



Greenhouse Gas Assessment for Reed Global Limited and its
subsidiary companies – UK offices

Assessment Period: July 2024 - June 2025

Produced on Nov. 10, 2025 By *Our Impacts*

Assessment Details

This report is prepared on behalf of Inteb for Reed Global Limited and its subsidiary companies – UK offices

Inteb works with clients all over the world to develop carbon reduction strategies; including footprint measurement, establishing reduction targets and delivering carbon offset programmes.

Consolidation Approach

Operational Control

Organisational Boundary

Operations of Reed Global Limited and its subsidiary companies – UK offices

Included

- Reed Global Limited and its subsidiary companies – UK offices
- UK Offices

Operational Boundary

- Air travel
- Bus and coach
- Composted waste
- Electricity
- Electricity - Green Tariff
- Employee owned cars
- Hired cars
- Hotel night stays
- Incinerated waste
- Landfilled waste
- Natural gas
- Paper
- R-22 Refrigerant gas
- Rail (train, tram, light rail, underground)
- Recycled waste
- Refrigerant gas loss and other fugitive emissions
- Taxi
- Water supply
- Water treatment

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Introduction

A greenhouse gas (GHG) emissions assessment quantifies the total greenhouse gases produced directly and indirectly from a business or organisation's activities. Also known as a carbon footprint, it is an essential tool, providing your business with a basis for understanding and managing its climate change impacts.

A GHG assessment quantifies all seven Kyoto greenhouse gases where applicable and is measured in units of carbon dioxide equivalence, or CO₂e¹. The seven Kyoto gases are carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), nitrogen trifluoride (NF₃), sulphur hexafluoride (SF₆) and perfluorocarbons (PFCs). The global warming potential (GWP) of each gas is illustrated in the Table 1.

Table 1. GWP of Kyoto Gases (IPCC 2007)

Greenhouse Gas	GWP
Carbon dioxide (CO ₂)	1
Methane (CH ₄)	25
Nitrous oxide (N ₂ O)	298
Hydrofluorocarbons (HFCs)	124 - 14,800
Perfluorocarbons (PFCs)	7,390 - 12,200
Nitrogen trifluoride (NF ₃)	17,200
Sulphur hexafluoride (SF ₆)	22,800

This assessment has been carried out in accordance with the World Business Council for Sustainable Development and World Resources Institute's (WBCSD/WRI) Greenhouse Gas Protocol; a Corporate Accounting and Reporting Standard, including the GHG Protocol Scope 2 Guidance. This protocol is considered current best practice for corporate or organisational greenhouse gas emissions reporting. GHG emissions have been reported by the three WBCSD/WRI Scopes.

Scope 1 includes direct GHG emissions from sources that are owned or controlled by the company such as natural gas combustion and company owned vehicles.

Scope 2 accounts for GHG emissions from the generation of purchased electricity, heat and steam generated off-site. As the subject of this assessment operates in markets which offer contractual instruments with product or supplier-specific data, scope 2 emissions are reported using both the location-based method and the market-based method. The location-based method applies average emission factors that correspond to the grid where consumption occurs, whereas the market-based method applies emission factors that correspond to energy purchased (or not purchased) through contractual instruments. Contractual instruments include energy attribute certificates, direct energy contracts, and supplier specific emission rates. The subject of this assessment has ensured that any contractual instruments used in the market-based method have met the Scope 2 Quality Criteria, as defined in the Guidance. Where contractual instruments do not meet the Quality Criteria, or where contractual instruments were not purchased, market-based scope 2 emissions have been calculated using residual mix emission factors. Where residual mix emission factors are not available, market-based scope 2 emissions have been calculated using default location grid-average emission factors, per the Protocol hierarchy. This may result in double counting between electricity consumers, as an adjusted emission factor taking into account voluntary purchases of electricity with specific attributes was not available.

Scope 3 includes all other indirect emissions such as waste disposal, business travel and staff commuting. Reporting of these activities is optional under the WBCSD/WRI GHG Protocol, but as they can contribute a significant portion of overall emissions Ecometrica recommends they are reported where applicable.

A GHG assessment is an essential tool in the process of monitoring and reducing an organisation's climate change impact as it allows reduction targets to be set and action plans formulated. GHG assessment results can also allow organisations to be transparent about their climate change impacts through reporting of GHG emissions to customers, shareholders, employees and other stakeholders. Regular assessments allow clients to track their progress in achieving reductions over time and provide evidence to support green claims in external marketing initiatives such as product labelling or CSR reporting. Ecometrica GHG assessments are designed to be transparent, consistent and repeatable over time.

¹ Carbon dioxide equivalent or CO₂e is a term for describing different greenhouse gases in a common unit. For any quantity and type of greenhouse gas, CO₂e signifies the amount of CO₂ which would have the equivalent global warming impact.

Data Quality and Availability

In order to provide the most accurate estimate of an organisation's GHG emissions, primary (actual) data should be used where it is available, up to date and geographically relevant. Secondary data in the form of estimates, extrapolations and industry averages may be used when primary data is not available. Table 2 details the quality of data submitted for this assessment with the key assumptions used stated below.

Data Quality Overview



Location-based Accuracy Overview		
	tCO ₂ e/year	%
Actual	1,975	100
Estimated	0.135	0.00686
Total	1,975	100



Market-based Accuracy Overview		
	tCO ₂ e/year	%
Actual	2,734	100
Estimated	0.135	0.00495
Total	2,734	100

Table 2. Data Quality and Availability

Source of emissions	Data quality
Premises	
Composted waste	Actual
Electricity	Actual
Electricity - Green Tariff	Actual
Fuel oil	Actual
Incinerated waste	Mixed
Landfilled waste	Mixed
Natural gas	Actual
Other fuel(s)	Actual
R-22 Refrigerant gas	Actual
Recycled waste	Mixed
Refrigerant gas loss and other fugitive emissions	Actual
Water supply	Mixed
Water treatment	Actual
Company owned vehicles	
Cars	Actual

Motorcycle	Actual
Trucks	Actual
Vans	Actual
Business Travel	
Air travel	Actual
Air travel - with RFI for CIP	Actual
Bus and coach	Actual
Employee owned cars	Actual
Hired cars	Actual
Hotel night stays	Actual
Rail (train, tram, light rail, underground)	Actual
Taxi	Actual
Commuting	
Bicycle	Unknown
Bus and coach	Unknown
Cars	Unknown
Motorcycle	Unknown
On foot	Unknown
Rail (train, tram, light rail, underground)	Unknown
Homeworkers	
Homeworkers	Unknown
Third-party transportation and storage of inbound production-related goods	
Electricity	Actual
Fuel oil	Actual
Landfilled waste	Actual
Natural gas	Actual
Other fuel(s)	Actual
Rail freight	Actual
Refrigerant gas loss and other fugitive emissions	Actual
Road freight, shared vehicle (tonne.km factors)	Actual
Road freight, whole vehicle (km factors)	Actual
Sea freight	Actual
Third-party transportation and storage of sold products	
Electricity	Actual
Fuel oil	Actual
Landfilled waste	Actual
Natural gas	Actual
Other fuel(s)	Actual
Rail freight	Actual
Refrigerant gas loss and other fugitive emissions	Actual
Road freight, shared vehicle (tonne.km factors)	Actual
Road freight, whole vehicle (km factors)	Actual

Purchased Goods and Services	
Paper	Actual
Purchased Office Materials and Equipment	Unknown
Purchased Services, Couriers and Messengers	Unknown

Key Assumptions

Premises:

Electricity (green tariff) emissions have been calculated using consumption (kWh) compared to a spend-based approach in the previous assessment period. The annual consumption and the BEIS (2024) conversion factors are used to obtain an emissions summary.

Electricity emissions have been calculated using a combination of consumption (kWh) and spend data for this assessment period. The annual consumption and the BEIS (2024) conversion factors are used to obtain an emissions summary from consumption data. The amount spent on electricity and the BEIS (2023) average electricity spend per kWh for a small/medium consumer are used to obtain an emissions summary for spend data.

Natural gas consumption has followed a similar procedure, where the amount spent and consumption (kWh) for the relevant sites has been used to calculate an emission summary. The BEIS (2024) average natural gas price per kWh and BEIS (2024) consumption (kWh) conversion factors are used to calculate emissions.

Actual water supply data was provided for all subsidiary companies, apart from Reed Online from May 23rd 2025 to June 30th 2025 where data was estimated. The water supply for Reed Online was estimated based on spend in GBP using a bespoke water price assumption created from an average of business/commercial water rates (£/cubic meter) in the United Kingdom. Water treated has been assumed to be equal to water supplied for Reed in Partnership and Reed Specialist Recruitment. Water treatment data was not recorded for Reed Online this year.

Waste was estimated for Reed Online only, using the number Full-time Employees of the office. Actual data was supplied for the other subsidiary companies.

Business Travel:

Business travel by train, underground, and tram has been estimated based on the amount spent and the DFT (2024) average cost per [pass.km](#) for travel by train, underground, and tram. A lot of the rail data has shifted to the actual mileage in the current reporting year, improving reporting accuracy.

Business travel by local bus has been estimated based on the amount spent and the DFT/TFS (2024) average cost per [pass.km](#) for travel by local bus. A lot of the bus and coach data has shifted to the actual mileage in the current reporting year, improving reporting accuracy.

Business travel by taxi has been estimated based on the amount spent and an average UK taxi rate (£/[pass.km](#)) for 2024. A lot of the business travel by taxi has shifted to the actual mileage in the current reporting year, improving reporting accuracy.

Emissions associated with hotel night stays have also been captured within this assessment. The number of nights spent in the hotel, BEIS (2024) factors for electricity and fuel, as well as CIBSE (2012) assumptions for kWh consumption/room/day were used to calculate emissions.

A Radiative Forcing Index (RFI) of 1.7 was used in this reporting period as 1.6 is no longer mandated. The standard EcoOnline RFI is 1.7.

Assessment Summary for Reed Global Limited and its subsidiary companies – UK offices

Gross Overall Emissions (location-based): 1,975 tCO₂e

Gross Overall Emissions (market-based): 2,734 tCO₂e

Key Performance Indicators

Absolute GHG emissions will vary over time and often correspond to the expansion or contraction of an organisation. It is useful therefore to use reporting metrics that take these effects into account and monitor relative GHG emissions intensity. A common emissions intensity metric is tonnes of CO₂e per full time equivalent. This has been calculated, along with other relevant metrics, in the table below:

Data	KPI
4,184 Full Time Equivalent Employees	0.472 tCO ₂ e per Full Time Equivalent Employee (Location-Based)
4,184 Full Time Equivalent Employees	0.654 tCO ₂ e per Full Time Equivalent Employee (Market-Based)

Summary by Activity (Location-Based, tCO₂e)



By Activity	tCO ₂ e/year	%
Premises	1,316	66.7
Business Travel	630	31.9
Purchased Goods and Services	28.5	1.44
Total	1,975	100

Summary by Activity (Market-Based, tCO₂e)



By Activity	tCO ₂ e/year	%
Premises	2,076	75.9
Business Travel	630	23
Purchased Goods and Services	28.5	1.04
Total	2,734	100

Summary by WBCSD/WRI Scope (Location-Based, tCO₂e)



By Activity	tCO ₂ e/year	%
Scope 1	361	18.3
Scope 2	868	43.9
Scope 3	746	37.8
Total	1,975	100

Summary by WBCSD/WRI Scope (Market-Based, tCO₂e)



By Activity	tCO ₂ e/year	%
Scope 1	361	13.2
Scope 2	1,627	59.5
Scope 3	746	27.3
Total	2,734	100

Summary by Greenhouse Gas

Greenhouse Gas	GWP	tGHG/year (Location-Based)	tCO ₂ e/year (Location-Based)	tGHG/year (Market-Based)	tCO ₂ e/year (Market-Based)
CO ₂	1	1,917	1,917	2,685	2,685
CH ₄	25	0.197	4.93	0.0627	1.57
N ₂ O	298	0.036	10.7	0.0167	4.97
Biogenic CO ₂	0	4.48	0	4.48	0
HFC-410a	2087.5	0.0015	3.13	0.0015	3.13
CO ₂ e	1	39.4	39.4	39.4	39.4
Total			1,975		2,734

Summary of Scope 2 Market-Based Method for Reed Global Limited and its subsidiary companies – UK offices

Energy Consumed and Emissions By Factor Type In Scope 2 Market-Based Method

Scope 2 Market-Based Energy

Scope 2 Market-Based Emissions



Emission Factor Type	Energy		Market-Based Emissions	
	MWh	%	tCO ₂ e	%
Client-supplied market-based instrument	0	0	0	0
Residual mix factors	4,190	100	1,627	100
Default location-based factors	0	0	0	0
Total	4,190	100	1,627	100

Note: At least one scope 2 answer was entered into the Platform as direct emissions, which were calculated outside the Platform. Raw data - including energy consumption - is therefore unavailable and the Scope 2 Method used to calculate these emissions is unknown. Throughout this report, it has been assumed that direct emissions were calculated via the location-based method, and that the location-based default methodology was used for the market-based method. Total consumption in MWh shown in the above table does not include consumption for any direct emission answers, since this data was not provided.

Detailed Results

Detailed Summary by WBCSD/WRI Scope

Location-Based methodology

Source of Emissions	tCO ₂ /yr	tCH ₄ /yr	tN ₂ O/yr	Total Emissions (tCO ₂ e/yr)	%
Scope 1 Total	357	0.0192	6.36e-4	361	18.3%
Premises Total	357	0.0192	6.36e-4	361	18.3%
Natural gas	357	0.0192	6.36e-4	358	18.1%
Refrigerant gas loss and other fugitive emissions	0	0	0	3.13	0.159%
Scope 2 Total	859	0.135	0.0193	868	43.9%
Premises Total	859	0.135	0.0193	868	43.9%
Electricity	456	0.0716	0.0102	461	23.3%
Electricity - Green Tariff	402	0.0631	0.00904	407	20.6%
Scope 3 Total	701	0.0435	0.0161	746	37.8%
Business Travel Total	625	0.0315	0.0143	630	31.9%
Air travel	52.7	0.00205	0.00187	53.3	2.7%
Bus and coach	2.62	8.7e-6	6.71e-5	2.64	0.134%
Employee owned cars	426	0.0178	0.00933	429	21.7%
Hired cars	5.64	2.31e-4	1.26e-4	5.68	0.288%
Hotel night stays	57.9	0.00529	5.35e-4	58.2	2.95%
Rail (train, tram, light rail, underground)	75.2	0.00618	0.00226	76.1	3.85%
Taxi	4.45	0	1.36e-4	4.49	0.227%
Premises Total	75.9	0.012	0.00174	87.6	4.44%
Electricity - Green Tariff: Electricity - transmission & distribution losses	35.6	0.00561	8.15e-4	35.9	1.82%
Electricity: Electricity - transmission & distribution losses	40.3	0.00636	9.24e-4	40.8	2.06%
Incinerated waste	0	0	0	0.398	0.0201%
Landfilled waste	0	0	0	1.12	0.0565%
Recycled waste	0	0	0	0.327	0.0166%
Water supply	0	0	0	5.98	0.303%
Water treatment	0	0	0	3.1	0.157%
Purchased Goods and Services Total	0	0	0	28.5	1.44%
Paper	0	0	0	28.5	1.44%
Total	1,917	0.197	0.036	1,975	100%

Market-Based methodology

Source of Emissions	tCO ₂ /yr	tCH ₄ /yr	tN ₂ O/yr	Total Emissions (tCO ₂ e/yr)	%
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Scope 1 Total	357	0.0192	6.36e-4	361	13.2%
Premises Total	357	0.0192	6.36e-4	361	13.2%
Natural gas	357	0.0192	6.36e-4	358	13.1%
Refrigerant gas loss and other fugitive emissions	0	0	0	3.13	0.115%
Scope 2 Total	1,627	0	0	1,627	59.5%
Premises Total	1,627	0	0	1,627	59.5%
Electricity	865	0	0	865	31.6%
Electricity - Green Tariff	763	0	0	763	27.9%
Scope 3 Total	701	0.0435	0.0161	746	27.3%
Business Travel Total	625	0.0315	0.0143	630	23%
Air travel	52.7	0.00205	0.00187	53.3	1.95%
Bus and coach	2.62	8.7e-6	6.71e-5	2.64	0.0967%
Employee owned cars	426	0.0178	0.00933	429	15.7%
Hired cars	5.64	2.31e-4	1.26e-4	5.68	0.208%
Hotel night stays	57.9	0.00529	5.35e-4	58.2	2.13%
Rail (train, tram, light rail, underground)	75.2	0.00618	0.00226	76.1	2.78%
Taxi	4.45	0	1.36e-4	4.49	0.164%
Premises Total	75.9	0.012	0.00174	87.6	3.2%
Electricity - Green Tariff: Electricity - transmission & distribution losses	35.6	0.00561	8.15e-4	35.9	1.31%
Electricity: Electricity - transmission & distribution losses	40.3	0.00636	9.24e-4	40.8	1.49%
Incinerated waste	0	0	0	0.398	0.0145%
Landfilled waste	0	0	0	1.12	0.0408%
Recycled waste	0	0	0	0.327	0.012%
Water supply	0	0	0	5.98	0.219%
Water treatment	0	0	0	3.1	0.114%
Purchased Goods and Services Total	0	0	0	28.5	1.04%
Paper	0	0	0	28.5	1.04%
Total	2,685	0.0627	0.0167	2,734	100%

Summary by Company Unit

Location-Based methodology

Assessment	July 2023 - June 2024		July 2024 - June 2025	
Company Unit	Total Emissions (tCO ₂ e)	Emissions per FTE (tCO ₂ e/FTE)	Total Emissions (tCO ₂ e)	Emissions per FTE (tCO ₂ e/FTE)
Reed Global Limited and its subsidiary companies – UK offices	2,166	0.533	1,975	0.472
UK Offices	2,166	0.533	1,975	0.472

Market-Based methodology

Assessment	July 2023 - June 2024		July 2024 - June 2025	
Company Unit	Total Emissions (tCO ₂ e)	Emissions per FTE (tCO ₂ e/FTE)	Total Emissions (tCO ₂ e)	Emissions per FTE (tCO ₂ e/FTE)
Reed Global Limited and its subsidiary companies – UK offices	3,196	0.787	2,734	0.654
UK Offices	3,196	0.787	2,734	0.654

Annual Activity Data

Source of Emissions	Value	Unit
Business Travel		
Air travel		
Long-haul, economy	8,700	pass.mile
Medium-haul, economy	97,956	pass.mile
Short-haul	157,234	pass.mile
Bus and coach		
Average bus	710	GBP
Average bus	12,818	pass.mile
Employee owned cars		
Average LPG car	2,850	mi
Average car (unknown fuel)	1,714	GBP
Average car (unknown fuel)	1,319,476	mi
Average diesel car	110,083	mi
Average petrol car	155,233	mi
Hired cars		
Average car (unknown fuel)	3,100	GBP
Average car (unknown fuel)	4,061	mi
Hotel night stays		
Hotel night stays	2,919	night
Rail (train, tram, light rail, underground)		
Intercity/National train	241,051	GBP
Intercity/National train	446,676	pass.mile
Light rail/Tram	554	GBP
Light rail/Tram	1,376	pass.mile
Underground/Subway	2,266	GBP
Underground/Subway	9,357	pass.mile
Taxi		
Average taxi	10,394	GBP
Average taxi	12,773	pass.mile
Premises		
Composted waste		
Electricity		
Electricity consumption	2,047,376	kWh
Electricity spend, average consumer (national average)	50,797	GBP
Electricity - Green Tariff		
Electricity consumption	1,963,566	kWh
Incinerated waste		
Combusted waste, energy recovery, municipal waste, average	62	tonne
Landfilled waste		

Landfilled waste	2.15	tonne
Natural gas		
Natural gas (100% mineral) (gross)	118,291	m3
Natural gas spend, average consumer	35,688	GBP
R-22 Refrigerant gas		
R-22 emissions	0	kg
Recycled waste		
Waste, recycled	51.1	tonne
Refrigerant gas loss and other fugitive emissions		
R410a emissions	1.5	kg
Water supply		
Water supply	33,848	m3
Water treatment		
Water treatment	16,715	m3
Purchased Goods and Services		
Paper		
Recycled paper	10,907	reams4

Key Observations

Overall: No market-based instruments have been applied. Reed Global Limited and its subsidiary companies – UK offices are located in the United Kingdom, which has a valid electricity residual mix factor available. This residual mix factor has been applied to the electricity consumption to derive a result in line with the Scope 2 market-based methodology.

Reed Global Limited and its subsidiary companies – UK offices have chosen not to report or estimate employee commuting and homeworking due to inconsistencies in the data available, to ensure the accuracy of the report.

Location-Based Methodology: Overall, location-based emissions have decreased by 8.79% from the previous year's assessment 2023/2024. This decrease is largely due to an decrease in purchased electricity as well as a decrease in waste. Electricity consumption continues to make up the largest source of emissions during this reporting period, as shown in the Location-Based Methodology table. Business travel is the second greatest contributor with 629.73 tCO₂e, or 32% of company emissions location-based emissions. Specifically, employee-owned cars make up the largest proportion of business travel emissions, amounting to 429.31 tCO₂e of gross company emissions.

Market-Based Methodology: Market-based emissions have decreased by 14.45% in comparison to the 2023/2024 assessment period. This decrease is largely due to a decrease in purchased electricity and waste. Electricity consumption continues to make up the largest source of emissions during this reporting period, as shown in the Market-Based Methodology table. Business travel is the second greatest contributor with 629.73 tCO₂e, or 23% of company overall market-based emissions. Specifically, employee-owned cars make up the largest proportion of business travel emissions, amounting to 429.31 tCO₂e of gross company emissions.

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