

Business Certification

Rocare Building Services

YEAR 3

01 April 2022 to 31 March 2023



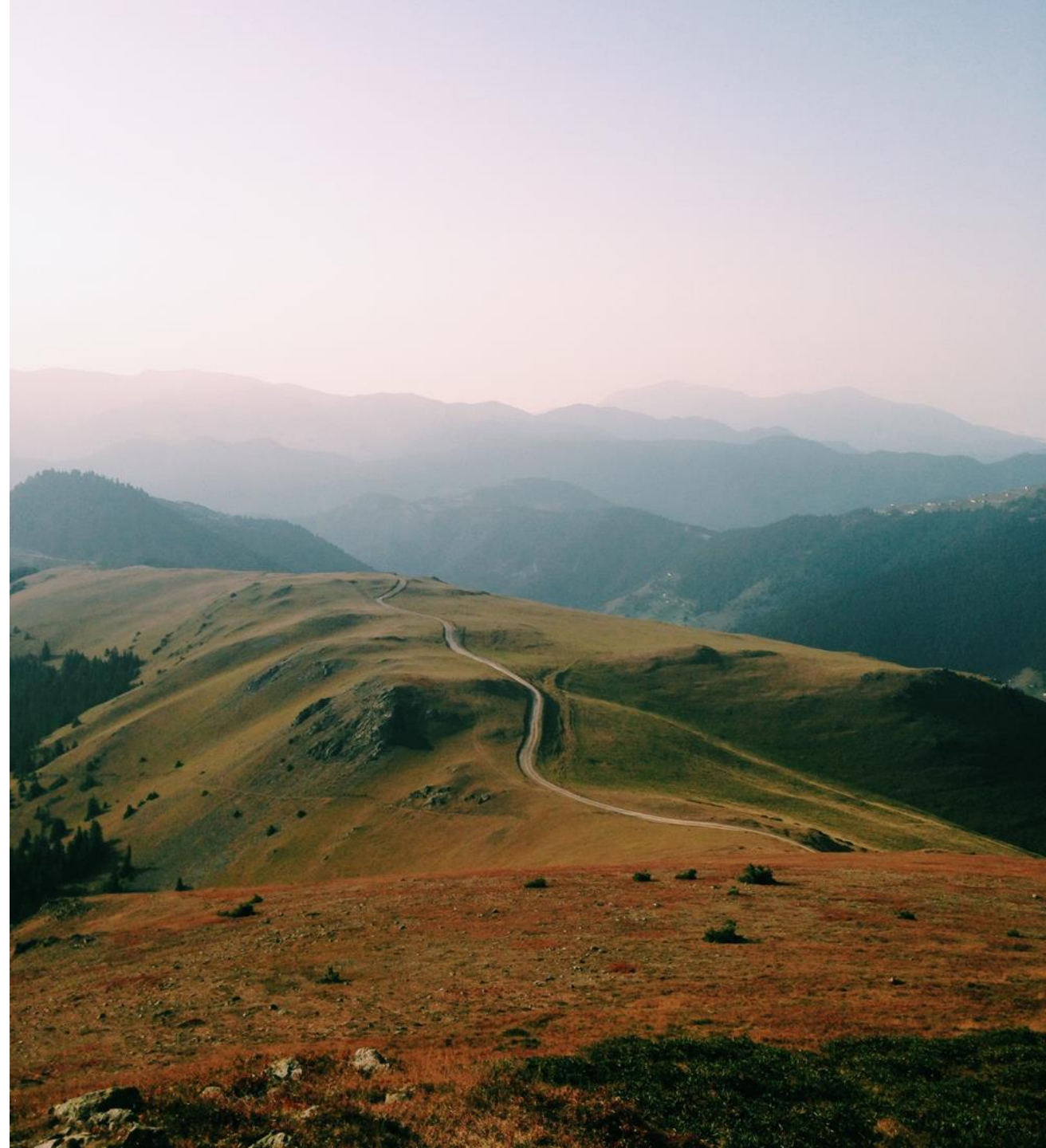
Measure



Engage



Communicate





Measured carbon EMISSIONS

79.1 tCO₂e measured emissions Measured emissions equivalent to 70 flights from London to New York 4.3 tCO₂e per employee



Buildings

9.0 tCO₂e

Used enough electricity to power 10 UK homes for one year



Travel

69.8 tCO₂e

Travelled 10 times around the world



Waste

0.2 tCO₂e

Produced waste that weighs the same as 0.4 London buses



Water

0.04 tCO₂e

22 litres per employee per day



Procurement

0.1 tCO₂e

90 sheets of paper used per day



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting year:

01 April 2022 to 31 March 2023

Reporting Boundary:

Head office (Rossland House, Headlands Business Park, Salisbury Road, Ringwood, BH24 3PB)

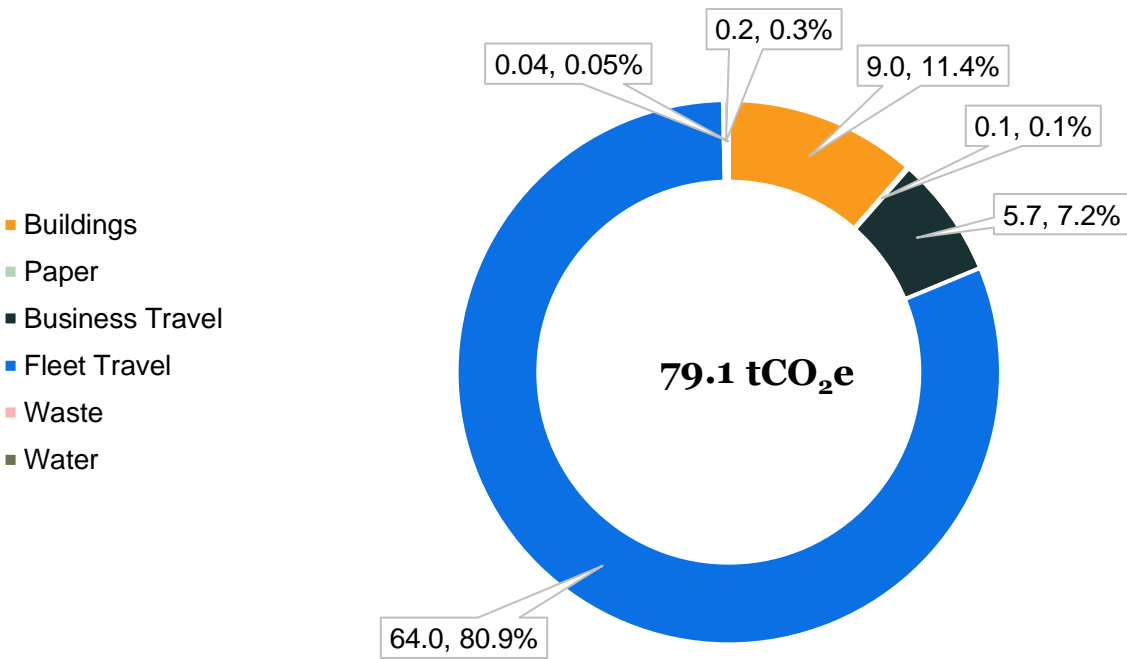
Emissions measured:

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

Highlights:

Carbon footprint (tCO₂e): **79.1**
Per employee (tCO₂e): **4.3**
Next reduction target: **5%**
Data quality score: **19 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.

Market *BASED*

Reporting year:

01 April 2022 to 31 March 2023

Reporting Boundary:

Head office (Rossland House, Headlands Business Park, Salisbury Road, Ringwood, BH24 3PB)

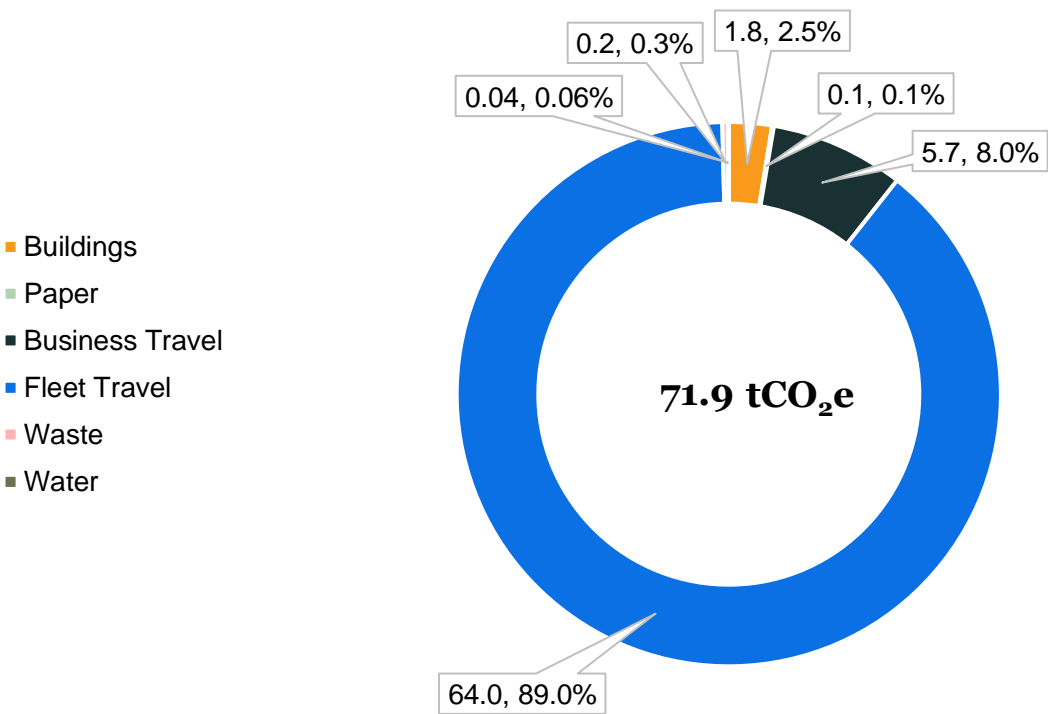
Emissions measured:

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

Highlights:

Carbon footprint (tCO₂e): **71.9**
Per employee (tCO₂e): **3.9**
Next reduction target: **5%**
Data quality score: **19 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).



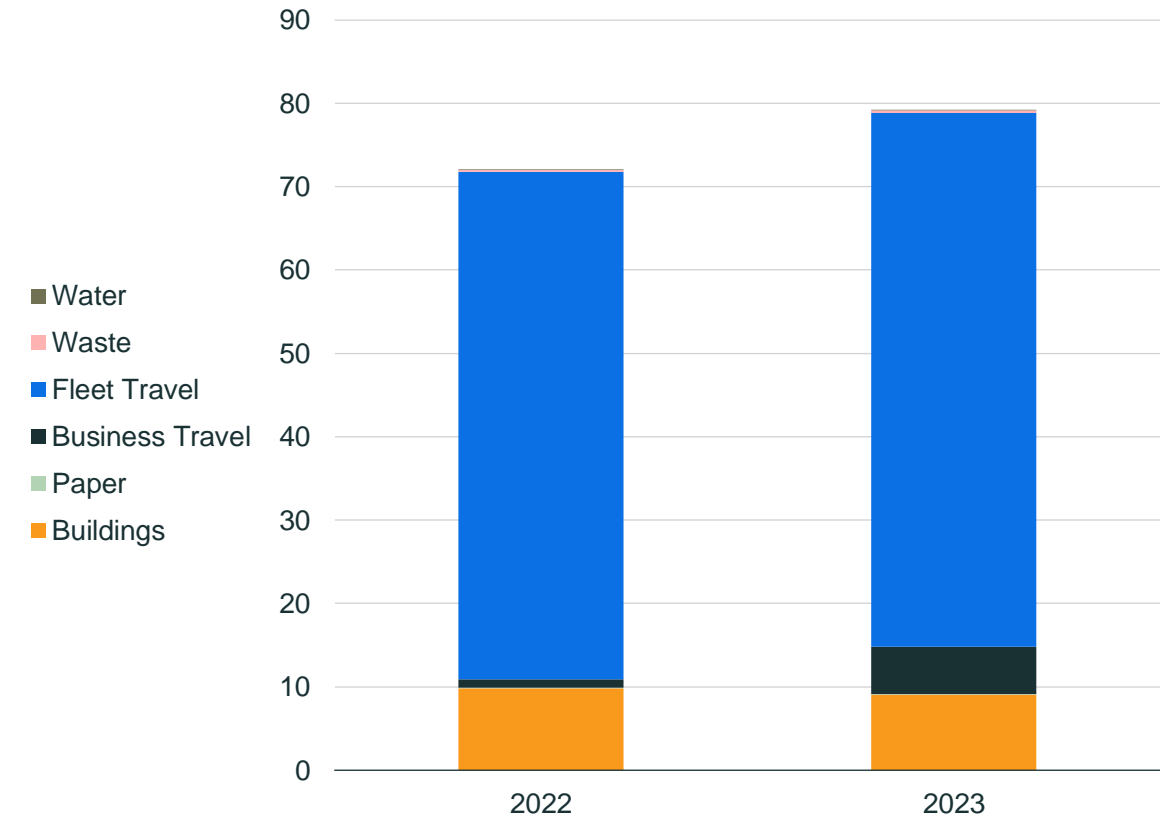
Measured carbon footprint.

Yearly *COMPARISON*

Source Category	2022	2023
Buildings	9.8	9.0
Paper	0.1	0.1
Business Travel	1.0	5.7
Fleet Travel	60.9	64.0
Waste	0.3	0.2
Water	0.02	0.04
Total	72.1	79.1

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





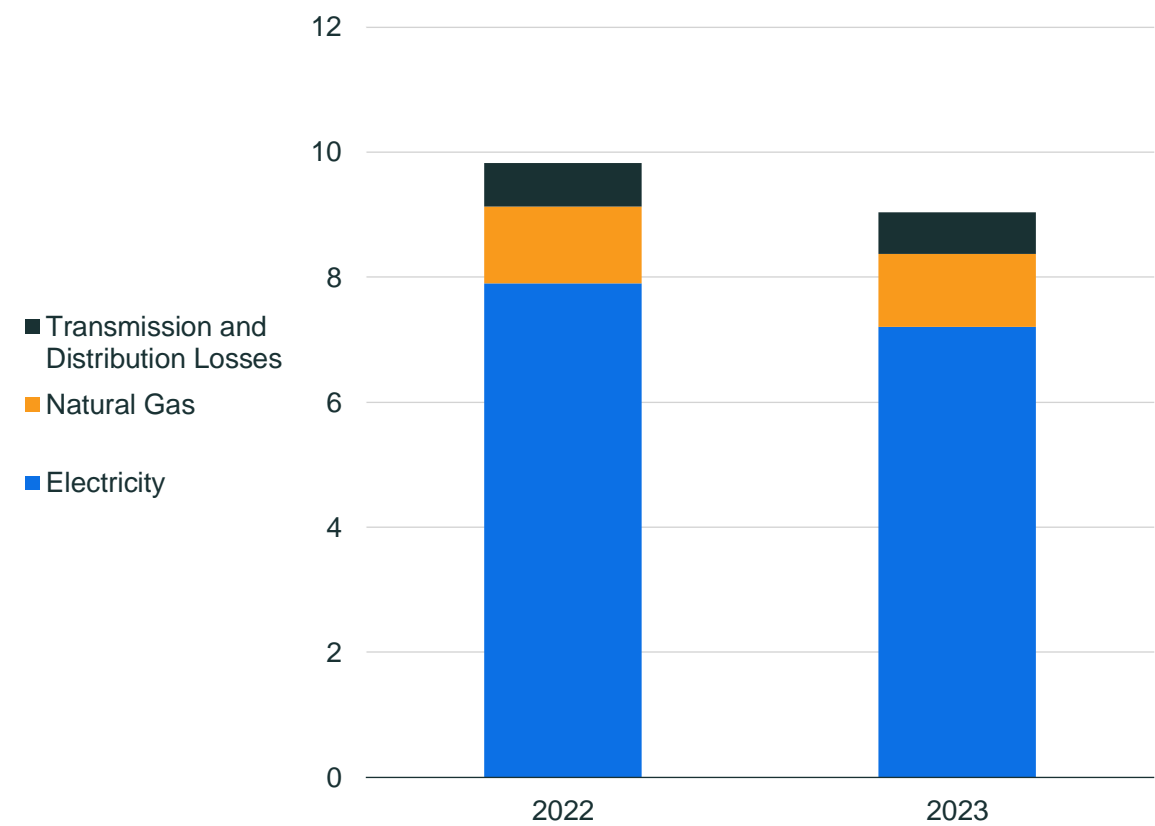
Carbon footprint.

BUILDINGS

- Notes:**
- Emissions associated with buildings have decreased by around 8%.
 - Electricity emissions have decreased by around 9%.

Buildings	2022	2023
Electricity	7.9	7.2
Natural Gas	1.2	1.2
Transmission and Distribution Losses	0.7	0.7
Total	9.8	9.0

Buildings emissions for year ending 2022 and 2023, 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*

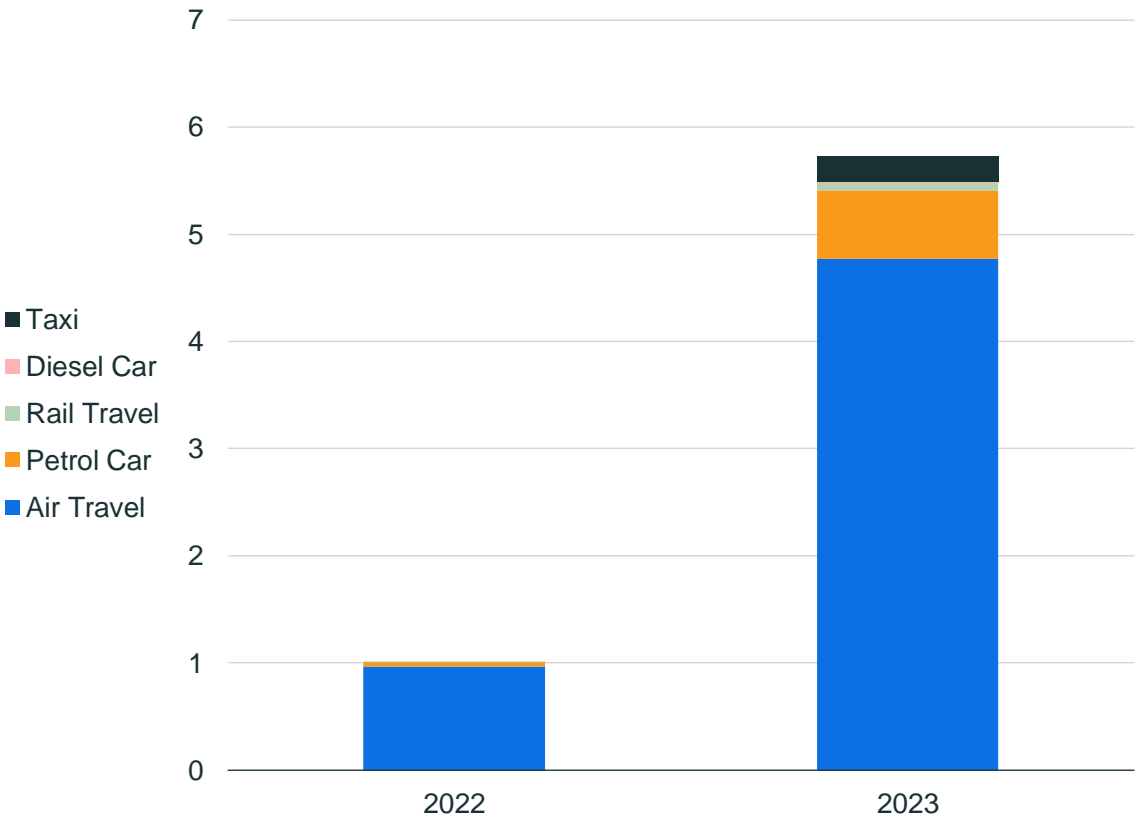
- Notes:**
- Emissions associated with business travel have increased by around 470%.
 - Air travel emissions are still the largest contributor with an emissions increase of around 394%.

Business Travel	2022	2023
Air Travel	1.0	4.8
Petrol Car	0.04	0.6
Rail Travel	0.004	0.1
Diesel Car	-	0.01
Taxi	-	0.2
Total	1.0	5.7



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

Business travel emissions for year ending 2022 and 2023, tCO₂e





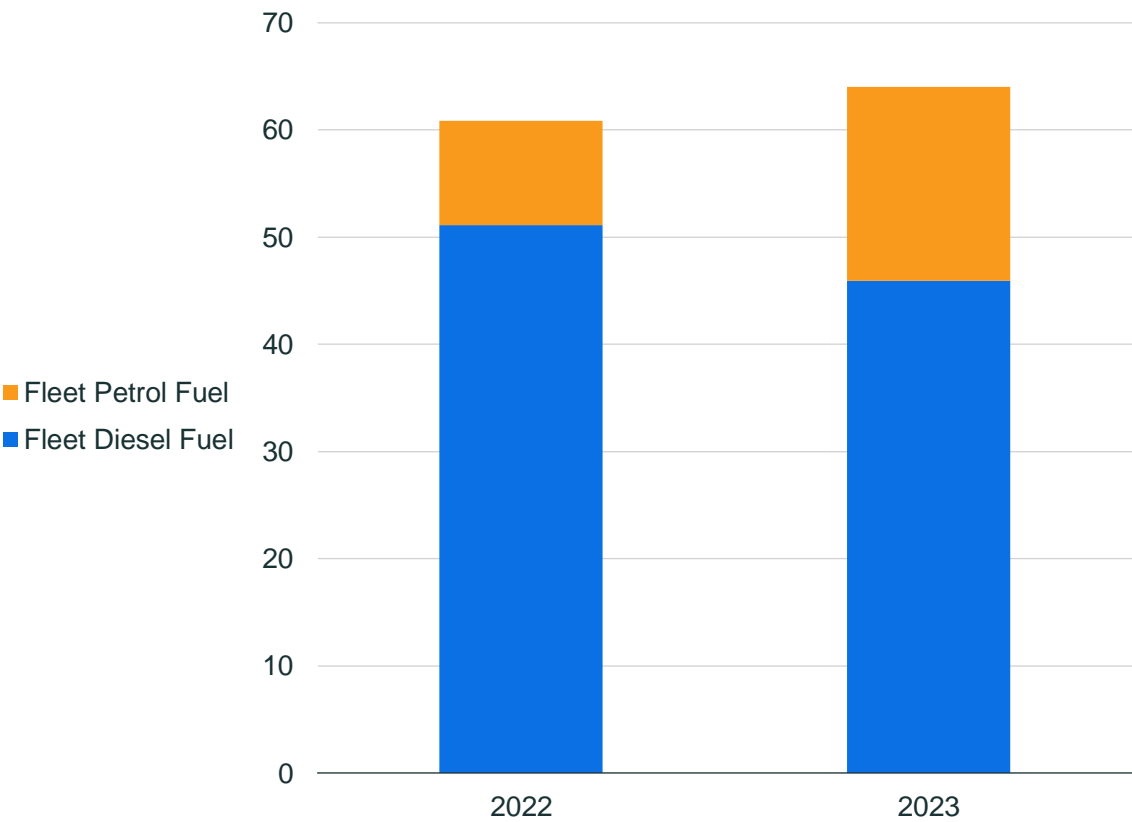
Carbon footprint.

Fleet *TRAVEL*

- Notes:**
- Emissions associated with fleet have increased by around 5%.
 - Emissions from diesel have decreased by around 10%.

Fleet Travel	2022	2023
Fleet Diesel Fuel	51.1	45.9
Fleet Petrol Fuel	9.7	18.1
Total	60.9	64.0

Fleet travel emissions for year ending 2022 and 2023, tCO₂e



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



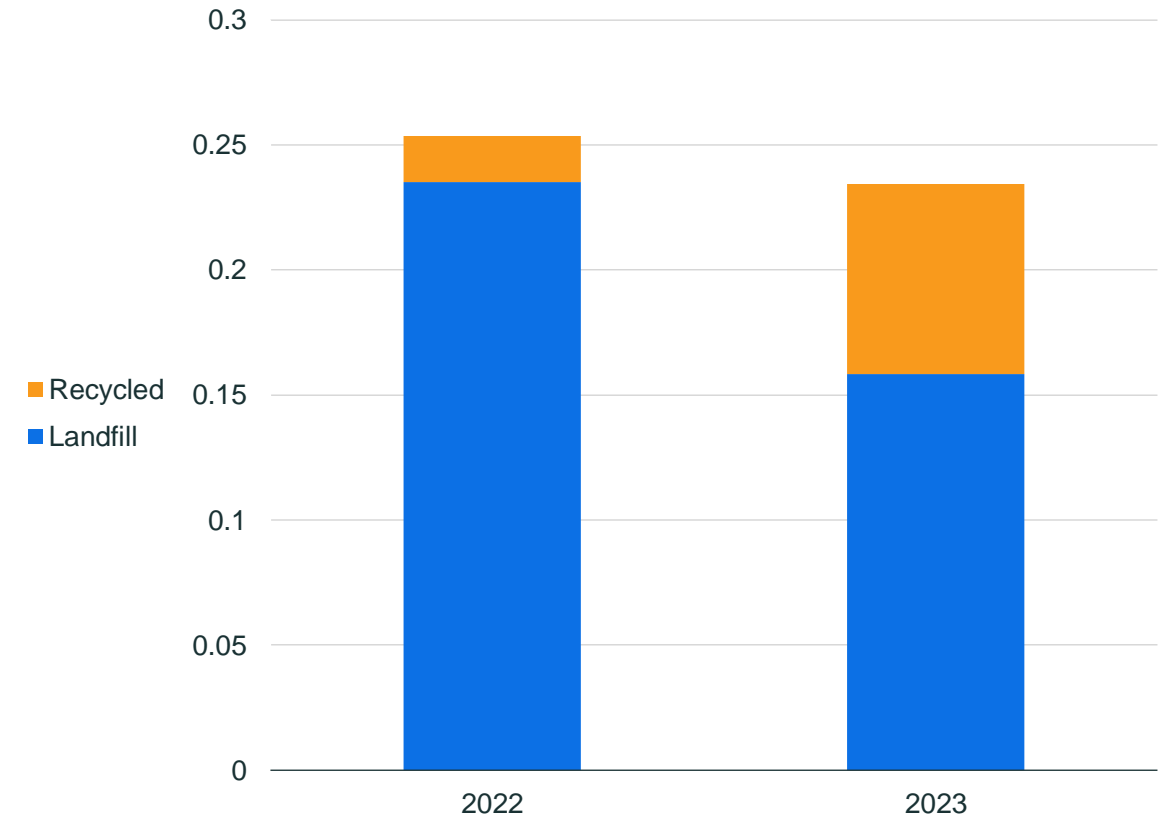
Carbon footprint.


WASTE

- Notes:**
- Emissions associated with waste have decreased by around 33%.
 - The amount of waste being sent to landfill has reduced by around 33%

Waste	2022	2023
Landfill	0.2	0.2
Recycled	0.02	0.1
Total	0.3	0.2

Waste emissions for year ending 2022 and 2023, tCO₂e



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



Carbon footprint.

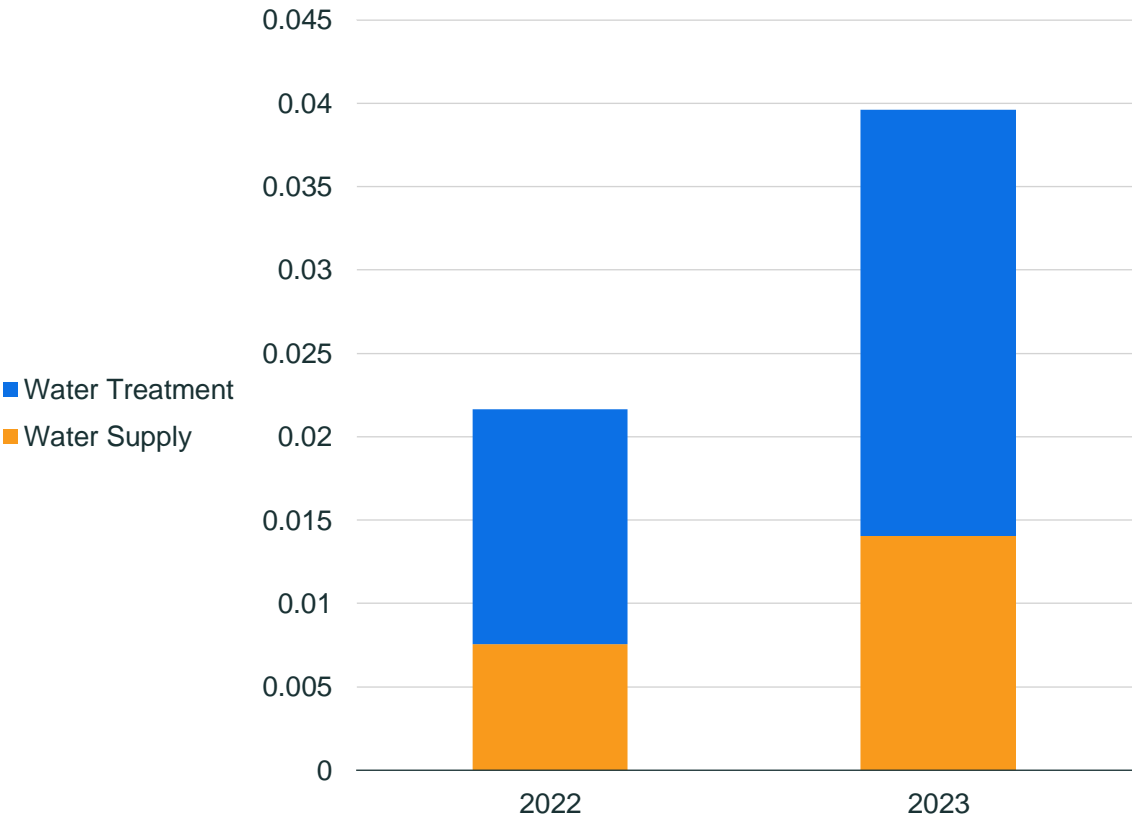
WATER

Notes:

- Emissions associated with water have increased by around 100%.
- Water consumption has seen an increase of around 85%.

Water	2022	2023
Water Supply	0.01	0.01
Water Treatment	0.01	0.03
Total	0.02	0.04

Water emissions for year ending 2022 and 2023, tCO₂e



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



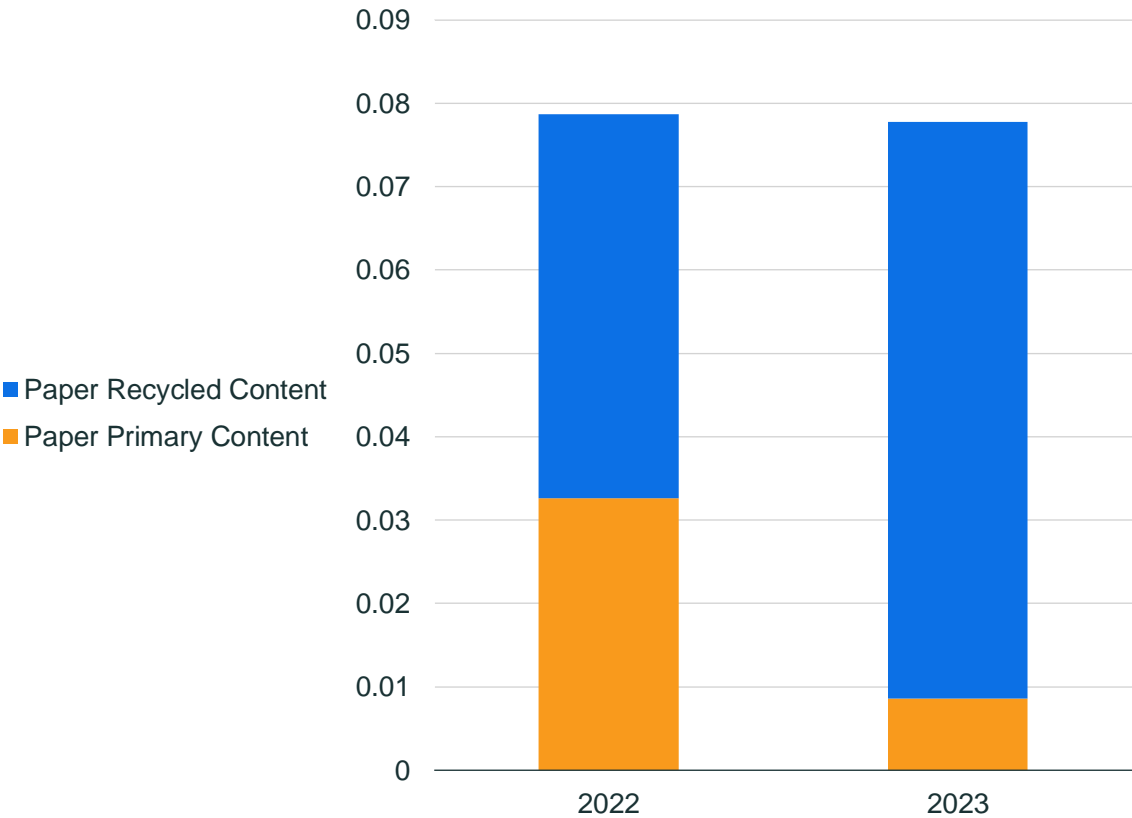
Carbon footprint.

PROCUREMENT

- Notes:**
- Emissions associated with paper have remained similar.
 - There has been an increase of around 50% in the amount of recycled paper used and a decrease of around 74% in non-recycled paper.

Paper	2022	2023
Paper Primary Content	0.03	0.01
Paper Recycled Content	0.05	0.1
Total	0.1	0.1

Procurement emissions for year ending 2022 and 2023, tCO₂e



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

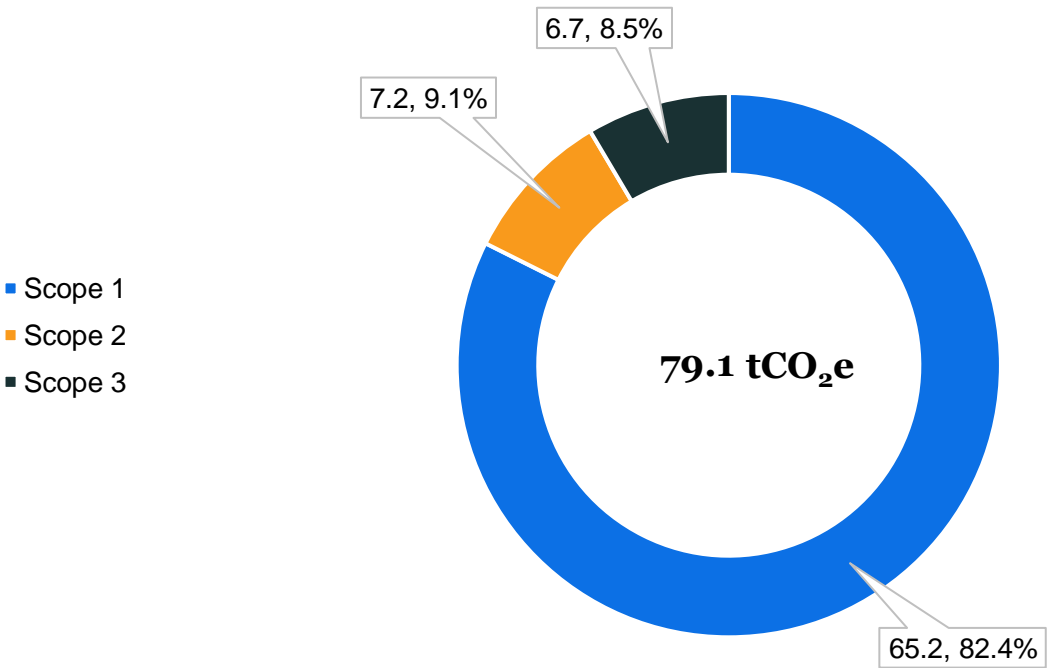


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	65.2	82.4
Scope 2	7.2	9.1
Scope 3	6.7	8.5
Total	79.1	100.0

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.



Benchmarking Percentage reduction.

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

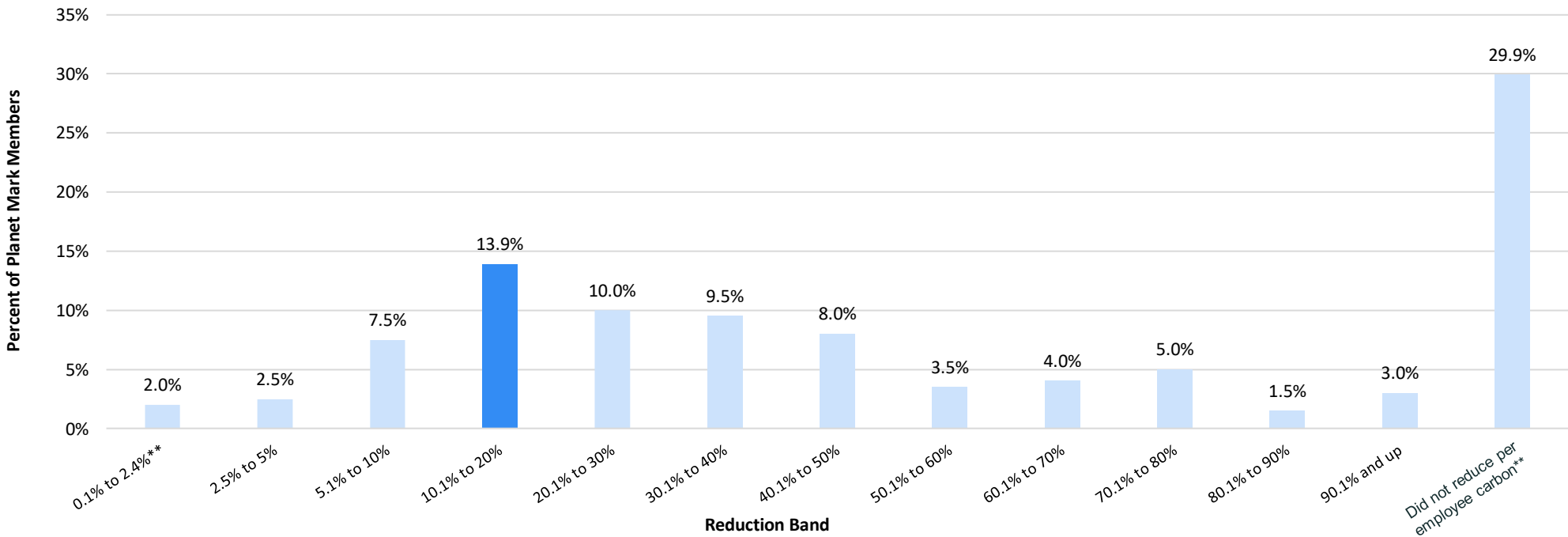
Per employee carbon reduction achieved:

-14.6%



Your reduction band is highlighted on the graph.

Rocare Building Services reduced its measured carbon per employee by 14.6% from the previous year. 13.9% of Planet Mark Members also achieved a 10.1% to 20% reduction in their measured carbon per employee.

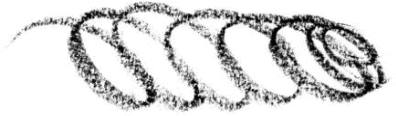


*The benchmarking data above is based on YE2021 reporting period and a sample of 352 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Looking ahead. Targets for next year.



Measured carbon
footprint

79.1 tCO₂e



Carbon
reduction target (5%)

4.0 tCO₂e



Carbon reduction
per employee (5%)

0.2 tCO₂e

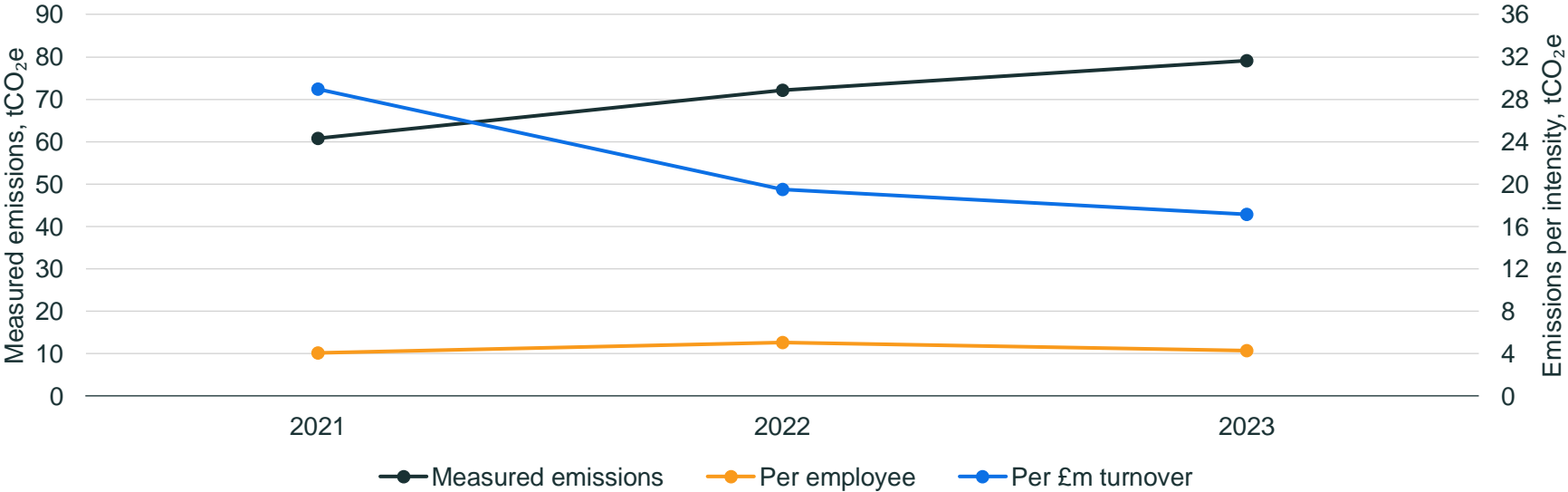




Historical Carbon Emissions

Reported carbon emissions year ending 2021 to 2023

Note:
This graph shows absolute reported carbon emissions for each year the Planet Mark Business Certification was measured using the location-based method. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions

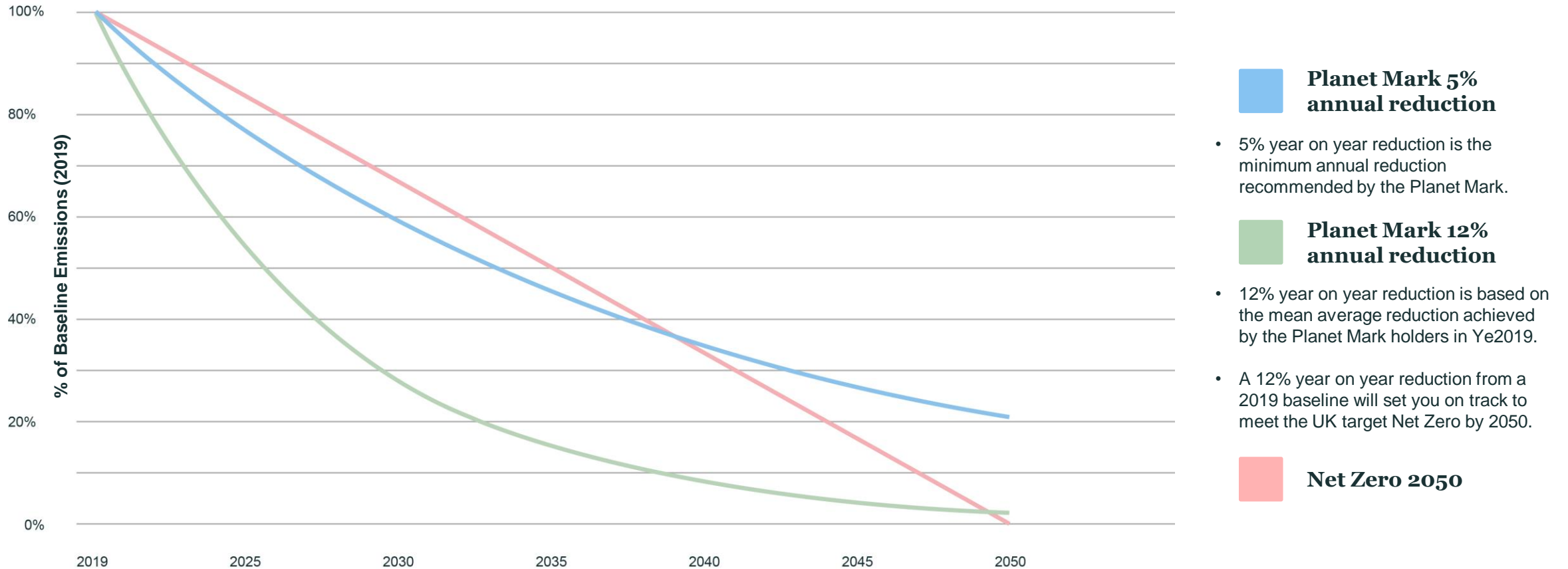


Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions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



Target setting.

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





Step two.

ENGAGE





Workshops.

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

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

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

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

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



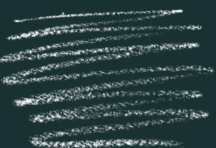
The Eden Project

PARTNERSHIP

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

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

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





Cool Earth

PARTNERSHIP

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.

COOL EARTH





Step three.

COMMUNICATE





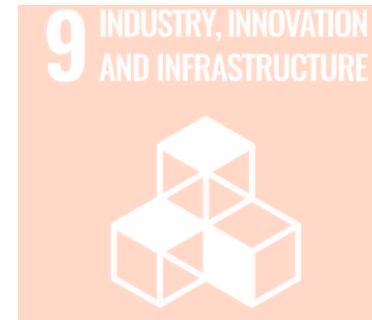
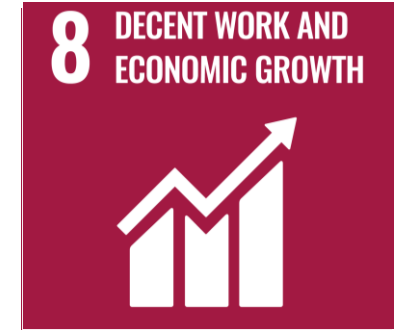
Communicating your international influence.

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

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

Contributing towards

7 SDGs





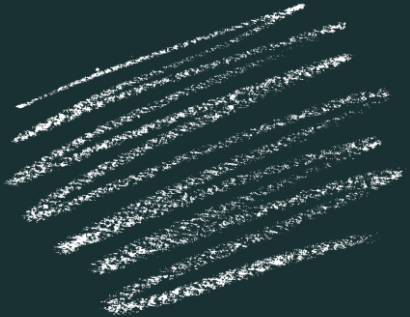
SDG alignment.



<div><div>6</div><div>CLEAN WATER AND SANITATION</div><div></div></div>	<div>6.3 - Reduction in total waste produced</div> <div>6.3 - 100% of water treated</div>	<div><div>9</div><div>INDUSTRY, INNOVATION AND INFRASTRUCTURE</div><div></div></div>	<div></div>	<div><div>13</div><div>CLIMATE ACTION</div><div></div></div>	<div>13.3 - Donation to the Eden Project</div>
<div><div>7</div><div>AFFORDABLE AND CLEAN ENERGY</div><div></div></div>	<div>7.2 - 100% of energy demand met by renewable energy</div>	<div><div>11</div><div>SUSTAINABLE CITIES AND COMMUNITIES</div><div></div></div>	<div>11.6 - Measured carbon emissions</div> <div>11.6 - Reduction in total waste produced</div> <div>11.6 - 93% of waste recycled and composted</div> <div>11.4 - Donation to the Eden Project</div>	<div><div>14</div><div>LIFE BELOW WATER</div><div></div></div>	<div>14.1 - Reduction in total waste produced</div>
<div><div>8</div><div>DECENT WORK AND ECONOMIC GROWTH</div><div></div></div>	<div>8.4 - Reduction in carbon emissions per intensity</div>	<div><div>12</div><div>RESPONSIBLE CONSUMPTION AND PRODUCTION</div><div></div></div>	<div>12.6 - Measured carbon emissions</div> <div>12.5 - Reduction in total waste produced</div> <div>12.5 - 93% of waste recycled and composted</div>	<div><div>15</div><div>LIFE ON LAND</div><div></div></div>	<div></div>



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 April 2021 to 31 March 2022		01 April 2022 to 31 March 2023				
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings									
Electricity (location based)	2	kWh	37,219.7	7.9	37,235.1	7.2	-9%	9%	0.04%
Electricity (market based)	2	kWh	37,219.7	0	37,235.1	0	-	-	0.04%
Natural Gas	1	cubic metres	607.5	1.2	-	-	-	-	-
Natural Gas	1	kWh	-	-	6,433.5	1.2	-	1%	-
Transmission and Distribution Losses	3	kWh	37,219.7	0.7	37,235.1	0.7	-6%	1%	0.04%
Procurement									
Paper Primary Content	3	tonnes	0.04	0.03	0.01	0.01	-74%	0.01%	-74%
Paper Recycled Content	3	tonnes	0.1	0.05	0.1	0.1	50%	0.1%	50%
Travel									
Fleet Diesel Fuel	1	litres	20,351.1	51.1	17,956.0	45.9	-10%	58%	-12%
Fleet Petrol Fuel	1	litres	4,437.2	9.7	8,376.5	18.1	86%	23%	89%
Air Travel	3	passenger.km	7,432.0	1.0	36,693.0	4.8	394%	6%	394%
Diesel Car	3	km	-	-	45.1	0.01	-	0.01%	-
Petrol Car	3	km	244.6	0.04	3,756.2	0.6	1402%	1%	1436%
Rail Travel	3	passenger.km	99.3	0.004	1,908.3	0.1	1817%	0.1%	1822%
Taxi	3	km	-	-	1,153.0	0.2	-	0.3%	-
Waste									
Landfill	3	tonnes	0.5	0.2	0.3	0.2	-33%	0.2%	-33%
Recycled	3	tonnes	5.2	0.02	4.2	0.1	315%	0.1%	-19%
Water									
Water Supply	3	cubic metres	50.8	0.01	94.1	0.01	85%	0.02%	85%
Water Treatment	3	cubic metres	51.8	0.01	94.1	0.03	82%	0.03%	82%
Location Based									
Total		tCO ₂ e	72.1		79.1		10%		
No. employees		Number	14.2		18.3				
Total per employee		tCO ₂ e	5.1		4.3		-15%		
Turnover £m		£m	3.7		4.6				
Total per £m		tCO ₂ e	19.5		17.1		-12%		
Total floor space		m²	177.2		177.2				
Building emissions per m²		tCO ₂ e	0.1		0.1		-8%		

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

			Current						
			01 April 2021 to 31 March 2022		01 April 2022 to 31 March 2023				
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Market Based									
Total		tCO ₂ e		64.2		71.9	12%		
No. employees		Number		14.2		18.3			
Total per employee		tCO ₂ e		4.5		3.9	-13%		
Turnover £m		£m		3.7		4.6			
Total per £m		tCO ₂ e		17.3		15.6	-10%		
Total floor space		m²		177.2		177.2			
Building emissions per m²		tCO ₂ e		0.01		0.01	-5%		

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	Rocare Building Services
Sector	Construction
Reporting Period	01 April 2022 to 31 March 2023
Year Of Certification	3rd
Reporting Boundary	Head office (Rossland House, Headlands Business Park, Salisbury Road, Ringwood, BH24 3PB)
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper
Total FTE Employees (annual average no.)	18
Total Internal Floorspace (m²)	177.2
Data Collection Lead	Julie De La Feuillade, julie.dlf@rokill.co.uk - Accounts Administrator
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2021
Current Conversion Factor	BEIS 2022
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Alice Szuszkewicz, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
Date	16 June 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 meter reads	Rocare is estimated to use 50% of the electricity within this 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: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2021 to March 2022.	Head office
Natural Gas	1	kWh	Primary source - invoices	Actual meter reads with extrapolation	Rocare is estimated to use 50% of the gas within this office.	Head office
Water Supply & Treatment	3	m ³	Primary source - invoices	Actual meter reads with extrapolation	Rocare is estimated to use 50% of the water within this office	Head office
Fleet Vehicles	1	litres	Primary sources - expenses and fuel report	Actual	Where litres is unknown, this has been estimated using the average cost per litre for that fuel type calculated where litres and cost are both known by Rocare.	Head 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
Private Vehicles Used for Business	3	km	Primary source - expenses	Actual	None	Head office
Air Travel	3	pkm	Primary source - receipts	Actual	Distances calculated using Web Flyer (http://www.webflyer.com/travel/mileage_calculator/).	Head office
Rail Travel	3	pkm	Primary sources - invoices and receipts	Mixed	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. Where journeys are stated as TFL it has been assumed these are underground and Train is national rail. Where "To" and "From" are known, distances have been checked using the LNER calculator (https://www.lner.co.uk/ticketssavings/the-best-way-to-travel/our-commitment-to-theenvironment/#calculator#calculator).	Head office
Taxi Travel	3	km	Primary sources - expenses, receipts and invoices	Mixed	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. Where "To" and "From" are known, distances have been found using Google maps.	Head 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	3	tonnes	Primary and secondary sources - estimated, supplier report and invoices	Mixed	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. The average weight of a desktop (https://www.alltechloaded.com/how-much-do-pc-and-components-weigh/) and laptop (https://devicetests.com/how-much-does-a-laptop-weigh) have been used.	Head office
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	None	Head office
Headcount		no.	Primary source - note from finance director	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Head office
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	Head office
Floor Area		m²	Primary source - floor plan	Assumed Actual	None	Head 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 Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	01 April 2021 to 31 March 2022	01 April 2022 to 31 March 2023	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	3	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	3	3	Some use of primary data sources and minimal estimated data.
Consistency	4	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	18 out of 20	19 out of 20	

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

- To provide litres for all fuel purchases for fleet vehicles
- To provide waste weights for all waste
- To provide "from" and "to" and/or distance travelled for all business travel



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
Natural Gas	1	Rocare	Invoices	Actual meter reads	01-03-2023	28-03-2023	28	01-03-2023	31-03-2023	31	Extrapolation
Water Supply	3	Rocare	Invoices	Actual meter reads	06-04-2022	10-10-2022	188	01-04-2022	10-10-2022	193	Extrapolation
Water Treatment	3	Rocare	Invoices	Actual meter reads	06-04-2022	10-10-2022	188	01-04-2022	10-10-2022	193	Extrapolation



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