

JANUARY 2025

Active Workplace Group Carbon Footprint Report FY 2023/2024

active.
WORKPLACE GROUP

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Carbon Footprint Overview

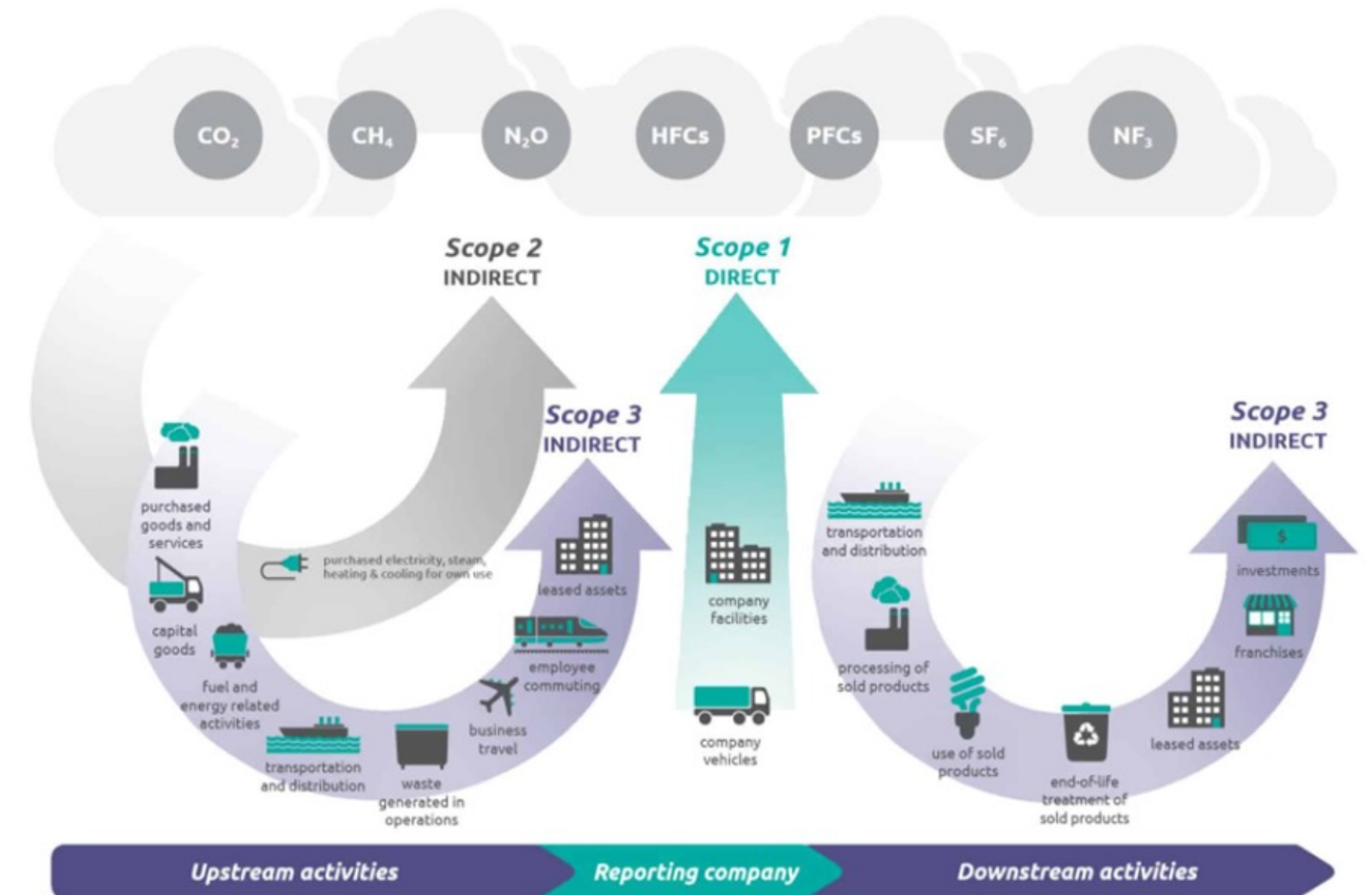
Carbon footprint overview

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

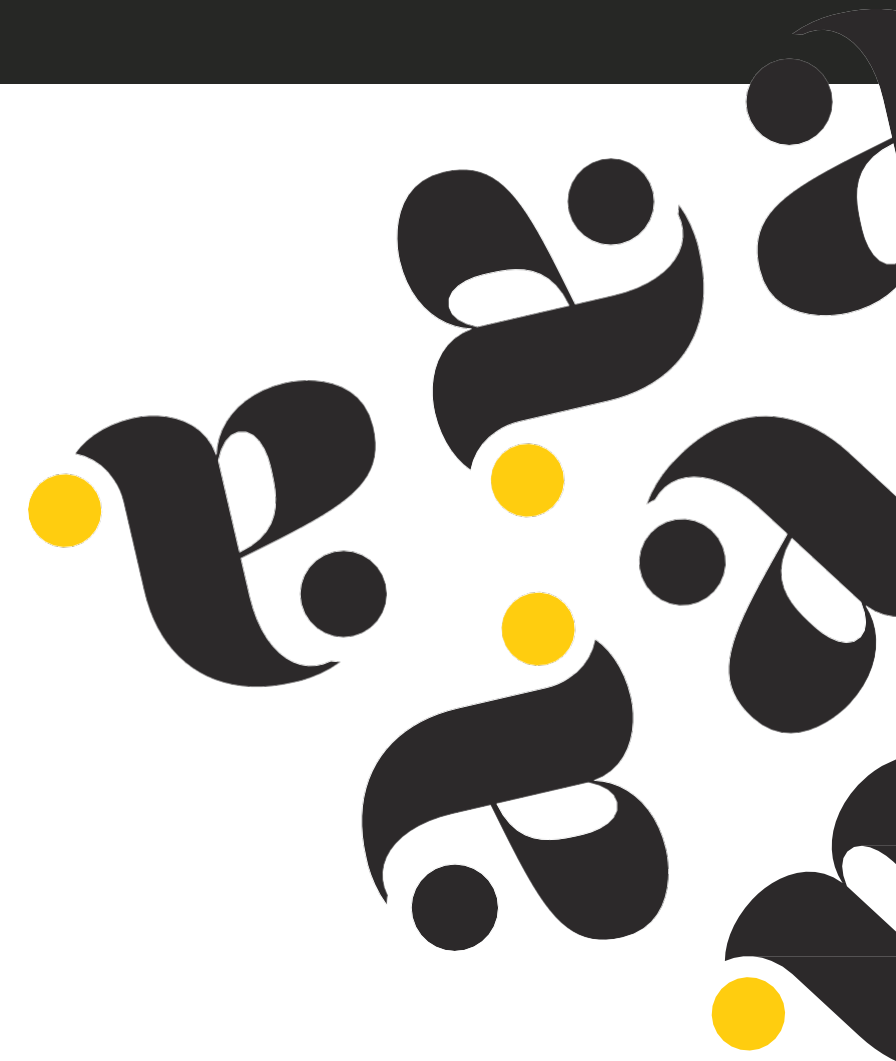
An assessment of the carbon footprint associated with Active Workplace Group's business activities for the 2023/2024 year was undertaken to identify the environmental impact of their operations and to serve as a planning tool for managing and reducing their carbon emissions.

The carbon footprint report covers the period of 1st June 2023 to 31st May 2024 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 AWG and clients, business travel, homeworking, commuting, and purchased goods and services, transmission and distribution and WTT) 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 all relevant Scope 1 (direct emissions), Scope 2 (indirect emissions), and Scope 3 emissions (other indirect emissions).



Carbon Footprint Active Workplace Group



Active Workplace Group- Carbon Footprint

FY 2023/2024

			FY 23/24 (01/06/2023-31/05/2024)	FY21/22 (01/06/2021-31/05/2022)	% YoY Change
SCOPE	Energy Source	Units	Tonnes CO2e	Tonnes CO2e	%
Scope 1	Refrigerant	kg	18.357	17.644	4%
Scope 1	Fleet vehicles	Litres	25.757	40.356*****	-36%
SUBTOTAL			44.114	58.000	-24%
Scope 2 - Location based	Electricity - Location Based	kWh	5.373	5.307	1%
Scope 2 - Market based	Electricity - Market Based	kWh	0	0	0%
SUBTOTAL - Location based			5.373	5.307	1%
SUBTOTAL - Market based			0	0	0%
Scope 3	Water use - Consumption	m3	0.364	****	
Scope 3	Water use - Treatment	m3	0.494	****	
Scope 3	Homeworking	per FTE Working Hour	9.411	-	
Scope 3	Transmission and distribution	kWh	0.475	0.485	-2%
Scope 3	WTT: Elec	kWh	1.286	1.385**	-7%
Scope 3	WTT: Fuel	kWh / litres	6.308	22.972**	-73%
Scope 3	Active Waste	kg	14.899	19.241	-23%
Scope 3	Client Waste: Construction & Demolition	kg	0.170	-	
Scope 3	Waste - Client's Waste: Mixed Metals	kg	0.098	-	
Scope 3	Waste - Client's Waste: Mixtures of Concrete	kg	0.014	-	
Scope 3	Waste - Client's Waste: Plasterboard / Gypsu	kg	0.024	-	
Scope 3	Waste - Client's Waste: Tiles & Ceramics	kg	0.002	-	
Scope 3	Waste - Client's Waste: Furniture	kg	0.266	-	
Scope 3	Waste - Client's Waste: Soil & Stones	kg	0.001	-	
Scope 3	Waste - Client's Waste: Wood	kg	0.007	-	
Scope 3	Waste - Client's Waste: Mixed Municipal Waste	kg	0.071	-	
Scope 3	Waste - WEEE	kg	0.066	0.091	-28%
Scope 3	Waste - Secure Shredding	kg	0.031	0.026	22%
Scope 3	Waste - Client's Waste: Desktops, Wood and Cabinets	kg	-	57.207	-100%***
Scope 3	Waste - Client's Waste: Plastic	kg	-	0.175	
Scope 3	Waste - Client's Waste: Cardboard	kg	-	10.282	
Scope 3	Private vehicles used for business	miles	22.917	25.325	-10%
Scope 3	Commuting	miles	48.040	-	
Scope 3	Public Transport	km	2.133	0.830	157%
Scope 3	Purchased goods and services	Cost (£)	2539.140	1902.044*	33%
SUBTOTAL			2646.217	2040.061	30%
TOTAL - Location based			2693.604	2103.368	28%
TOTAL - Market based			2698.310	2108.081	28%

* A more appropriate CCF was assigned for FY21/22, increasing the 21/22 total.

** This was excluded in the previous years calculation and retroactively calculated in this year's calculation.

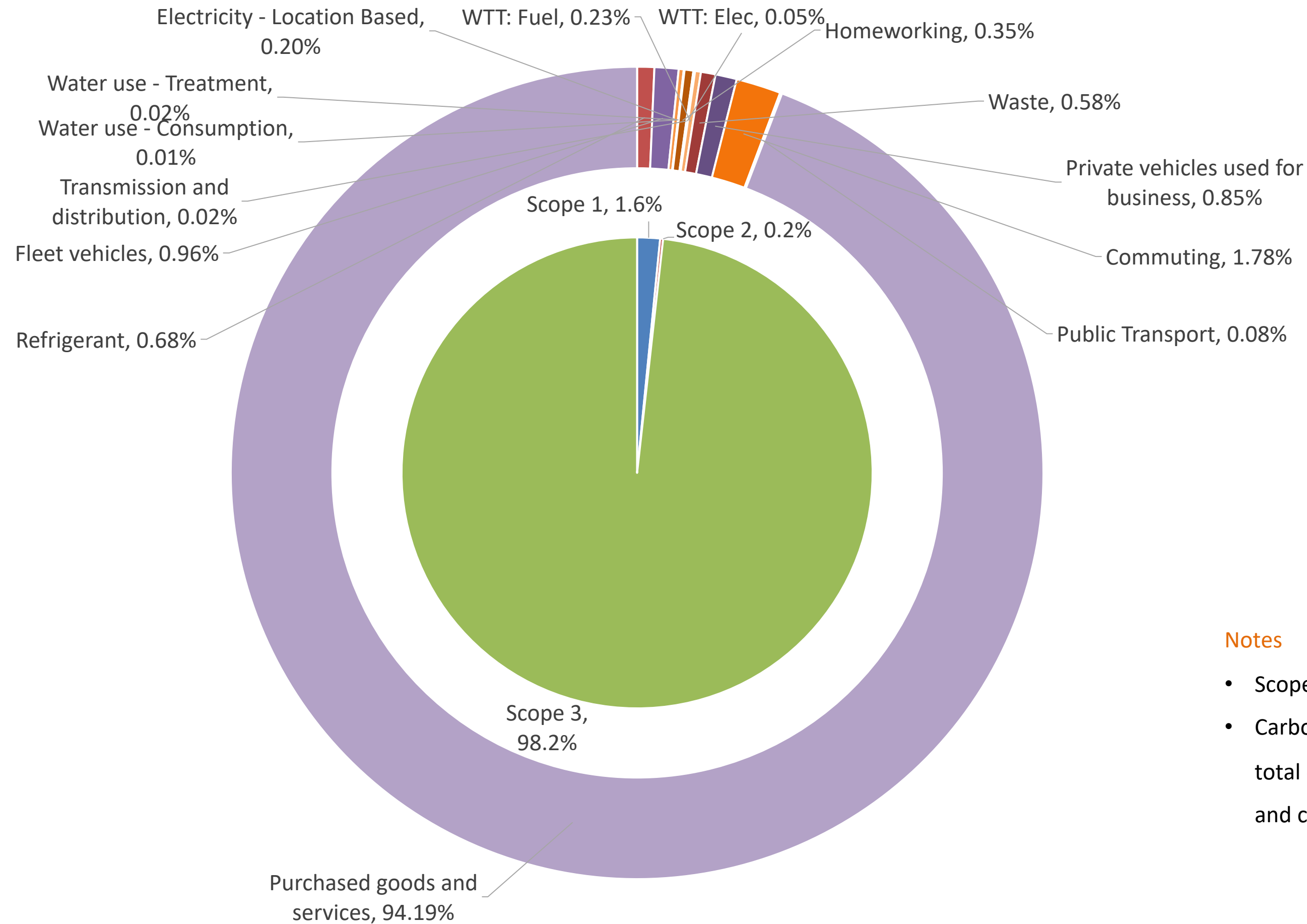
*** This to 23/24 values of client waste: wood + client waste: furniture.

**** This was previously calculated on what we believe is incorrect raw data and thus excluded from reporting.

***** This was recalculated with updated data.

Carbon footprint by scope and source

FY 2023/2024



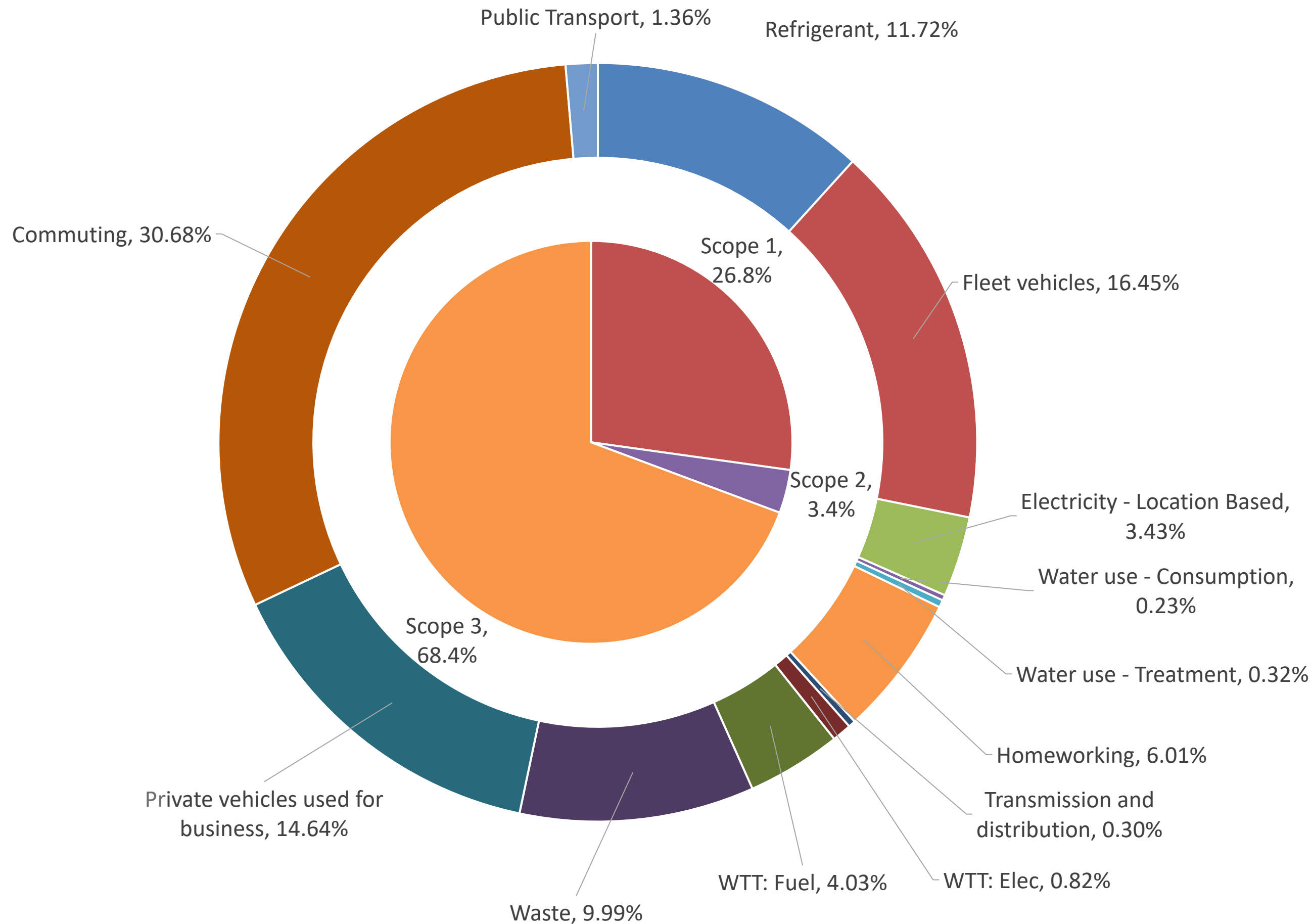
Notes

- Scope 2 is reported here as location based.
- Carbon from purchased goods and services accounts for 94.6% of total carbon emissions, with removals (labour & vehicles) and fit out and construction being the main sources of these emissions (82%).



Carbon footprint by scope and source (excl. procurement)

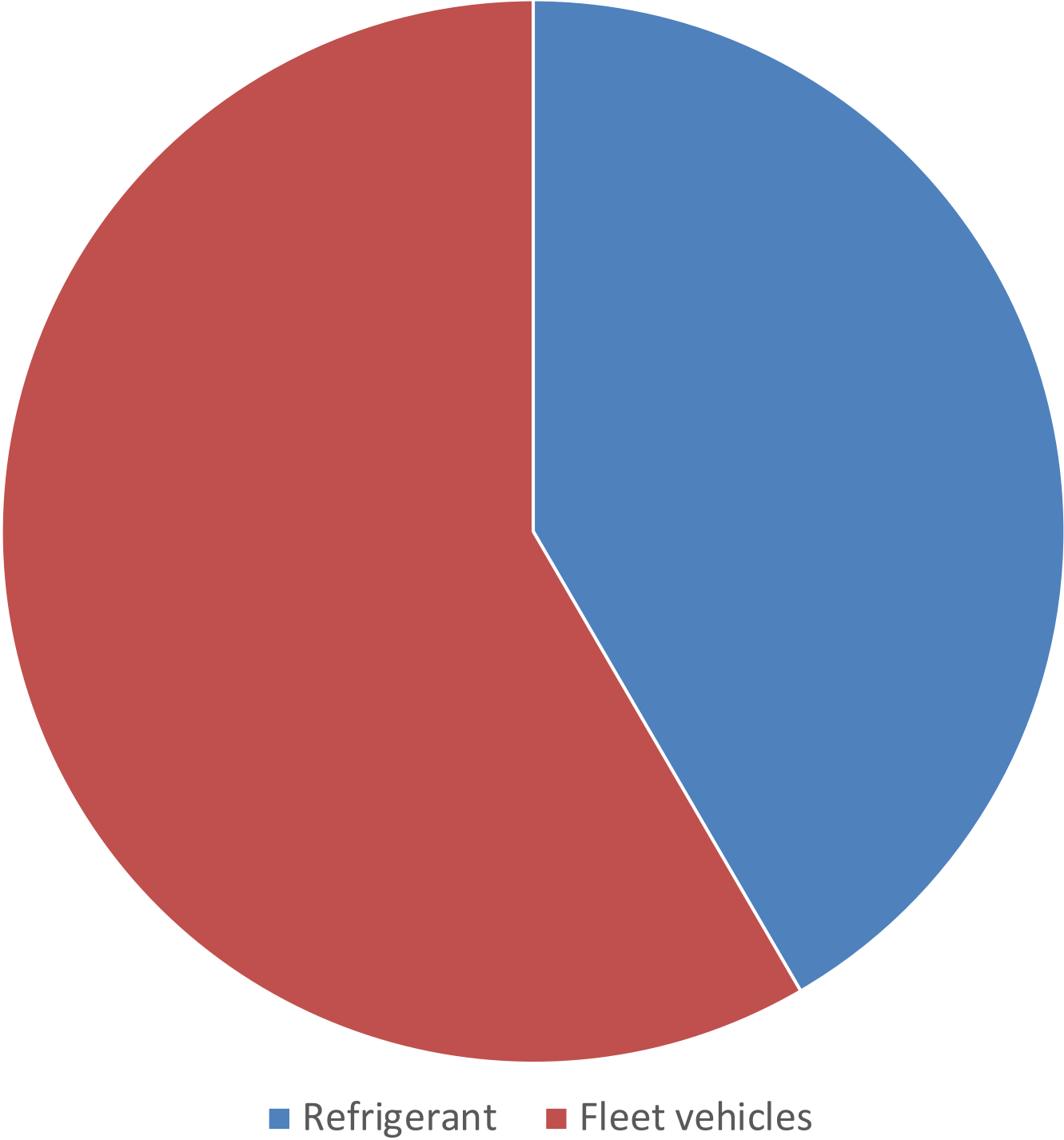
FY 2023/2024



Notes

- Purchased goods and services have not been included in this visual summary due to its size.
- Car travel has a large impact on carbon emissions, with 16.7% of total emissions coming from Fleet and Private vehicle use. The addition of commuting saw it form 31% of emissions without procurement.
- Waste accounts for 10.12% of emissions, with general waste being sent to landfill accounting for the bulk of this.

Spotlight: Scope 1 emissions

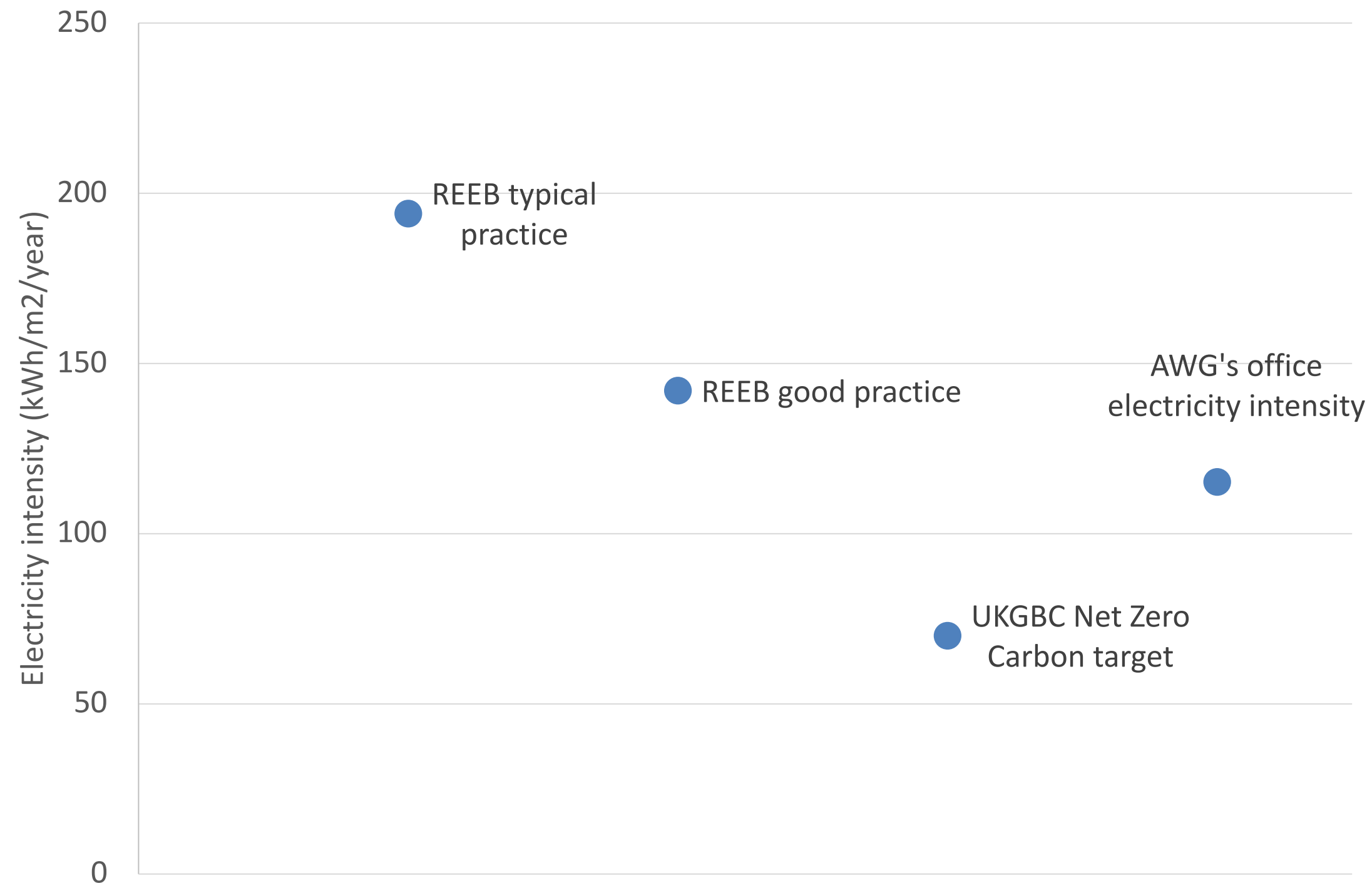


Notes

- AWG’s Scope 1 emissions are largely associated with company-owned vehicles. These vehicles are made up of a mix of diesel and petrol cars.

Spotlight: Scope 2 emission benchmarking

Electricity consumption benchmarks

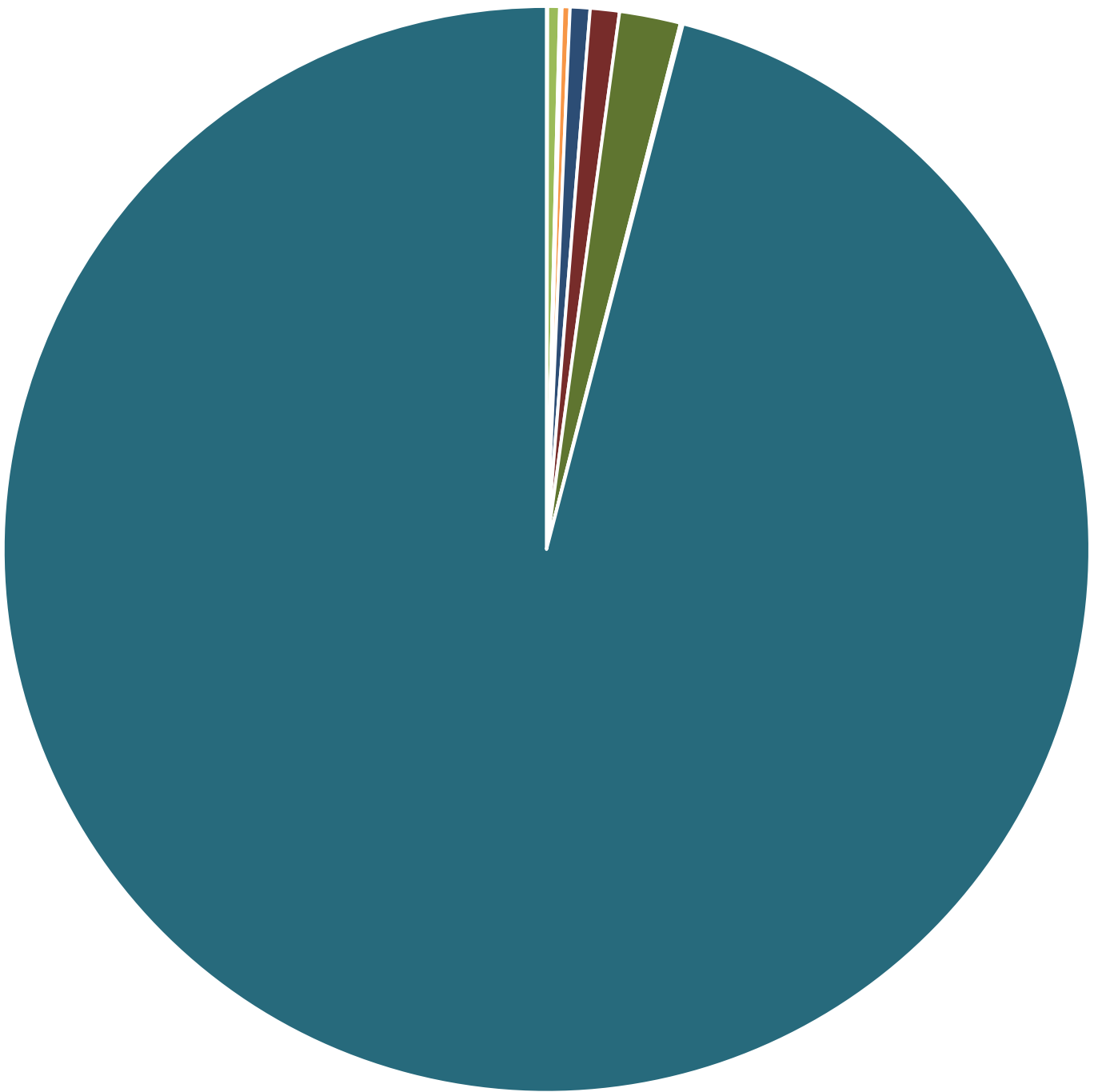


Notes

- AWG's location-based Scope 2 emission intensity improved from 123 kWh/m²/year in FY 21/22 to 115 kWh/m²/year in the FY 23/24.



Spotlight: Scope 3 emissions



- Water use - Consumption
- Transmission and distribution
- Waste
- Public Transport
- Water use - Treatment
- WTT: Elec
- Private vehicles used for business
- Purchased goods and services
- Homeworking
- WTT: Fuel
- Commuting

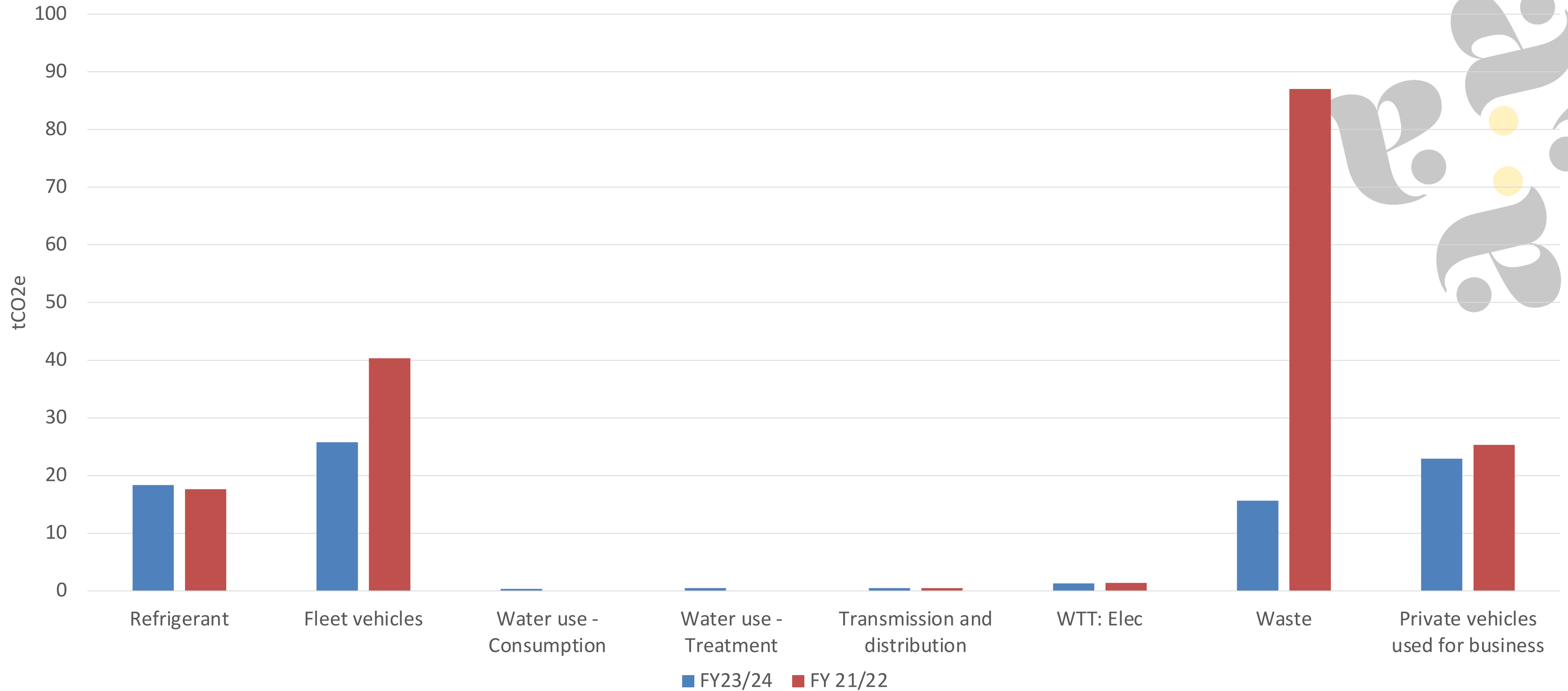


Notes

- AWG's Scope 3 emissions primarily stem from purchased goods and services, accounting for 96% of the total emissions.
- Commuting, private vehicle use for business, and waste are the next largest contributors, making up 2%, 1%, and 1% of total Scope 3 emissions, respectively.

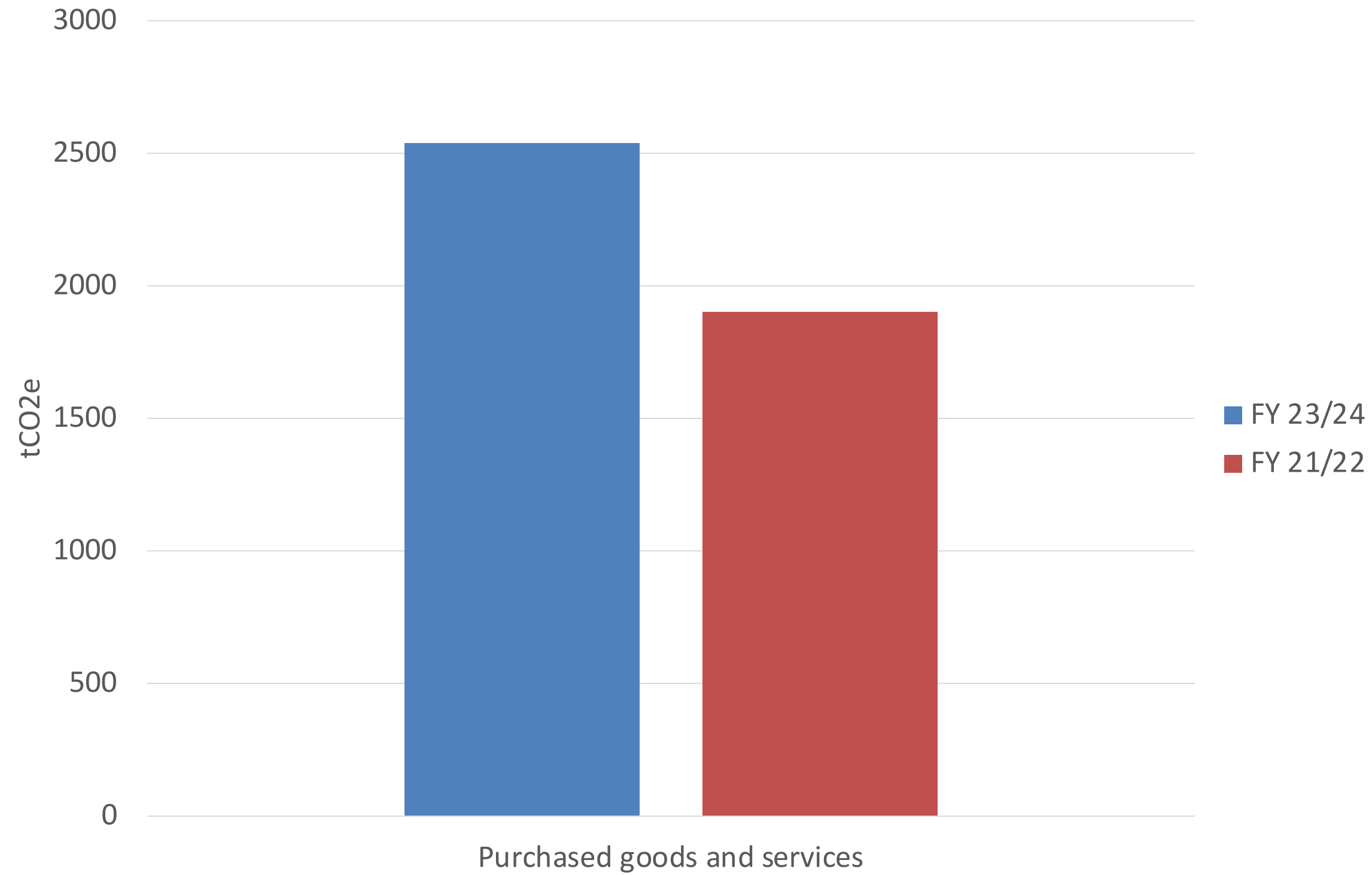
Year on Year Comparison

Year on year comparison (excl. procurement)



Fleet vehicles saw a healthy reduction of fuel usage (36%); Waste increased in tonnage, but the recycling of client waste decreased emissions.

Year on year comparison: Procured goods



An increase in fit-out and construction spend resulted in an increase in emissions.

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 petrol and diesel used.

Scope 2:

- The calculations of Scope 2 emissions were based on actual usage data. Estimates and extrapolations were made where there were gaps in the data provided.
- AWG confirmed that all electricity usage was renewable, therefore market-based emissions was 0.

Scope 3:

- The calculations of Scope 3 emissions associated with purchased goods and services were based on total spend data on chosen categories from P&L sheet.
- The calculations of water consumption and water waste were based on actual usage data provided by AWG.
- The emissions calculations associated with business travel in employee-owned vehicles were based on employee mileage claims.
- Homeworking and commuting was calculated based on data from an employee survey, using amount of commuting/homeworking days, distance of commute and mode of transport.
- Public transport emissions were extrapolated using spend data and average ticket price per km for the various modes of transport.

Conversion factors

- Unless stated otherwise, the emission conversion factors used for the calculations were sourced from the [Department for Environment, Food & Rural Affairs](#).
- If a market-based conversion factor for electricity were needed, it would have been sourced from the [AIB](#).
- 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 or hybrid vehicles where possible.
- Prioritise public transport over fleet vehicle travel where possible.

Scope 2

- Continue to buy renewable energy through supplier tariffs.
- Alternatively, procure Renewable Energy Certificates or opt for Power Purchase Agreements to neutralise scope 2 emissions.

Scope 3

- Continue to engage with current suppliers on their carbon-related activities and encourage them to actively reduce their carbon footprint.
- Review sustainable procurement policies, including:
 - Minimum sustainability standards for new suppliers
 - Communicating AWG'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
- Continue to develop an improved circular economy policy, focusing on reducing waste tonnage and prioritising reducing waste sent to landfill.
- Support staff members who switch to electric cars for travel, e.g. explore the possibility of tax incentives.
- Continue to enforce 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

Recommendations: Data quality

Data Quality Pointers:

- Ensure your data is as granular as possible, as it enhances the accuracy of the carbon footprint and the recommendations.
- Ensure purchased goods and services have more detailed information, developing bespoke data streams that are more accurate than just spend data. Capital goods can also be separated from this category, for a more accurate representation of emissions.
- 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 Group
Report Title	Active Workplace Group Carbon Footprint Report
Organisational boundary	AWG uses the operational control approach to determine its organisational boundaries, as defined by the Greenhouse Gas Protocol. All operations where AWG has full authority to introduce and implement operating policies have been included.
Reporting Period	1st June 2023 to 31 st May 2024
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, homeworking, commuting, and purchased goods and services)
Methodology	The carbon footprint report was created following the GHG Protocol for Corporate Emission Reporting guidelines https://ghgprotocol.org/corporate-standard
Prepared by:	Nalise Hahn – Sustainability Consultant supporting JustOne
Date:	February 2025

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](#).

