



A merger of ClimateCare  
& Natural Capital Partners

Greenhouse Gas Assessment for Reed Global Limited and its  
subsidiary companies – UK offices  
Assessment Period: July 2023 - June 2024  
Produced on Oct. 1, 2024 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 2023 - June 2024				
<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	✓	288	288	
	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	✓	1,177	2,208	
Scope 3	Purchased goods and services	Recommended	✓	5.9	5.9	
	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	✓	103	103
	Upstream transportation and distribution	Outbound courier deliveries of packages	Recommended	✗	-	-
Third-party transportation and storage of inbound production-related goods		Recommended	✗	-	-	

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 3	Waste generated in operations	Wastewater	Recommended	✓	6.46	6.46
		Other waste	Required	✓	4.04	4.04
	Business travel	All transportation by air, public transport, rented/leased vehicle and taxi	Required	✓	513	513
		Emissions arising from hotel accommodation associated with business travel	Recommended	✓	68.5	68.5
	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	n/a	-	-
	Use of sold products		Recommended	✗	-	-
	<b>Overall compliance</b>				✓	
<b>TOTAL FOR OFFSET(tCO<sub>2</sub>e)*</b>					2,166	3,197

\* 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.

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<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	2,166	100
Estimated	0.174	0.00803
<b>Total</b>	<b>2,166</b>	<b>100</b>



Market-based Accuracy Overview		
	tCO <sub>2</sub> e/year	%
Actual	3,196	100
Estimated	0.174	0.00544
<b>Total</b>	<b>3,196</b>	<b>100</b>

**Table 2. Data Quality and Availability**

Source of emissions	Data quality
<b>Premises</b>	
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	Actual
Water treatment	Actual
<b>Company owned vehicles</b>	
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	Actual
<b>Third-party transportation and storage of inbound production-related goods</b>	
Air freight - CIP	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 - CIP	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
<b>Purchased Goods and Services</b>	
Paper	Unknown
Purchased Office Materials and Equipment	Actual
Purchased Services, Couriers and Messengers	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 (2023) 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 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.
- 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.
- 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.
- Business travel by taxi has been estimated based on the amount spent and an average UK taxi rate (£/[pass.km](#)) for 2024.
- 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 1.6 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): 2,166 tCO<sub>2</sub>e**

**Gross Overall Emissions (market-based): 3,196 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
4,063 Full Time Equivalent Employees	0.533 tCO <sub>2</sub> e per Full Time Equivalent Employee (Location-Based)
4,063 Full Time Equivalent Employees	0.787 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	1,585	73.2
Business Travel	581	26.8
<b>Total</b>	<b>2,166</b>	<b>100</b>

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



By Activity	tCO <sub>2</sub> e/year	%
Premises	2,615	81.8
Business Travel	581	18.2
<b>Total</b>	<b>3,196</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	288	13.3
Scope 2	1,177	54.4
Scope 3	700	32.3
<b>Total</b>	<b>2,166</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	288	9.02
Scope 2	2,208	69.1
Scope 3	700	21.9
<b>Total</b>	<b>3,196</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	2,131	2,131	3,174	3,174
CH <sub>4</sub>	25	0.245	6.13	0.0628	1.57
N <sub>2</sub> O	298	0.0417	12.4	0.0156	4.64
CO <sub>2</sub> e	1	16.4	16.4	16.4	16.4
<b>Total</b>			<b>2,166</b>		<b>3,196</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	5,684	100	2,208	100
Default location-based factors	0	0	0	0
<b>Total</b>	<b>5,684</b>	<b>100</b>	<b>2,208</b>	<b>100</b>

**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>288</b>	<b>0.0158</b>	<b>5.32e-4</b>	<b>288</b>	<b>13.3%</b>
Premises Total	288	0.0158	5.32e-4	288	13.3%
Natural gas	288	0.0158	5.32e-4	288	13.3%
<b>Scope 2 Total</b>	<b>1,165</b>	<b>0.182</b>	<b>0.0261</b>	<b>1,177</b>	<b>54.4%</b>
Premises Total	1,165	0.182	0.0261	1,177	54.4%
Electricity	527	0.0824	0.0118	532	24.6%
Electricity - Green Tariff	638	0.0998	0.0143	645	29.8%
<b>Scope 3 Total</b>	<b>678</b>	<b>0.047</b>	<b>0.015</b>	<b>700</b>	<b>32.3%</b>
Business Travel Total	576	0.0309	0.0127	581	26.8%
Air travel - with RFI for CIP	75.5	0.00185	0.0015	76	3.51%
Bus and coach	3.39	1.23e-5	8.92e-5	3.41	0.158%
Employee owned cars	307	0.0126	0.00686	310	14.3%
Hotel night stays	68.1	0.00659	5.94e-4	68.5	3.16%
Rail (train, tram, light rail, underground)	119	0.00985	0.00356	120	5.54%
Taxi	3.39	1.37e-6	1.03e-4	3.42	0.158%
Premises Total	102	0.0161	0.00232	119	5.51%
Electricity - Green Tariff: Electricity - transmission & distribution losses	55.8	0.0088	0.00127	56.4	2.6%
Electricity: Electricity - transmission & distribution losses	46.1	0.00727	0.00105	46.6	2.15%
Incinerated waste	0	0	0	1.53	0.0705%
Landfilled waste	0	0	0	1.84	0.0851%
Recycled waste	0	0	0	0.67	0.0309%
Water supply	0	0	0	5.9	0.272%
Water treatment	0	0	0	6.46	0.298%
<b>Total</b>	<b>2,131</b>	<b>0.245</b>	<b>0.0417</b>	<b>2,166</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>288</b>	<b>0.0158</b>	<b>5.32e-4</b>	<b>288</b>	<b>9.02%</b>
Premises Total	288	0.0158	5.32e-4	288	9.02%
Natural gas	288	0.0158	5.32e-4	288	9.02%
<b>Scope 2 Total</b>	<b>2,208</b>	<b>0</b>	<b>0</b>	<b>2,208</b>	<b>69.1%</b>

Premises Total	2,208	0	0	2,208	69.1%
Electricity	999	0	0	999	31.2%
Electricity - Green Tariff	1,209	0	0	1,209	37.8%
<b>Scope 3 Total</b>	<b>678</b>	<b>0.047</b>	<b>0.015</b>	<b>700</b>	<b>21.9%</b>
Business Travel Total	576	0.0309	0.0127	581	18.2%
Air travel - with RFI for CIP	75.5	0.00185	0.0015	76	2.38%
Bus and coach	3.39	1.23e-5	8.92e-5	3.41	0.107%
Employee owned cars	307	0.0126	0.00686	310	9.69%
Hotel night stays	68.1	0.00659	5.94e-4	68.5	2.14%
Rail (train, tram, light rail, underground)	119	0.00985	0.00356	120	3.75%
Taxi	3.39	1.37e-6	1.03e-4	3.42	0.107%
Premises Total	102	0.0161	0.00232	119	3.73%
Electricity - Green Tariff: Electricity - transmission & distribution losses	55.8	0.0088	0.00127	56.4	1.76%
Electricity: Electricity - transmission & distribution losses	46.1	0.00727	0.00105	46.6	1.46%
Incinerated waste	0	0	0	1.53	0.0478%
Landfilled waste	0	0	0	1.84	0.0577%
Recycled waste	0	0	0	0.67	0.021%
Water supply	0	0	0	5.9	0.185%
Water treatment	0	0	0	6.46	0.202%
<b>Total</b>	<b>3,174</b>	<b>0.0628</b>	<b>0.0156</b>	<b>3,196</b>	<b>100%</b>

# Summary by Company Unit

Location-Based methodology

Assessment	July 2022 - June 2023		July 2023 - June 2024	
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	2,177	0.521	2,166	0.533
UK Offices	2,177	0.521	2,166	0.533

**Market-Based methodology**

<b>Assessment</b>	<b>July 2022 - June 2023</b>		<b>July 2023 - June 2024</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	3,152	0.754	3,196	0.787
UK Offices	3,152	0.754	3,196	0.787



# Annual Activity Data

Source of Emissions	Value	Unit
<b>Business Travel</b>		
Air travel - with RFI for CIP		
Long-haul, average class (with RFI for CIP)	2	return journey
Medium-haul, average class (with RFI for CIP)	15	journey
Medium-haul, average class (with RFI for CIP)	20	return journey
Short-haul (with RFI for CIP)	376	journey
Short-haul (with RFI for CIP)	60	return journey
Bus and coach		
Average bus	6,180	GBP
Employee owned cars		
Average car (unknown fuel)	1,153,389	mi
Hotel night stays		
Hotel night stays	3,433	night
Rail (train, tram, light rail, underground)		
Intercity/National train	560,771	GBP
Light rail/Tram	9,048	GBP
Underground/Subway	20,406	GBP
Taxi		
Average taxi	37,751	GBP
<b>Premises</b>		
Composted waste		
Composted waste (dry weight basis)	0	kg
Electricity		
Electricity spend, small/medium consumer	826,853	GBP
Electricity - Green Tariff		
Electricity spend, small/medium consumer	1,001,172	GBP
Incinerated waste		
Combusted waste, energy recovery, municipal waste, average	110	tonne
Landfilled waste		
Landfilled waste	3.54	tonne
Natural gas		
Natural gas spend, average consumer	90,271	GBP
R-22 Refrigerant gas		
R-22 emissions	0	kg
Recycled waste		
Waste, recycled	48.3	tonne
Refrigerant gas loss and other fugitive emissions		
HFC-125 emissions	0	kg
Water supply		

Water supply	63,561	GBP
Water supply	1,637	m3
Water treatment		
Water treatment	63,561	GBP
Water treatment	1,637	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 decreased by 0.52% from the previous year's assessment (22/23). This decrease is largely due to decreased landfilled and recycled waste, as well as decreased use of taxis and employee-owned cars for business purposes.
- Electricity consumption makes up the largest source of emissions with 1177 tCO<sub>2</sub>e or 54.4% of gross company emissions.
- Business travel is the second greatest contributor with 581 tCO<sub>2</sub>e, or 26.8% of company emissions. Specifically, employee-owned cars makes up the largest proportion of business travel emissions, amounting to 310 tCO<sub>2</sub>e or 14.3% of gross company emissions.

## Market-Based Methodology

- Market-based emissions have increased by 1.40% in comparison to the 2022/2023 assessment period. This increase is largely due to greater electricity consumption.
- Electricity consumption makes up the largest source of emissions with 2,208 tCO<sub>2</sub>e or 69.1% of gross company emissions.
- Business travel is the second greatest contributor with 581 tCO<sub>2</sub>e, or 18.2% of company emissions. Specifically, employee-owned cars makes up the largest proportion of business travel emissions, amounting to 310 tCO<sub>2</sub>e or 9.69% of gross company emissions.

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