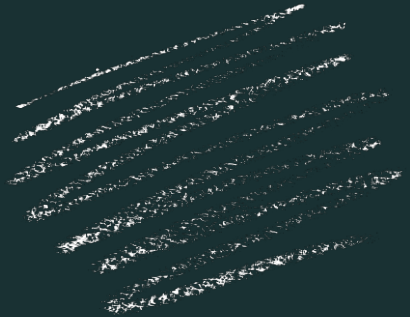
13.3 - Acre of rainforest protected, storing 260 tCO₂
13.3 - Donation to the Eden Project



15.2 - Acre of rainforest protected, storing 260 tCO₂



5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

3. Use our toolkits & resources

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

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



Data Report.

APPENDIX



Current					
01 January 2022 to 31 December 2022					
Source	Scope	Unit	Amount	tCO ₂ e	% total carbon footprint
Buildings					
Electricity (location based)	2	kWh	6,780.1	1.3	11%
Electricity (market based)	2	kWh	6,780.1	1.2	-
Natural Gas	1	kWh	4,203.9	0.8	7%
Transmission and Distribution Losses	3	kWh	6,780.1	0.1	1%
Procurement					
Paper Primary Content	3	tonnes	0.1	0.1	1%
Paper Recycled Content	3	tonnes	0.04	0.03	0.2%
Travel					
Fleet Diesel Fuel	1	litres	2,047.0	5.2	46%
Diesel Car	3	km	18,319.9	3.8	33%
Rail Travel	3	passenger.km	2,059.8	0.1	1%
Waste					
Landfill	3	tonnes	0.04	0.02	0.2%
Recycled	3	tonnes	0.1	0.002	0.02%
Water					
Water Supply	3	cubic metres	21.5	0.003	0.03%
Water Treatment	3	cubic metres	21.5	0.01	0.1%
Location Based					
Total		tCO₂e		11.5	
No. employees		Number		6	
Total per employee		tCO₂e		1.9	
Turnover £m		£m		1.0	
Total per £m		tCO₂e		12.0	
Total floor space		m ²		60.0	
Building emissions per m²		tCO₂e		0.04	
Market Based					
Total		tCO₂e		11.4	
No. employees		Number		6	
Total per employee		tCO₂e		1.9	
Turnover £m		£m		1.0	
Total per £m		tCO₂e		11.9	
Total floor space		m ²		60.0	
Building emissions per m²		tCO₂e		0.04	

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	Ecoprod
Sector	Sustainability Services
Reporting Period	01 January 2022 to 31 December 2022
Year Of Certification	9th
Reporting Boundary	Woking office operations (33-35 Portugal Road, Woking, Surrey GU21 5JE)
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper
Total FTE Employees (annual average no.)	6
Total Internal Floorspace (m²)	60
Data Collection Lead	Kneefa Miah, kneefa.miah@ecoprod.co.uk Office & Compliance Manager
Significant reporting changes	Garage is in process to become a showroom. New Sales Director appointed at Ecoprod.
Current Conversion Factor	BEIS 2022
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community Project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
Prepared by	Charlotte Bowles, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Certification, Planet Mark
Date	14 April 2023



About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - invoices	Actual and estimated meter reads with some interpolation and extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details.	Working office
					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). Your scope 2 electricity emissions are reported in two ways; using the location-based method and the market-based method. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity and market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2021 to March 2022. For YE2021, the supplier marketed their fuel mix as 100% renewable, however they have provided a more accurate fuel mix for YE2022.	
Natural Gas	1	kWh	Primary source - invoices	Actual and estimated meter reads with some interpolation and extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details.	Working 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 – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Water Supply & Treatment	3	m ³	Primary source - invoices	Estimated meter reads with some interpolation and extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details.	Woking office
Fleet Vehicles	1	km	Primary source - finance report	Assumed Actual	None	Woking office
Rail Travel	3	pkm	Primary source - finance report	Assumed Actual	No destination provided for travel in March 2022 using a London Travelcard. We assumed £0.86 per mile. Calculations based on a fare of £3 per journey (contactless peak price Zone1 to Zone2), and an average taxi journey of 3.5 miles (from middle of zone 2 to centre of zone 1).	Woking office
Waste Landfill	3	tonnes	Primary source - waste report	Assumed Actual	Weights have been provided within the tracker document and an assumption has been made these are actual weights. We have updated our approach to calculating emissions from waste. This change in methodology has led to a reduction in our estimate of the weight of waste arising based on the number of bin collections and this may result in an apparent reduction in the waste emissions estimate.	Woking 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 – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Waste Recycling	3	tonnes	Primary source - waste report	Assumed Actual	<p>Weights have been provided within the tracker document and an assumption has been made these are actual weights. It has also been assumed that the paper/ plastic waste is sent for recycling.</p> <p>We have updated our approach to calculating emissions from waste. This change in methodology has led to a reduction in our estimate of the weight of waste arisings based on the number of bin collections and this may result in an apparent reduction in the waste emissions estimate.</p>	Woking office
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	Paper purchased in September has been marked as Recycled paper, as this was stated on the product information on the supplier website.	Woking office
Headcount		no.	Primary source - email from Director	Actual	We have used the annual average full-time equivalent employees. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Woking office
Turnover		£m	None	Assumed Actual	None	Woking office
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	Woking 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 2022 to 31 December 2022		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	3	12 months of data provided for most sources.
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	3	Some use of primary data sources and minimal estimated data.
Consistency	2	Reasonably consistent data provision and/or no documentation of changes made.
Total score	14 out of 20	

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

- To provide invoice and/or receipt evidence for all data submitted;
- To provide "from" and "to" for all journeys



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	Woking Office	Invoice	Actual meter read	09-12-2021	08-01-2022	31	01-01-2022	08-01-2022	8	0
Electricity	2	Woking Office	Invoice	Actual meter read	09-11-2022	08-12-2022	30	09-11-2022	31-12-2022	53	0
Natural Gas	1	Woking Office	Invoice	Mixed (actual & est)	06-12-2019	11-02-2022	799	01-01-2022	11-02-2022	42	0
Natural Gas	1	Woking Office	Invoice	Mixed (actual & est)	02-06-2022	16-12-2022	198	02-06-2022	31-12-2022	213	0
Water Supply	3	Woking Office	Invoice	Estimated	01-04-2022	30-09-2022	183	01-01-2022	30-09-2022	273	0
Water Supply	3	Woking Office	Invoice	Estimated	01-10-2022	31-03-2023	182	01-10-2022	31-12-2022	92	0
Water Treatment	3	Woking Office	Invoice	Estimated	01-04-2022	30-09-2022	183	01-01-2022	30-09-2022	273	0
Water Treatment	3	Woking Office	Invoice	Estimated	01-10-2022	31-03-2023	182	01-10-2022	31-12-2022	92	0



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

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