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& Natural Capital Partners



Greenhouse Gas Assessment for Reed Global Limited and its  
subsidiary companies – UK offices  
**Assessment Period: July 2022 - June 2023**  
**Produced on Nov. 29, 2023 By *Our Impacts***

# Assessment Details

## This report is prepared on behalf of Climate Impact Partners for Reed Global Limited and its subsidiary companies – UK offices

Climate Impact Partners 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 - with RFI for CIP
- Bus and coach
- Composted waste
- Electricity
- Electricity - Green Tariff
- Employee owned cars
- Hotel night stays
- Incinerated waste
- Landfilled waste
- Natural gas
- 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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# CarbonNeutral® Certification Summary

<b>CarbonNeutral® certification:</b>		CarbonNeutral® Company				
<b>Reporting period:</b>		July 2022 - June 2023				
<b>CarbonNeutral® certification scope and emissions to be offset:</b>						
Scope	Emissions source	Required or recommended	Included in assessment	Location-Based Method (tCO <sub>2</sub> e)	Market-Based Method (tCO <sub>2</sub> e)	
Scope 1	Direct emissions arising from owned, leased or directly controlled stationary sources that use fossil fuels and/or emit fugitive emissions (e.g. refrigerant gases)	Required	✓	285	285	
	Direct emissions from owned, leased or directly controlled mobile sources	Required	n/a	-	-	
Scope 2	Emissions from the generation of purchased electricity, heat, steam or cooling	Required	✓	1,098	2,072	
Scope 3	Purchased goods and services	Recommended	✓	5.68	5.68	
	Capital goods	Recommended	✗	-	-	
	Fuel- and energy-related activities (not included in Scope 1 or Scope 2)	Upstream emissions of purchased fuels	Recommended	✗	-	-
		Upstream emissions of purchased electricity	Recommended	✗	-	-
		Transmission and distribution (T&D) losses	Required	✓	100	100
	Upstream transportation and distribution	Outbound courier deliveries of packages	Recommended	✗	-	-
Third-party transportation and storage of inbound production-related goods		Recommended	✗	-	-	

Scope 3	Waste generated in operations	Wastewater	Recommended	✓	10.4	10.4	
		Other waste	Required	✓	7.07	7.07	
	Business travel	All transportation by air, public transport, rented/leased vehicle and taxi	Required	✓	599	599	
		Emissions arising from hotel accommodation associated with business travel	Recommended	✓	72.6	72.6	
	Employee commuting and homeworking	Employee transport between home and worksites	Recommended	-	-	-	
		Employee homeworking (teleworking/remote working)	Required	n/a	-	-	
	Downstream transportation and distribution	Third-party transportation and storage of sold products	Required	✓	-	-	
	Use of sold products		Recommended	✗	-	-	
	<b>Overall compliance</b>				✓		
	<b>TOTAL FOR OFFSET(tCO<sub>2</sub>e)*</b>					2,178	3,153

\* Please note total calculated GHG emissions are rounded up to the nearest whole tCO<sub>2</sub>e for the purpose of offsetting. Rounding errors may apply.

# 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 CO<sub>2</sub>e<sup>1</sup>. The seven Kyoto gases are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), nitrogen trifluoride (NF<sub>3</sub>), sulphur hexafluoride (SF<sub>6</sub>) 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 <sub>2</sub> )	1
Methane (CH <sub>4</sub> )	25
Nitrous oxide (N <sub>2</sub> O)	298
Hydrofluorocarbons (HFCs)	124 - 14,800
Perfluorocarbons (PFCs)	7,390 - 12,200
Nitrogen trifluoride (NF <sub>3</sub> )	17,200
Sulphur hexafluoride (SF <sub>6</sub> )	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.

<sup>1</sup> Carbon dioxide equivalent or CO<sub>2</sub>e is a term for describing different greenhouse gases in a common unit. For any quantity and type of greenhouse gas, CO<sub>2</sub>e signifies the amount of CO<sub>2</sub> 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 <sub>2</sub> e/year	%
Actual	2,171	99.7
Estimated	6.42	0.295
<b>Total</b>	<b>2,178</b>	<b>100</b>



### Market-based

Accuracy Overview	tCO <sub>2</sub> e/year	%
Actual	3,146	99.8
Estimated	6.42	0.204
<b>Total</b>	<b>3,152</b>	<b>100</b>

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	Mixed
Company owned vehicles	
Cars	Actual

Motorcycle	Actual
Trucks	Actual
Vans	Actual
<b>Business Travel</b>	
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
<b>Commuting</b>	
Bicycle	Unknown
Bus and coach	Unknown
Cars	Unknown
Motorcycle	Unknown
On foot	Unknown
Rail (train, tram, light rail, underground)	Unknown
<b>Homeworkers</b>	
Homeworkers	Unknown
<b>Purchased Goods and Services</b>	
Paper	Unknown
Purchased Office Materials and Equipment	Actual
Purchased Services, Couriers and Messengers	Actual
<b>Third-party transportation and storage of inbound production-related goods</b>	
Air freight - NCP	Actual
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
<b>Third-party transportation and storage of sold products</b>	
Air freight - NCP	Actual
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

## Key Assumptions

### Premises

- Electricity emissions have been calculated using the spend-based approach. In which the annual 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.
- Natural gas consumption has followed a similar procedure, where the amount spent and the BEIS (2022) average natural gas price per kWh is used to calculate emissions.
- Actual water supply data was provided for the subsidiary company, Reed Online. For the remaining companies, Reed Specialist Recruitment and Reed in Partnership, the water supply was estimated based on FTE and the BBP (2018) assumption for office water intensity (typical practice). Water treated has been assumed to be equal to water supplied.
- Waste was estimated for Reed Online only, using the floor area 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 (2022) average cost per [pass.km](#) for travel by train, underground, and tram.
- Business travel by local bus has been estimated based on the amount spent and the DFT/TFS (2023) average cost per [pass.km](#) for travel by local bus.
- Business travel by taxi has been estimated based on the amount spent and the DFT (2003) average cost per [pass.km](#) for travel by taxi.
- Emissions associated with hotel night stays have also been captured within this assessment. The amount spent and the Business Travel News (2022) average cost per night is used to calculate emissions.
- A Radiative Forcing Index (RFI) of 1.6 was used for air travel to account for the more severe global warming effects that emissions have when released at higher altitudes.

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

**Gross Overall Emissions (location-based): 2,178 tCO<sub>2</sub>e**

**Gross Overall Emissions (market-based): 3,152 tCO<sub>2</sub>e**

## 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 CO<sub>2</sub>e per full time equivalent. This has been calculated, along with other relevant metrics, in the table below:

Data	KPI
4,182 Full Time Equivalent Employees	0.521 tCO <sub>2</sub> e per Full Time Equivalent Employee (Location-Based)
4,182 Full Time Equivalent Employees	0.754 tCO <sub>2</sub> e per Full Time Equivalent Employee (Market-Based)

## Summary by Activity (Location-Based, tCO<sub>2</sub>e)



By Activity	tCO <sub>2</sub> e/year	%
Premises	1,506	69.2
Business Travel	672	30.8
<b>Total</b>	<b>2,178</b>	<b>100</b>

## Summary by Activity (Market-Based, tCO<sub>2</sub>e)



By Activity	tCO <sub>2</sub> e/year	%
Premises	2,481	78.7
Business Travel	672	21.3
<b>Total</b>	<b>3,152</b>	<b>100</b>

## Summary by WBCSD/WRI Scope (Location-Based, tCO<sub>2</sub>e)



By Activity	tCO <sub>2</sub> e/year	%
Scope 1	285	13.1
Scope 2	1,098	50.4
Scope 3	795	36.5
<b>Total</b>	<b>2,178</b>	<b>100</b>

**Summary by WBCSD/WRI Scope (Market-Based, tCO<sub>2</sub>e)**



By Activity	tCO <sub>2</sub> e/year	%
Scope 1	285	9.03
Scope 2	2,072	65.7
Scope 3	795	25.2
<b>Total</b>	<b>3,152</b>	<b>100</b>

**Summary by Greenhouse Gas**

Greenhouse Gas	GWP	tGHG/year (Location-Based)	tCO <sub>2</sub> e/year (Location-Based)	tGHG/year (Market-Based)	tCO <sub>2</sub> e/year (Market-Based)
CO <sub>2</sub>	1	2,135	2,135	3,122	3,122
CH <sub>4</sub>	25	0.245	6.13	0.0635	1.59
N <sub>2</sub> O	298	0.043	12.8	0.0169	5.04
CO <sub>2</sub> e	1	23.1	23.1	23.1	23.1
<b>Total</b>			<b>2,178</b>		<b>3,152</b>

# 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 <sub>2</sub> e	%
Client-supplied market-based instrument	0	0	0	0
Residual mix factors	5,676	100	2,072	100
Default location-based factors	0	0	0	0
Total	5,676	100	2,072	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 <sub>2</sub> /yr	tCH <sub>4</sub> /yr	tN <sub>2</sub> O/yr	Total Emissions (tCO <sub>2</sub> e/yr)	%
<b>Scope 1 Total</b>	<b>284</b>	<b>0.0156</b>	<b>5.23e-4</b>	<b>285</b>	<b>13.1%</b>
Premises Total	284	0.0156	5.23e-4	285	13.1%
Natural gas	284	0.0156	5.23e-4	285	13.1%
<b>Scope 2 Total</b>	<b>1,085</b>	<b>0.182</b>	<b>0.0261</b>	<b>1,098</b>	<b>50.4%</b>
Premises Total	1,085	0.182	0.0261	1,098	50.4%
Electricity	462	0.0773	0.0111	467	21.5%
Electricity - Green Tariff	623	0.104	0.015	630	28.9%
<b>Scope 3 Total</b>	<b>766</b>	<b>0.0479</b>	<b>0.0164</b>	<b>795</b>	<b>36.5%</b>
Business Travel Total	667	0.032	0.0141	672	30.8%
Air travel - with RFI for CIP	75.2	0.00132	0.00149	75.7	3.48%
Bus and coach	3.52	2.29e-5	1e-4	3.55	0.163%
Employee owned cars	404	0.0162	0.0088	407	18.7%
Hotel night stays	72.3	0.00613	3.35e-4	72.6	3.33%
Rail (train, tram, light rail, underground)	101	0.00829	0.00307	102	4.71%
Taxi	10.3	8.23e-6	3.14e-4	10.3	0.475%
Premises Total	99.3	0.0159	0.00229	124	5.67%
Electricity - Green Tariff: Electricity - transmission & distribution losses	57	0.00912	0.00131	57.6	2.65%
Electricity: Electricity - transmission & distribution losses	42.3	0.00677	9.73e-4	42.8	1.96%
Incinerated waste	0	0	0	1.43	0.0659%
Landfilled waste	0	0	0	3.77	0.173%
Recycled waste	0	0	0	1.86	0.0856%
Water supply	0	0	0	5.68	0.261%
Water treatment	0	0	0	10.4	0.476%
<b>Total</b>	<b>2,135</b>	<b>0.245</b>	<b>0.043</b>	<b>2,178</b>	<b>100%</b>

### Market-Based methodology

Source of Emissions	tCO <sub>2</sub> /yr	tCH <sub>4</sub> /yr	tN <sub>2</sub> O/yr	Total Emissions (tCO <sub>2</sub> e/yr)	%
<b>Scope 1 Total</b>	<b>284</b>	<b>0.0156</b>	<b>5.23e-4</b>	<b>285</b>	<b>9.03%</b>
Premises Total	284	0.0156	5.23e-4	285	9.03%
Natural gas	284	0.0156	5.23e-4	285	9.03%
<b>Scope 2 Total</b>	<b>2,072</b>	<b>0</b>	<b>0</b>	<b>2,072</b>	<b>65.7%</b>

Premises Total	2,072	0	0	2,072	65.7%
Electricity	883	0	0	883	28%
Electricity - Green Tariff	1,190	0	0	1,190	37.7%
<b>Scope 3 Total</b>	<b>766</b>	<b>0.0479</b>	<b>0.0164</b>	<b>795</b>	<b>25.2%</b>
Business Travel Total	667	0.032	0.0141	672	21.3%
Air travel - with RFI for CIP	75.2	0.00132	0.00149	75.7	2.4%
Bus and coach	3.52	2.29e-5	1e-4	3.55	0.113%
Employee owned cars	404	0.0162	0.0088	407	12.9%
Hotel night stays	72.3	0.00613	3.35e-4	72.6	2.3%
Rail (train, tram, light rail, underground)	101	0.00829	0.00307	102	3.25%
Taxi	10.3	8.23e-6	3.14e-4	10.3	0.328%
Premises Total	99.3	0.0159	0.00229	124	3.92%
Electricity - Green Tariff: Electricity - transmission & distribution losses	57	0.00912	0.00131	57.6	1.83%
Electricity: Electricity - transmission & distribution losses	42.3	0.00677	9.73e-4	42.8	1.36%
Incinerated waste	0	0	0	1.43	0.0455%
Landfilled waste	0	0	0	3.77	0.12%
Recycled waste	0	0	0	1.86	0.0591%
Water supply	0	0	0	5.68	0.18%
Water treatment	0	0	0	10.4	0.329%
<b>Total</b>	<b>3,122</b>	<b>0.0635</b>	<b>0.0169</b>	<b>3,152</b>	<b>100%</b>

# Summary by Company Unit

## Location-Based methodology

Assessment	July 2021 - June 2022		July 2022 - June 2023	
Company Unit	Total Emissions (tCO <sub>2</sub> e)	Emissions per FTE (tCO <sub>2</sub> e/FTE)	Total Emissions (tCO <sub>2</sub> e)	Emissions per FTE (tCO <sub>2</sub> e/FTE)
Reed Global Limited and its subsidiary companies – UK offices	1,897	0.515	2,178	0.521
UK Offices	1,897	0.515	2,178	0.521

**Market-Based methodology**

<b>Assessment</b>	<b>July 2021 - June 2022</b>		<b>July 2022 - June 2023</b>	
<b>Company Unit</b>	<b>Total Emissions (tCO<sub>2</sub>e)</b>	<b>Emissions per FTE (tCO<sub>2</sub>e/FTE)</b>	<b>Total Emissions (tCO<sub>2</sub>e)</b>	<b>Emissions per FTE (tCO<sub>2</sub>e/FTE)</b>
Reed Global Limited and its subsidiary companies – UK offices	2,451	0.665	3,152	0.754
UK Offices	2,451	0.665	3,152	0.754



# Annual Activity Data

Source of Emissions	Value	Unit
<b>Business Travel</b>		
Air travel - with RFI for CIP		
Long-haul, premium economy (with RFI for CIP)	35,303	pass.km
Medium-haul, economy (with RFI for CIP)	2,951	pass.km
Medium-haul, economy (with RFI for CIP)	2,656	pass.mile
Short-haul (with RFI for CIP)	165,773	pass.km
Short-haul (with RFI for CIP)	99,968	pass.mile
Bus and coach		
Average bus	688	GBP
Local bus	3,739	GBP
Employee owned cars		
Average battery electric car (not company owned)	4,342	km
Average car (unknown fuel)	18	GBP
Average car (unknown fuel)	1,480,874	mi
Hotel night stays		
Hotel night stays	394,345	GBP
Rail (train, tram, light rail, underground)		
Intercity/National train	425,587	GBP
Light rail/Tram	8,752	GBP
Underground/Subway	17,098	GBP
Taxi		
Average taxi	31,338	GBP
<b>Premises</b>		
Composted waste		
Composted waste (dry weight basis)	0	kg
Electricity		
Electricity spend, small/medium consumer	644,053	GBP
Electricity - Green Tariff		
Electricity spend, small/medium consumer	868,362	GBP
Incinerated waste		
Combusted waste, energy recovery, municipal waste, average	67.3	tonne
Landfilled waste		
Landfilled waste	8.08	tonne
Natural gas		
Natural gas spend, average consumer	102,851	GBP
R-22 Refrigerant gas		
R-22 emissions	0	kg
Recycled waste		
Waste, recycled	87.5	tonne

Refrigerant gas loss and other fugitive emissions		
HFC-125 emissions	0	kg
Water supply		
Water supply	38,105	m3
Water treatment		
Water treatment	38,105	m3

# 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 increased by 14.8% from the previous year's assessment. This increase is largely due to increased electricity consumption and air travel for business purposes.
- Electricity consumption makes up the largest source of emissions with 1098 tCO<sub>2</sub>e or 50.4% of gross company emissions.
- Employee-owned cars for business travel are the second greatest contributor with 407 tCO<sub>2</sub>e, or 18.7% of company emissions.

## Market-Based Methodology

- Market-based emissions have increased by 28.6% in comparison to the 2021/2022 assessment period. Again, this is mainly due to electricity consumption.
- The majority of emissions result from electricity consumption - accounting for 65.7% of total emissions (2072 tCO<sub>2</sub>e).
- Employee-owned cars are the next biggest emissions source, with 407 tCO<sub>2</sub>e or 12.9% of company emissions.

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