

Carbon Footprint Report

Active Workplace Solutions
May 2023



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Carbon Footprint Overview



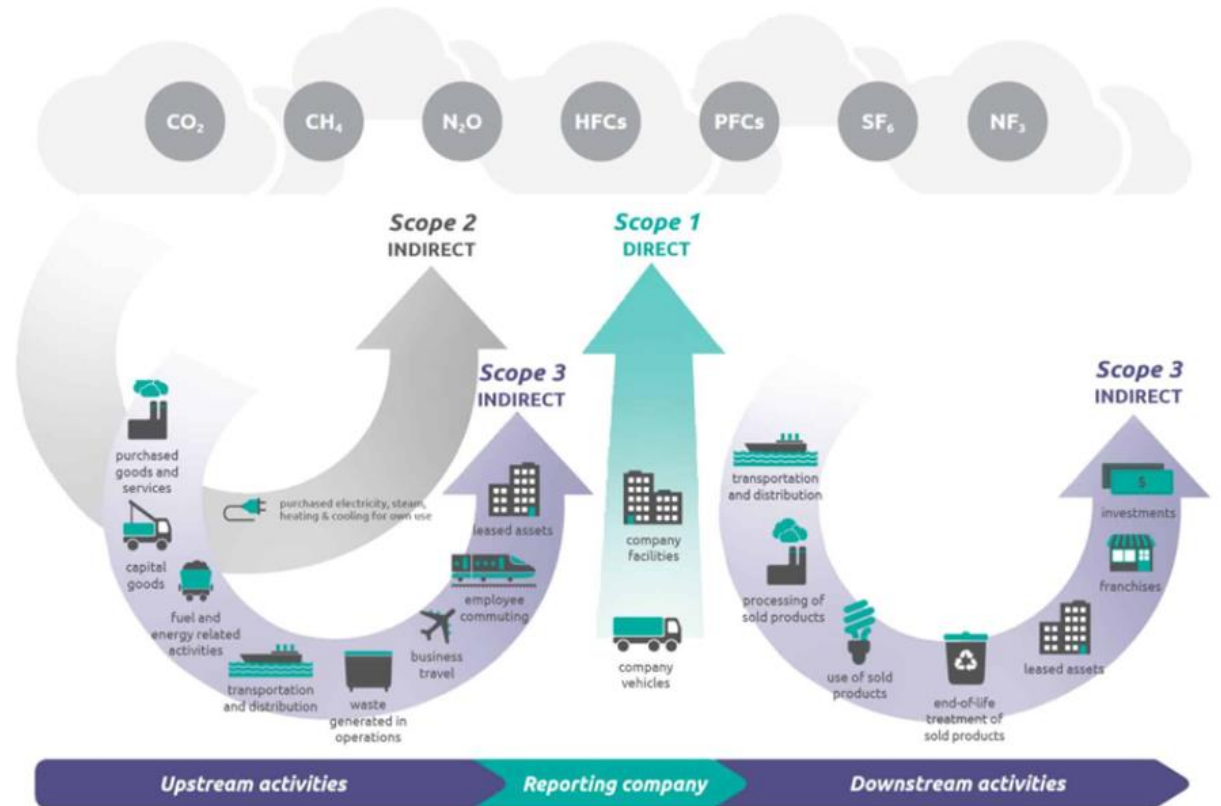
Carbon footprint overview

What is a carbon footprint?

A carbon footprint is the total greenhouse gas (GHG) emissions caused by an individual, event, organization, service, place or product, expressed as carbon dioxide equivalent (CO₂e). Greenhouse gases, including the carbon-containing gases carbon dioxide and methane, can be emitted through the burning of fossil fuels, land clearance and the production and consumption of food, manufactured goods, materials, wood, roads, buildings, transportation and other services. Anything that creates greenhouse gases can be included in your total carbon footprint.

Why is it important?

Measuring and managing your carbon emissions will enable you to anticipate and timely manage the impact and risks of your business operations and take a progressive leadership position on climate issues. It will also help you to focus on the development of innovative solutions and new opportunities to transition to a low carbon economy.



Executive summary

Organisation boundary & scope

An assessment of the carbon footprint associated with Active Workplace Solutions' business activities for the 2021/2022 year was undertaken to identify the environmental impact of their operations and to serve as a planning tool for managing and reducing their carbon emissions.

The carbon footprint report covers the period of 1st June 2021 to 31st May 2022 and includes Scope 1 (direct emissions associated with refrigerants and fleet vehicles), Scope 2 (indirect emissions associated with purchased electricity), and Scope 3 (water use, waste from AWS and clients, business travel, as well as transmission and distribution losses) emissions. Emissions were calculated following the Greenhouse Gas Protocol guidelines (GHG Protocol).

Approach

The operational control approach was used to calculate emissions. This means we have identified, calculated and reported on emissions based on activities for which the business has operational control.

We have measured Scope 1 (direct emissions), Scope 2 (indirect emissions), and Scope 3 emissions (other indirect emissions).

Carbon Footprint

Active Workplace Solutions

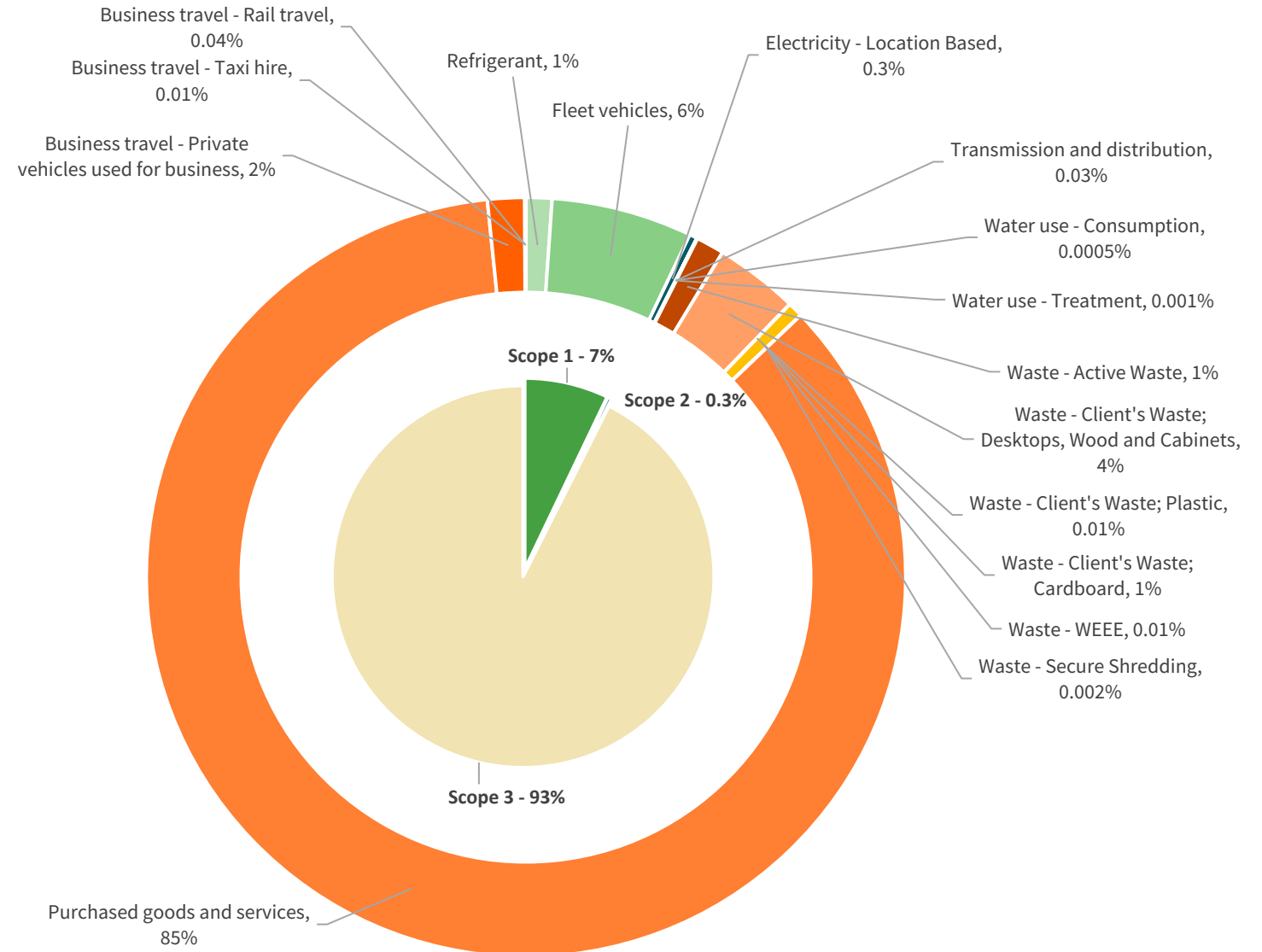


Active Workplace Solutions - Carbon Footprint

From 01/06/2021 - 31/05/2022					
SCOPE	Energy Source	Units	Tonnes CO2e	% of Total Emissions Location based	% of Total Emissions Market based
Scope 1	Refrigerant	kg	17.64	1%	1%
Scope 1	Fleet vehicles	Litres of fuel	96.43	6%	6%
SUBTOTAL			114.07	7%	7%
Scope 2 - Location based	Electricity - Location Based	kWh	5.31	0%	0%
Scope 2 - Market based	Electricity - Market Based	kWh	0.00	0%	0%
SUBTOTAL - Location based			5.31	0.3%	-
SUBTOTAL - Market based			0.00	-	0%
Scope 3	Water use - Consumption	Litres	0.01	0.0005%	0.0005%
Scope 3	Water use - Treatment	Litres	0.01	0.001%	0.001%
Scope 3	Transmission and distribution	kWh	0.49	0.0%	0.0%
Scope 3	Waste - Active Waste	Tonnes	19.24	1%	1%
Scope 3	Waste - Client's Waste; Desktops, Wood and Cabinets	Tonnes	57.21	4%	4%
Scope 3	Waste - Client's Waste; Plastic	Tonnes	0.18	0.0%	0.0%
Scope 3	Waste - Client's Waste; Cardboard	Tonnes	10.28	1%	1%
Scope 3	Waste - Secure Shredding	Tonnes	0.03	0.00%	0.00%
Scope 3	Waste - WEEE	Tonnes	0.09	0.01%	0.01%
Scope 3	Purchased goods and services	£	1,373.11	85%	86%
Scope 3	Business travel - Private vehicles used for business	Miles	25.32	2%	2%
Scope 3	Business travel - Rail travel	km	0.68	0.0%	0.0%
Scope 3	Business travel - Taxi hire	km	0.15	0.0%	0.0%
SUBTOTAL			1,487	93%	93%
TOTAL - Location based			1,606	100%	-
TOTAL - Market based			1,601	-	100%

Carbon footprint by scope & source

Carbon emissions 2021/22

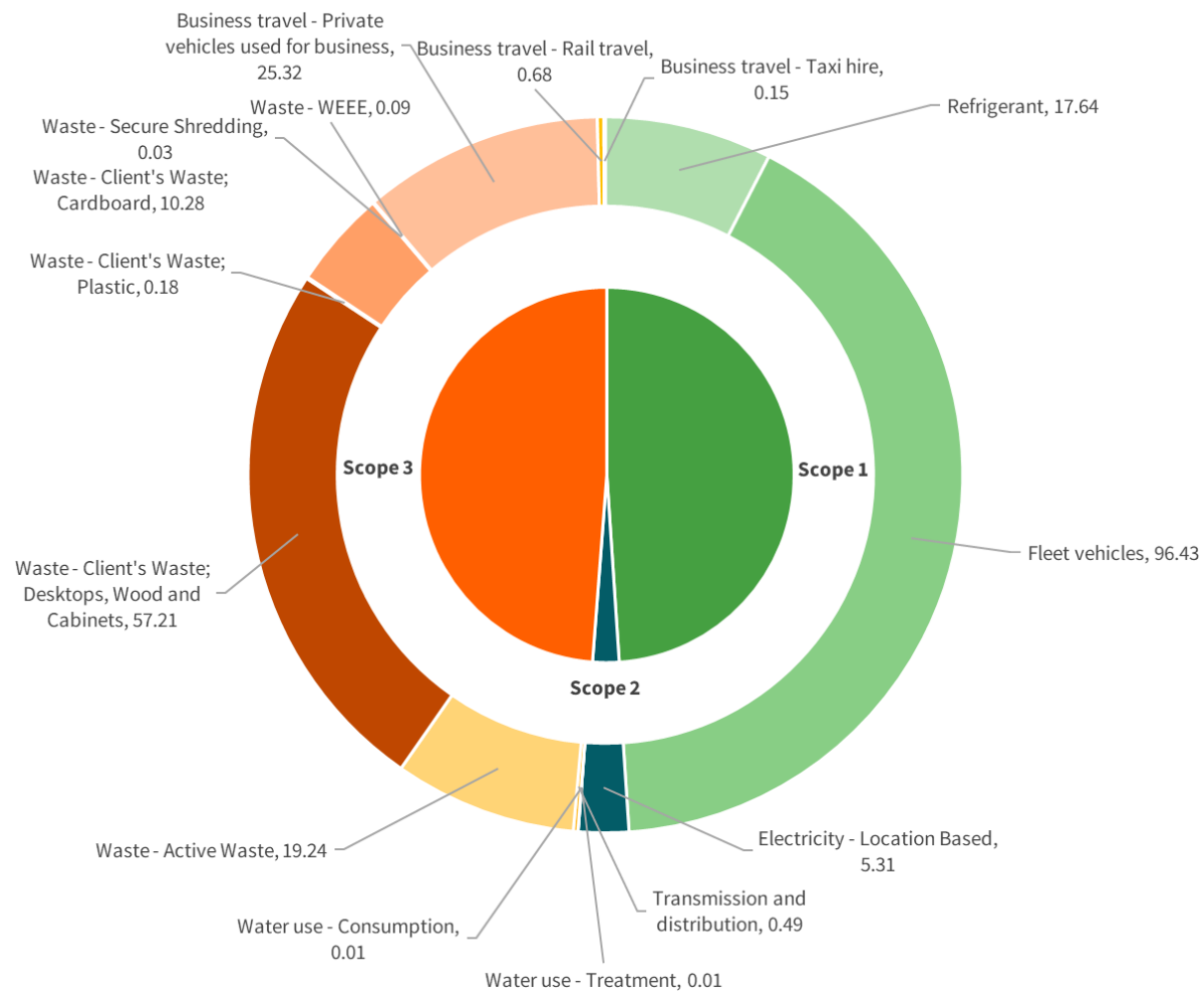


Notes

- Carbon from purchased goods and services accounts for 85% of total carbon emissions, with fit out and construction services, removal services and furniture being the main sources of emissions.

Carbon footprint by scope & source (excl. procurement)

Tonnes of carbon emissions 2021/22

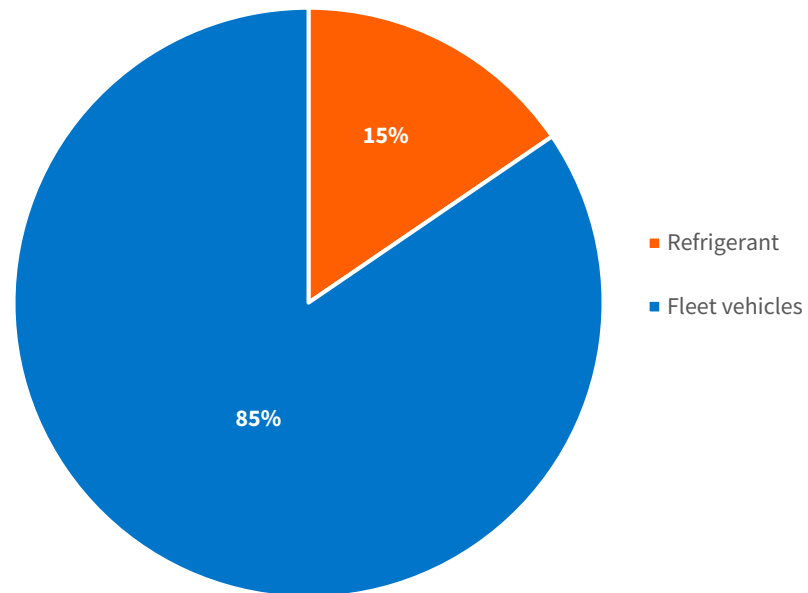


Notes

- Purchased goods and services have not been included in this visual summary due to its size.
- Car travel has a large impact on total carbon emissions, with 8% of total emissions coming from Fleet and Private vehicle use.
- Waste accounts for 5% of total emissions, with desktops, wood and cabinets being the main contributor.

Spotlight on Scope 1 emissions

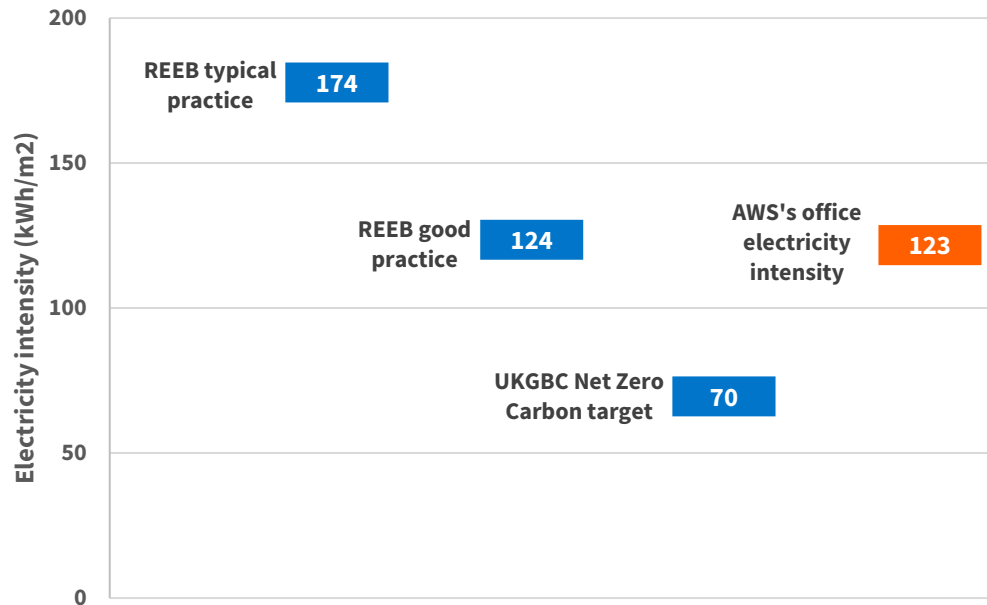
Sources of Scope 1 emissions



AWS's Scope 1 emissions are largely associated with company-owned vehicles. All company-owned vehicles have diesel engines, and 37,668 litres of fuel were used between 01/06/2021 – 31/05/2022.

Spotlight on Scope 2 emissions

Electricity consumption benchmarks



Please note that AWS's electricity consumption was provided as a combined total for the office and the warehouse. The office's electricity intensity was based on estimating the warehouse's electricity consumption, based on typical consumption data, and subtracting it from the combined total consumption.

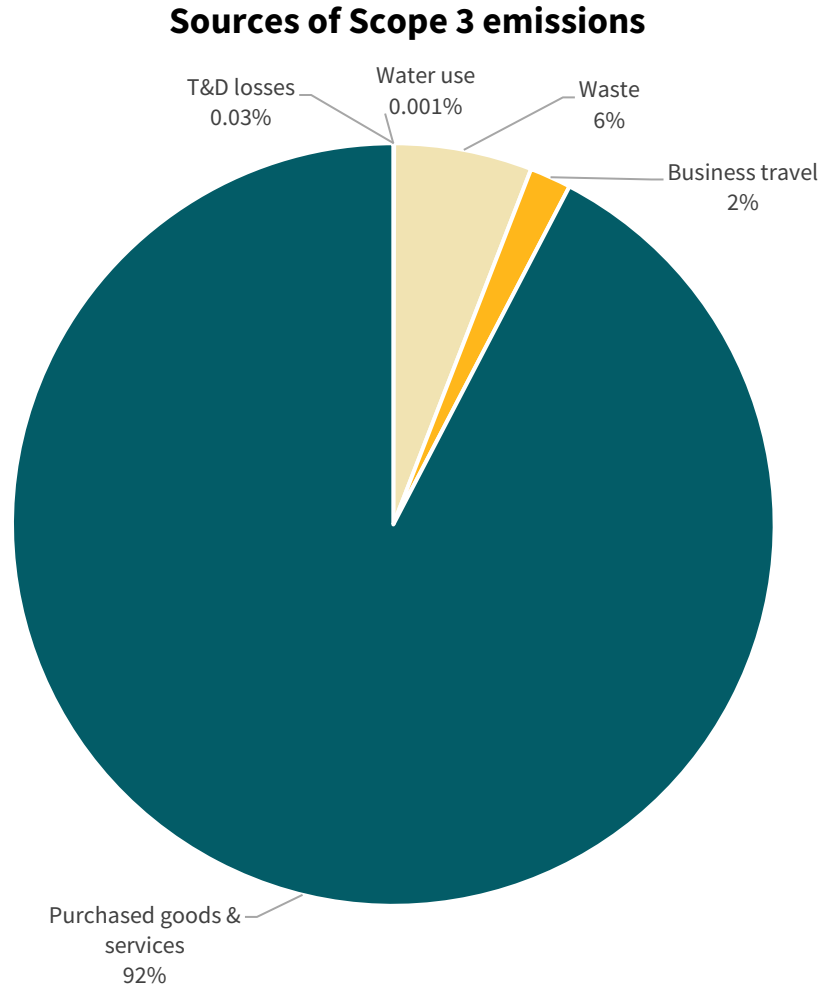
Sources: [2020 Real Estate Environmental Benchmarks](#) and [Net zero carbon: energy performance targets for offices](#)

Active Workplace Solutions's Scope 2 emissions are associated with electricity used in the office and the main warehouse.

Total electricity consumption in 2021/22 was 27,442 kWh. The office's electricity consumption was estimated to be 22,908 kWh, and the warehouses electricity consumption was estimated to be 4,534 kWh. The office floor area occupied by AWS is 186 m2, which means the electricity intensity is 123 kWh/m2/year. This indicates that AWS's office is as energy efficient as current good practice. However, there are opportunities to improve the office's energy efficiency in order to reach the recommended Net Zero Carbon targets.

AWS's electricity provider is Pozitive Energy who provides electricity from renewable sources.

Spotlight on Scope 3 emissions



Active Workplace Solutions's Scope 3 emissions include electric power transmission and distribution losses, water use, waste, business travel and purchased goods and services.

Purchased goods and services constitute 85% of AWS's total carbon footprint and 92% of Scope 3 emissions. 81% of carbon emissions associated with procurement were related to fit-out and construction services (46%), furniture (18%) and removals (17%).

Waste is responsible for 5% of AWS's total carbon emissions and 6% of Scope 3 emissions. Most of the emissions are related to the disposal of clients' desktops, wood and cabinets.

Business travel constitutes 2% of AWS's total carbon footprint and is almost entirely associated with employee-owned vehicles used for business travel. Private vehicle travel proved to be six times more carbon intensive than rail travel (344 grams and 57 grams of CO₂e per mile respectively).

Data quality

Scope 1:

- The calculations of Scope 1 emissions were based on the actual volumes of refrigerants.
- Fleet vehicle emissions were calculated using the actual volume of diesel used.

Scope 2:

- The calculations of Scope 2 emissions were based on estimates from the actual data from electricity invoices.

Scope 3:

- The calculations of Scope 3 emissions associated with purchased goods and services were based on total spend data on chosen categories.
- The calculations of water consumption and water waste were based partial data provided by AWS. Estimates and extrapolations were made where there were gaps in the data provided.
- No actual data was available for waste. The emissions calculations for waste were based on estimations based on average (typical) waste types and disposal routes provided.
- The calculations of emissions associated with business travel in employee-owned vehicles were based on employee mileage claims.
- The length of taxi journeys has been estimated based on cost. An assumption of 5.36 miles was used based on [ONS data](#) showing the average person doing 11 taxi trips a year, travelling 59 miles.
- Where train cost is provided (but no origin or destination), [£0.55 per mile](#) was assumed.

Conversion factors

- Unless stated otherwise, the emission conversion factors used for the calculations were sourced from [the Department for Business, Energy and Industrial Strategy](#).
- The market based conversion factor for electricity was sourced from the energy provider's website.
- The conversion factors used for the calculations of emissions associated with purchased goods and services was sourced from [the Department for Environment, Food & Rural Affairs](#).

Recommendations



Recommendations

Reducing Emissions

Scope 1

- Develop a transition plan to move all fleet vehicles to electric vehicles
- Prioritise public transport over fleet vehicle travel where possible

Scope 3

- Engage with current suppliers on their carbon-related activities and encourage them to actively reduce their carbon footprint
- Create a sustainable procurement policy, including
 - Minimum sustainability standards for new suppliers
 - Communicating AWS's sustainability aspirations during onboarding
 - Requirements for data sharing (sustainability policies, data sharing, LCAs, EPDs etc.)
 - Regular (e.g. annual) assessment of sustainability performance of key suppliers
 - Taking into account life cycle of procured goods and services to prevent waste
- Introduce a circular economy policy, focusing on reducing waste tonnage and prioritising retaining and reusing desktops, wood and cabinets
- Support staff members who switch to electric cars for travel, e.g. explore the possibility of tax incentives
- Create a travel policy for both Scope 1 and Scope 3 travel emissions
 - Utilise public transport such as trains over driving where possible
 - Prioritise electric vehicle travel over other forms of travel
 - If more than one team member is travelling, pool together in one vehicle
 - Travel less / use video conferencing whenever it's possible

Data Quality

- Ensure your data is as granular as possible, as it enhances the accuracy of the carbon footprint and the recommendations
- In particular, ensure waste data includes the following:
 - Type of waste/waste stream (e.g. food waste, plastics, wood, metal, plasterboard etc.)
 - Quantity of waste (volume, weight, number of bags/bins etc.)
 - Disposal route (landfill, incineration, reuse, recycling, composting etc.)
- Create an evidence pack folder to store all primary information sources (e.g. invoices) used to calculate the carbon footprint – it is good to ensure all the calculations are traceable in case your data will be audited in the future
- Consider validating data on a regular basis to identify gaps and ensure issues, if any, are resolved promptly

Basis of reporting

Company Name	Active Workplace Solutions
Report Title	Active Workplace Solutions Carbon Footprint Report
Organisational boundary	AWS uses the operational control approach to determine its organisational boundaries, as defined by the Greenhouse Gas Protocol. All operations where AWS has full authority to introduce and implement operating policies have been included.
Reporting Period	1st June 2021 to 31 st May 2022
Scope of work	Carbon footprint assessment of Scope 1 (direct emissions associated with refrigerant and fleet vehicles), Scope 2 (indirect emissions associated with purchased electricity), and Scope 3 (indirect emissions associated with water use, waste, business travel, purchased goods and services, as well)
Methodology	The carbon footprint report was created following the GHG Protocol for Corporate Emission Reporting guidelines https://ghgprotocol.org/corporate-standard
Prepared by:	Aleksandra Smith-Kozłowska – Director at JustOne, Rhea Campbell-Smith – Sustainability Consultant at JustOne
Date:	May 2023

Net Zero Carbon



What does it mean to be Net Zero Carbon?

To achieve the Paris Climate Agreement and limit the global average temperature rise to 1.5°C, the world's scientists, governments and industry leaders agreed that we need to reach net zero carbon emissions globally by 2050.

Net zero carbon means achieving a balance between the greenhouse gases put into the atmosphere and those taken out. To achieve net zero carbon emissions, the following hierarchy should be followed:

- Set near-term targets for Scope 1 and 2, and long-term targets for Scope 1, 2 and 3.
- Focus on deep, fast reductions in emissions to halve your carbon footprint by 2030, while targeting decarbonisation of at least 90% in the long term.
- Prioritise energy efficiency measures and on-site renewables as much as possible.
- Improve the accuracy of your Scope 3 emissions measurements in order to set robust long-term reduction targets.
- Consider having your near-term and long-term targets validated by [the Science Based Targets initiative](#).

**THANK
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