MHR

PlanetMark Business Year 2 Certification

1 January 2024 to
31 December 2024

PlanetMark

Executive summary

Current Planet Mark Certification
This reporting period captures the 2nd year that MHR has achieved Planet Mark Business Certification. To retain certification for the next reporting period MHR is required to measure and reduce emissions while working to improve data quality.

This certification has been awarded to MHR for reducing measured Scope 1 and 2 emissions (market-based) by a 7.9% per employee reduction in market based compared to the previous year.

Reporting year:
01 January 2024 to 31 December 2024

Reporting Boundary:
Mere Way Campus, Bell House, Ruddington Hall

Highlights (market-based):
Measured footprint (tCO2e):   **221.3**
Per employee (tCO2e):   **0.3**
Data quality (Scope 1 & 2):   **14 out of 20**
Data quality (Scope 3):   **13 out of 20**

Measured emissions:
Scope 1:   **Fleet, natural gas**
Scope 2:   **0.3**
Scope 3:
    Cat. 1: Purchased Goods & Services (partial measurement)
    Cat. 3: Fuel & Energy Related Activities (partial measurement)
    Cat. 5: Waste
    Cat. 6: Business Travel

Next Steps: working towards a complete carbon footprint
Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero. This certification helps organisations start their measurement journey by measuring emission sources under organisational control, however, to progress on the journey to net zero, all Members will need to understand and report against their full emissions boundary.

Scope 3 emissions currently account for 74.1% of the MHR's measured carbon footprint. It is important to note that, once all material categories are included, Scope 3 emissions can account for 60-70% of a company's total footprint but can, on occasions, make up to 99%.

In our experience a company in your sector normally needs to report the following Scope 3 categories in addition to those already included within your reporting boundary:

- **Cat. 1: Purchased Goods & Services**
- **Cat. 2: Capital Goods**
- **Cat. 3: Energy related activities**
- **Cat. 4: Upstream transportation & distribution**
- **Cat. 7: Employee Commuting**

The inclusion of all material Scope 3 emissions is highly recommended within three years of achieving your first year of certification, but this is not a requirement for recertifying until 2030. To understand which emissions sources are material to your organisation and should be added to your measurement boundary before 2030 please get in touch with **certification@planetmark.com**, who will map your business operations against the 15 categories of Scope 3.

Planet Mark Business Certification

To ensure that Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero, we have made the following improvements to our Certification:

- Members are now required to make an annual 5% reduction in Scope 1 & 2 emissions to recertify (from year 3 onwards). As part of Business Certification, we will continue to measure 'core' Scope 3 emissions sources, but Members will not certify on reductions to core Scope 3 emissions.

- By 2030, Members must identify all material emission sources and measure a full inventory carbon footprint (Scope 1, 2 and extended Scope 3 emissions). Measuring a full organisational boundary is essential to progress on the journey to net zero.

- As per the GHG Protocol is it important to report carbon emissions using both a location-based and market-based methodology, and we will continue to summarise accordingly. We have previously adopted the location-based methodology as the principle display mechanism, however, moving forwards we will switch to showing the market-based methodology as our default. We have done this to ensure that as Members switch to renewable energy contracts, the associated reductions are clearly evidenced.

- Scope 3 data collection is typically found to be more challenging than Scope 1 and 2, therefore, to help understand and develop your measurement journey Members will now receive two separate data quality scores when they achieve Certification: one for Scope 1 & 2 emissions and one for Scope 3 emissions.

Measured carbon emissions

221.3
tCO$_2$e measured emissions

Measured emissions equivalent to
129 flights from London to New York

0.3
tCO$_2$e per employee

Buildings
92.9 tCO2e

Used enough electricity to power **698** UK homes for one year

Travel
124.3 tCO2e

Travelled **26** times around the world

Waste
1.2 tCO2e

Produced waste that weighs the same as **7** London buses

Water
1.9 tCO2e

30 litres per employee per day

Procurement
0.9 tCO2e

560 sheets of paper used per day

Homeworking
185.8 tCO2e

Used enough energy to power **61** UK homes for one year
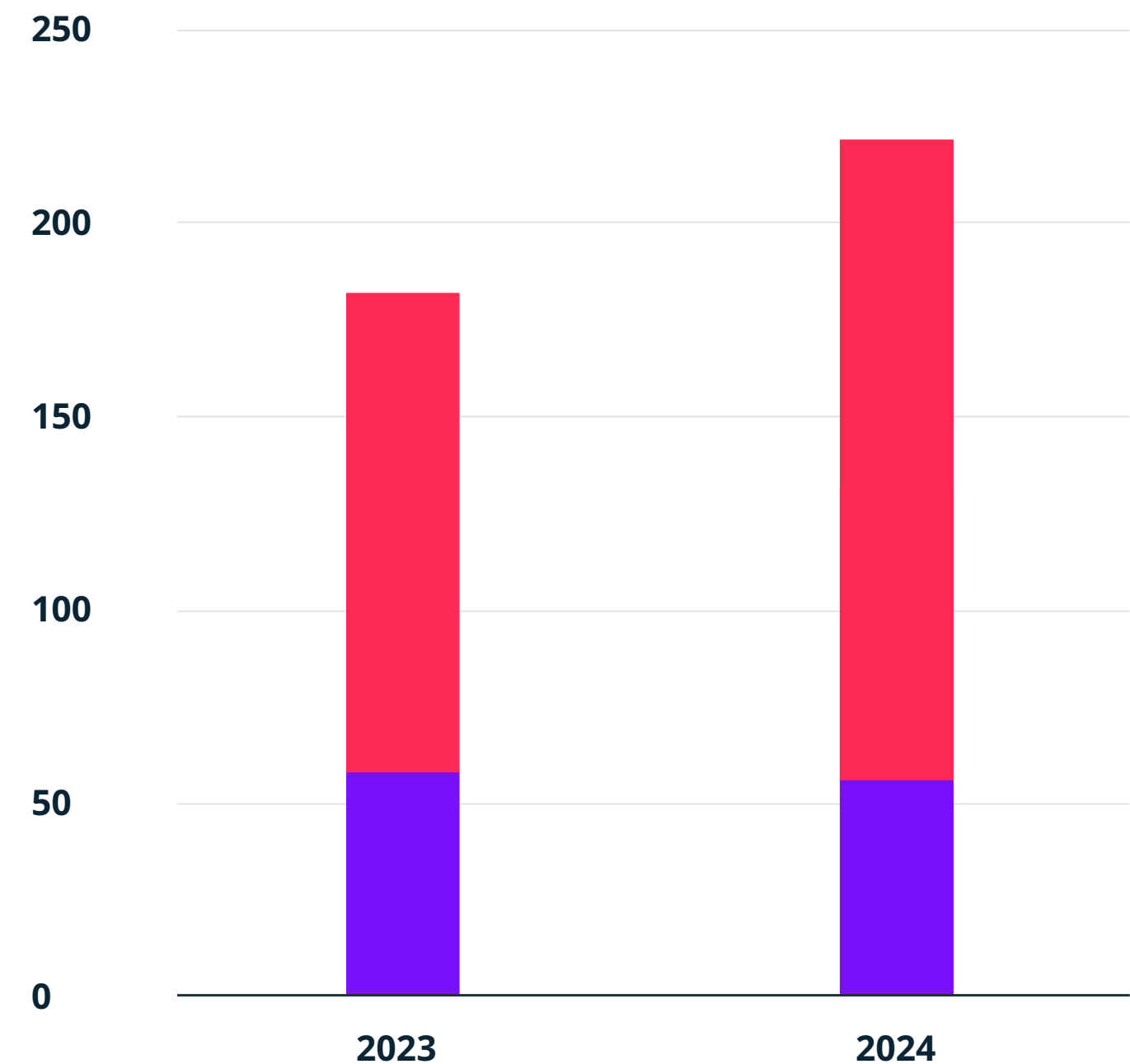
Measured carbon footprint

By Scope

Total emissions have increased by 22.1% year-on-year. Scope 2 (market based) emissions are 0 tCO2e as MHR are on a renewable energy electricity tariff.

Scope	2023	2024
Scope 1	59.8	57.4
Scope 2 (market-based)	0	0
Scope 3	121.4	163.9
Total	**181.2**	**221.3**

Measured carbon emissions by scope for year ending 2024, tCO_2e

■ **Scope 3**
■ **Scope 2 (market-based)**
■ **Scope 1**

Step one

Measure

Measured carbon footprint

Market

Reporting year:
01 January 2024 to 31 December 2024

Reporting Boundary:
Mere Way Campus, Bell House, Ruddington Hall

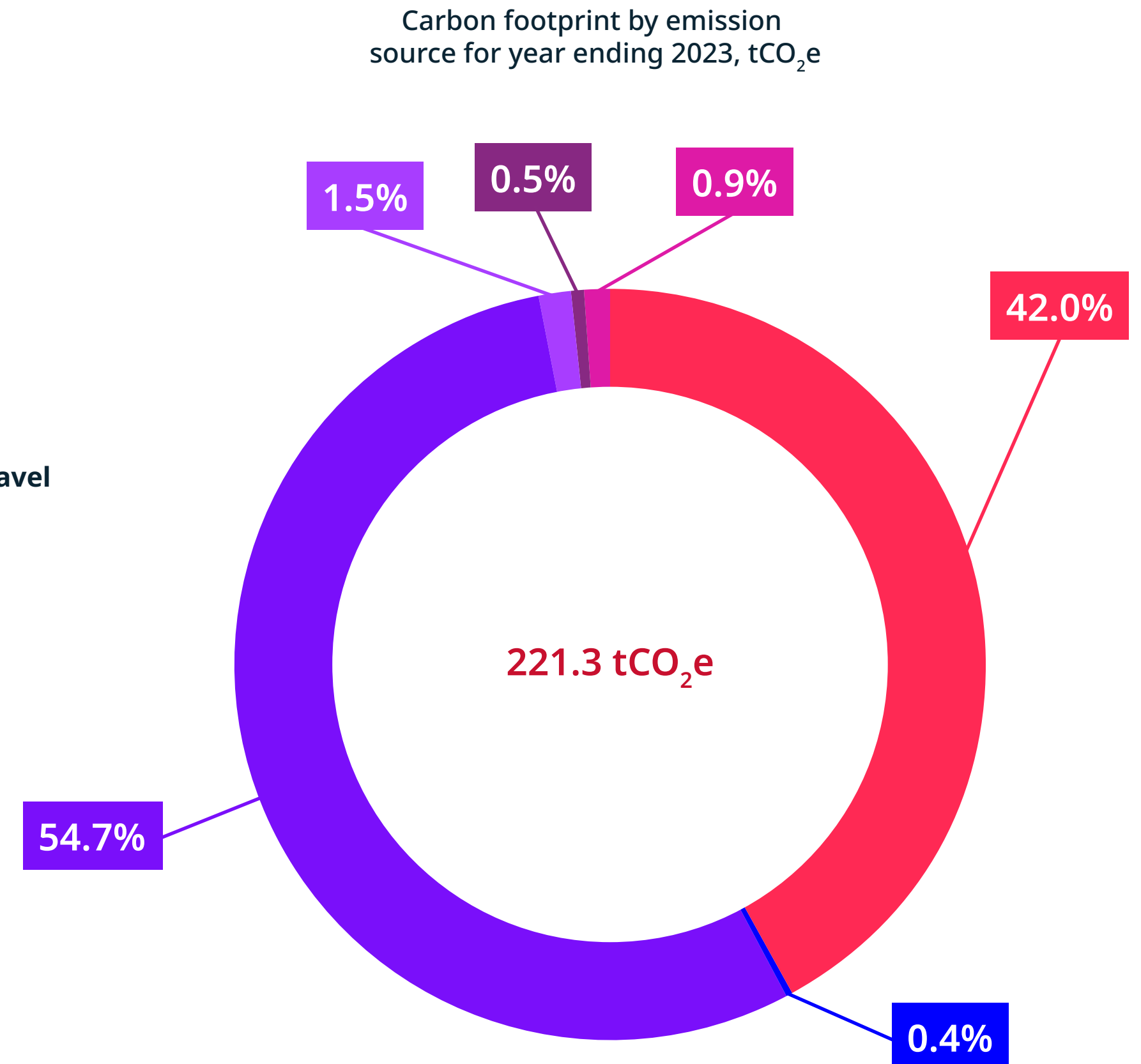**Emissions measured:**
Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking, Waste, Water

Highlights:

Carbon footprint (tCO$_2$e):   **221.3**
Per employee (tCO$_2$e):   **0.3**
Next reduction target: **5%**
Data quality score 1&2:   **14 out of 20**
Data quality score 3:   **13 out of 20**

Carbon footprint by emission
source for year ending 2023, tCO$_2$e

- Buildings
- Paper
- Business travel
- Fleet travel
- Waste
- Water

221.3 tCO$_2$e

42.0%

0.4%

54.7%

1.5%

0.5%

0.9%

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Measured carbon footprint

Location

Reporting year:
01 January 2024 to 31 December 2024

Reporting Boundary:
Mere Way Campus, Bell House, Ruddington Hall

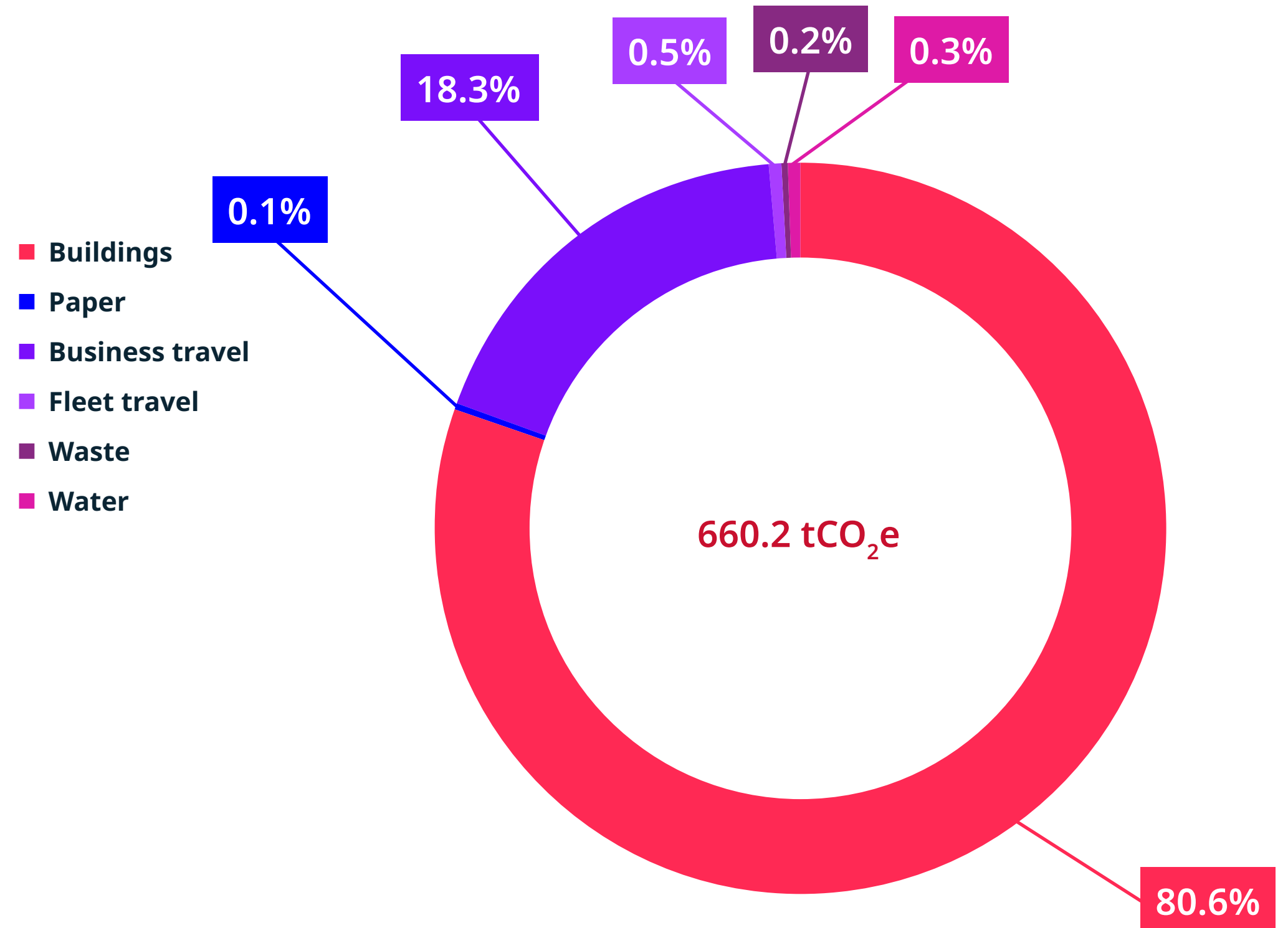**Emissions measured:**
Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking, Waste, Water

Highlights:

Carbon footprint (tCO$_2$e):	**660.2**
Per employee (tCO$_2$e):	**0.8**
Next reduction target:	**5%**
Data quality score 1&2:	**14 out of 20**
Data quality score 3:	**13 out of 20**

Carbon footprint by emission source for year ending 2024, tCO$_2$e

- ■ **Buildings**
- ■ **Paper**
- ■ **Business travel**
- ■ **Fleet travel**
- ■ **Waste**
- ■ **Water**

0.1%
18.3%
0.5%
0.2%
0.3%
80.6%

660.2 tCO$_2$e

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Measured carbon footprint
Yearly

Market-based emissions have increased by 22.1% year-on-year.

Source Category	2023	2024
Buildings	91.8	92.9
Paper	0.6	0.9
Business Travel	80.7	121.0
Fleet Travel	4.1	3.2
Waste	1.8	1.2
Water	2.2	1.9
Total	**181.2**	**221.3**

Carbon footprint by emission source for year ending 2023 and 2024, tCO_2e

Legend:
- Water
- Waste
- Fleet travel
- Business travel
- Paper
- Buildings
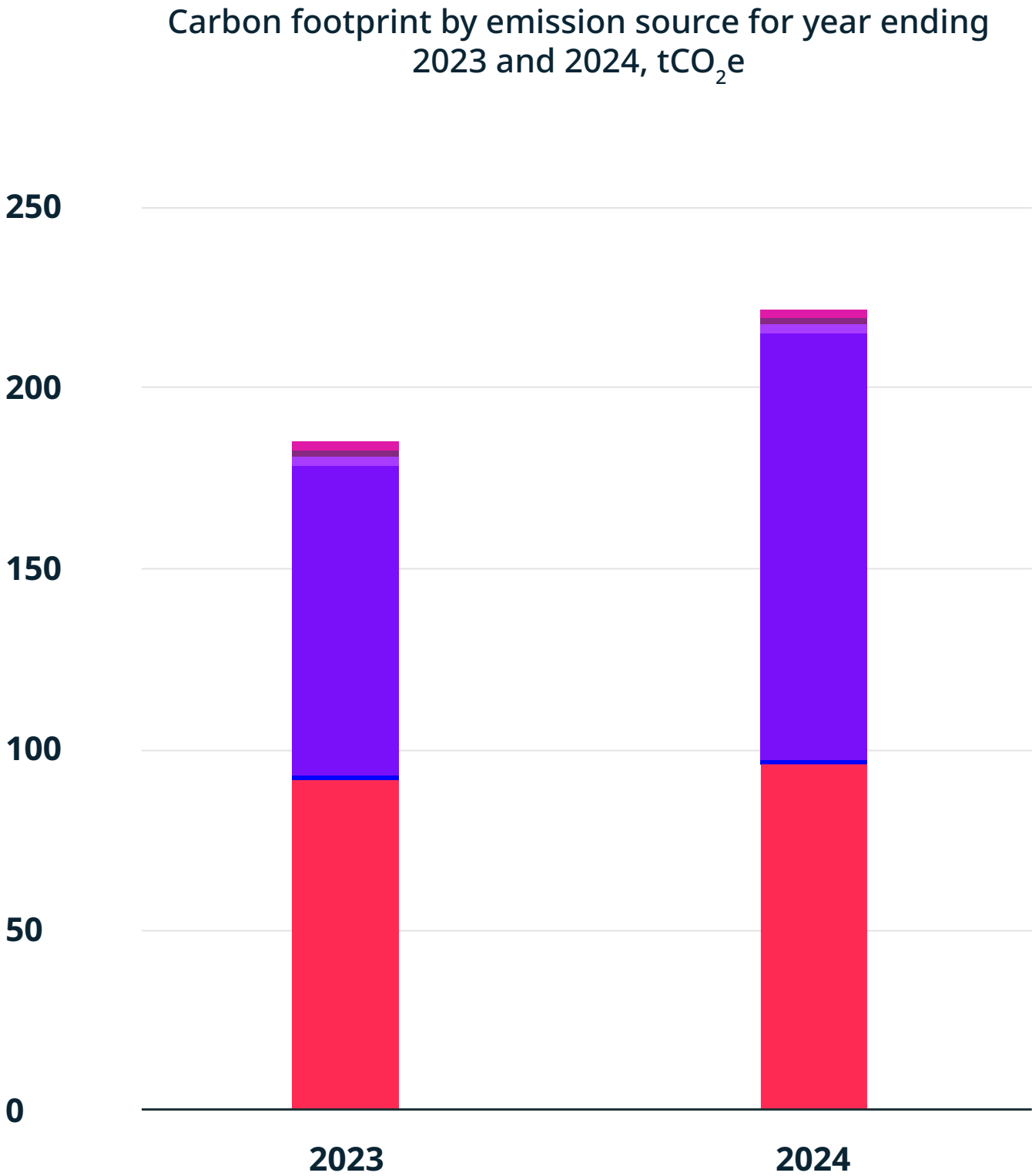
Carbon footprint

Buildings

Building emissions have increased by 1.2% year-on-year.

Buildings	2023	2024
Electricity	0.0	0.0
Natural Gas	55.7	47.3
Transmission and Distribution Losses	36.1	38.8
Gas Oil	-	5.0
Petrol Fuel	-	1.9
Total	**91.8**	**92.9**

Carbon footprint by emission source for year ending 2023 and 2024, tCO_2e

- ■ Petrol Fuel
- ■ Gas Oil
- ■ Transmission and Distribution Losses
- ■ Natural Gas
- ■ Electricity
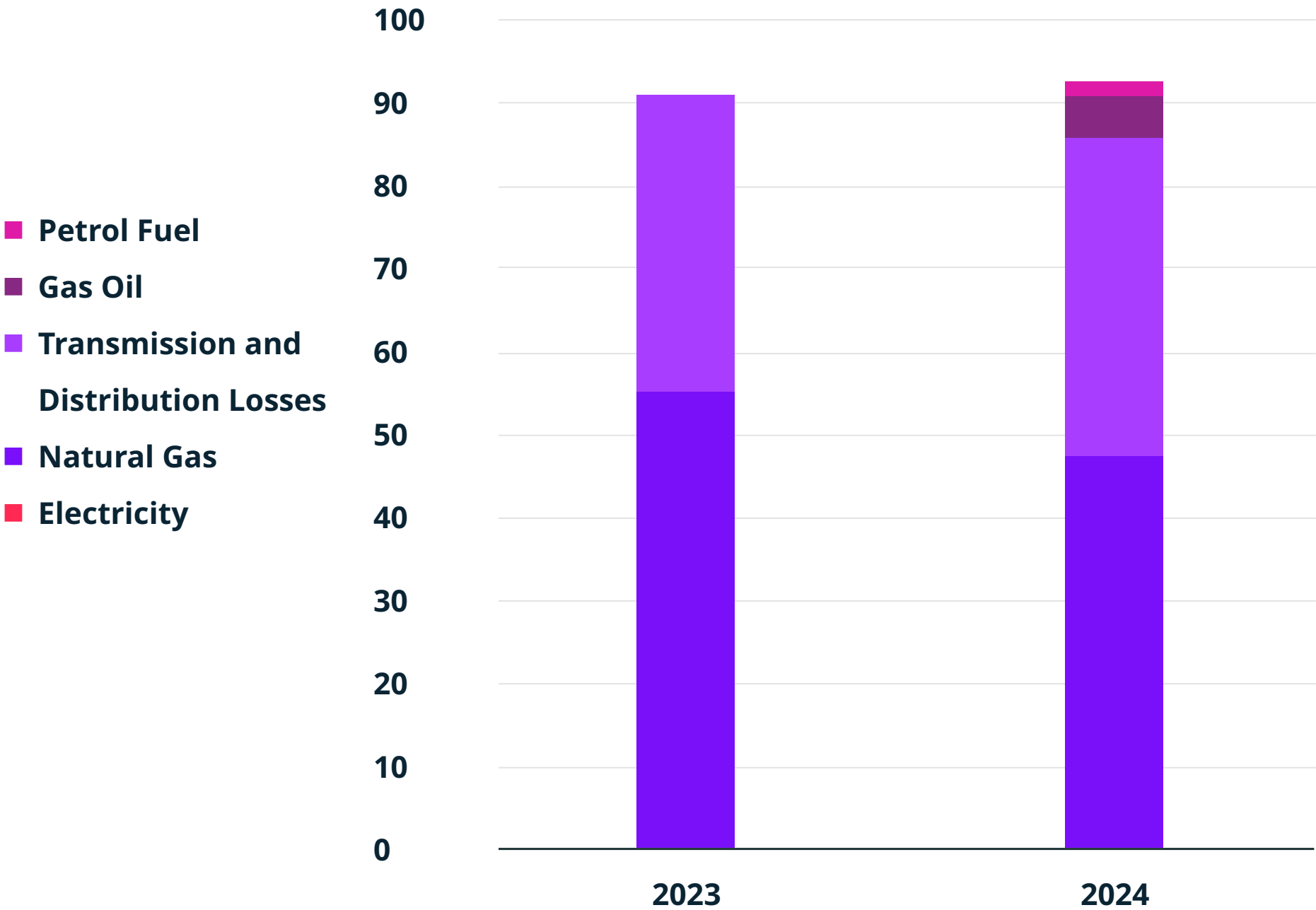
Carbon footprint

Business travel

Business travel emissions have increased by 50% year-on-year.

Buildings	2023	2024
Air Travel	18.9	50.7
Hotel	42.0	50.9
Rail Travel	19.9	19.5
Total	**80.7**	**121.0**

Business travel emissions for year ending 2023 and 2024, tCO_2e

- Rail Travel
- Hotel
- Air Travel
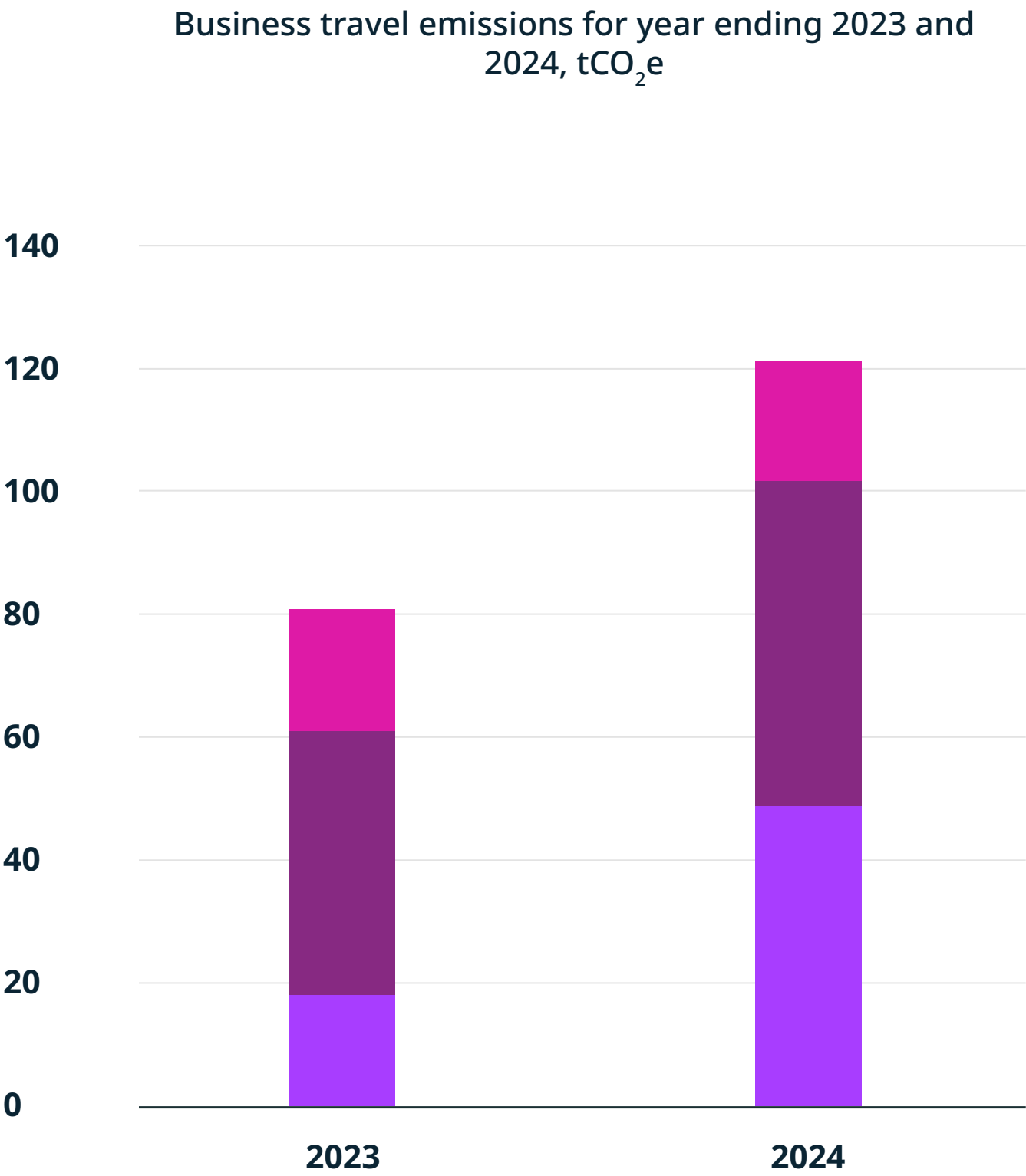
Carbon footprint

Fleet travel

Fleet travel emissions have decreased by 21.2% year-on-year.

Fleet Travel	2023	2024
Fleet Van	4.1	3.2
Total	**4.1**	**3.2**

■ **Fleet Van**

Fleet travel emissions for year ending 2023 and 2024, tCO_2e
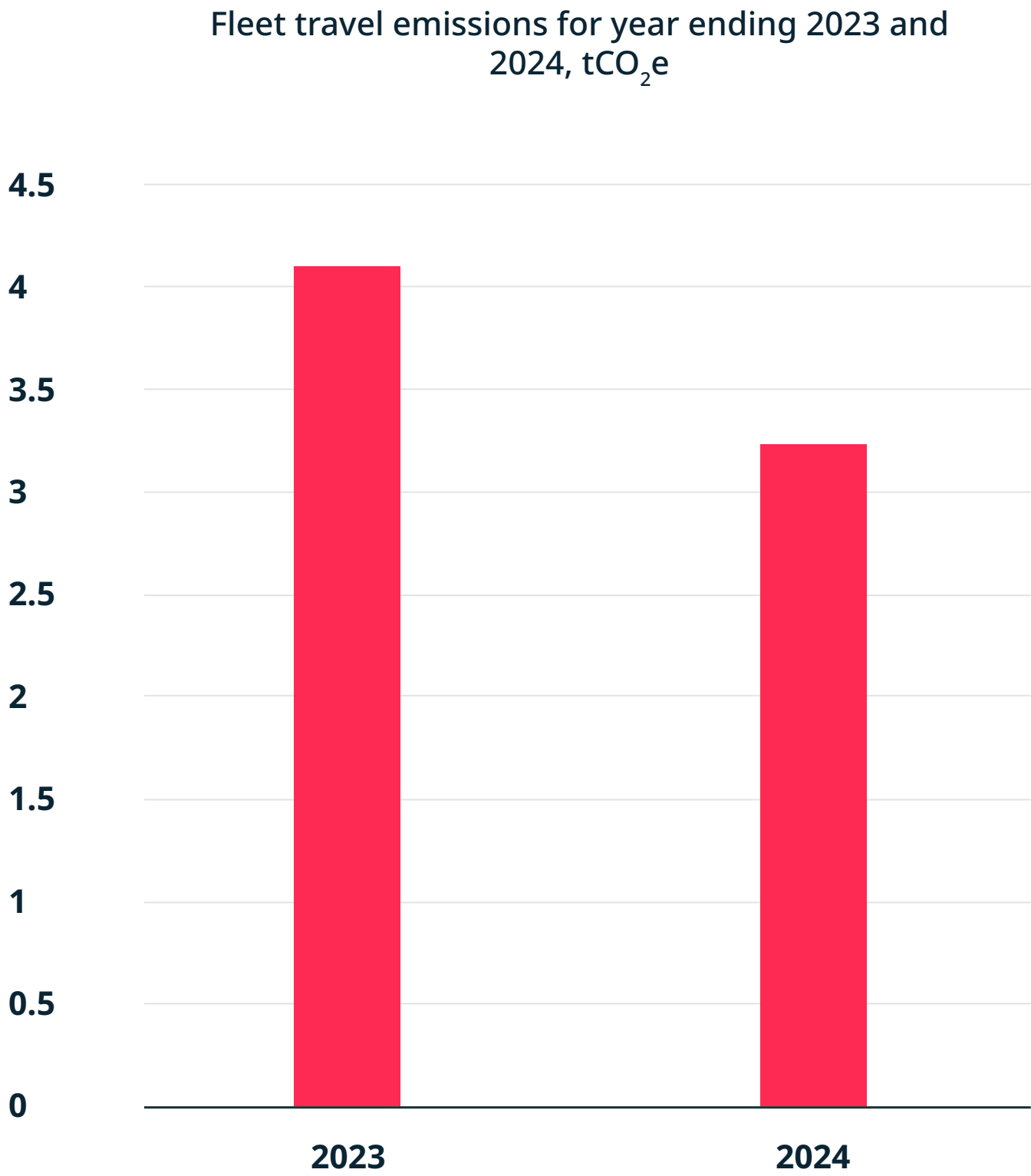
Carbon footprint

Waste

Waste emissions have decreased by 33.5% year-on-year.

Waste	2023	2024
Energy from Waste	0.03	-
Recycled	1.8	0.5
Landfill	-	0.7
Total	**1.8**	**1.2**

Waste emissions for year ending 2023 and 2024, tCO_2e

- Landfill
- Recycled
- Energy from Waste
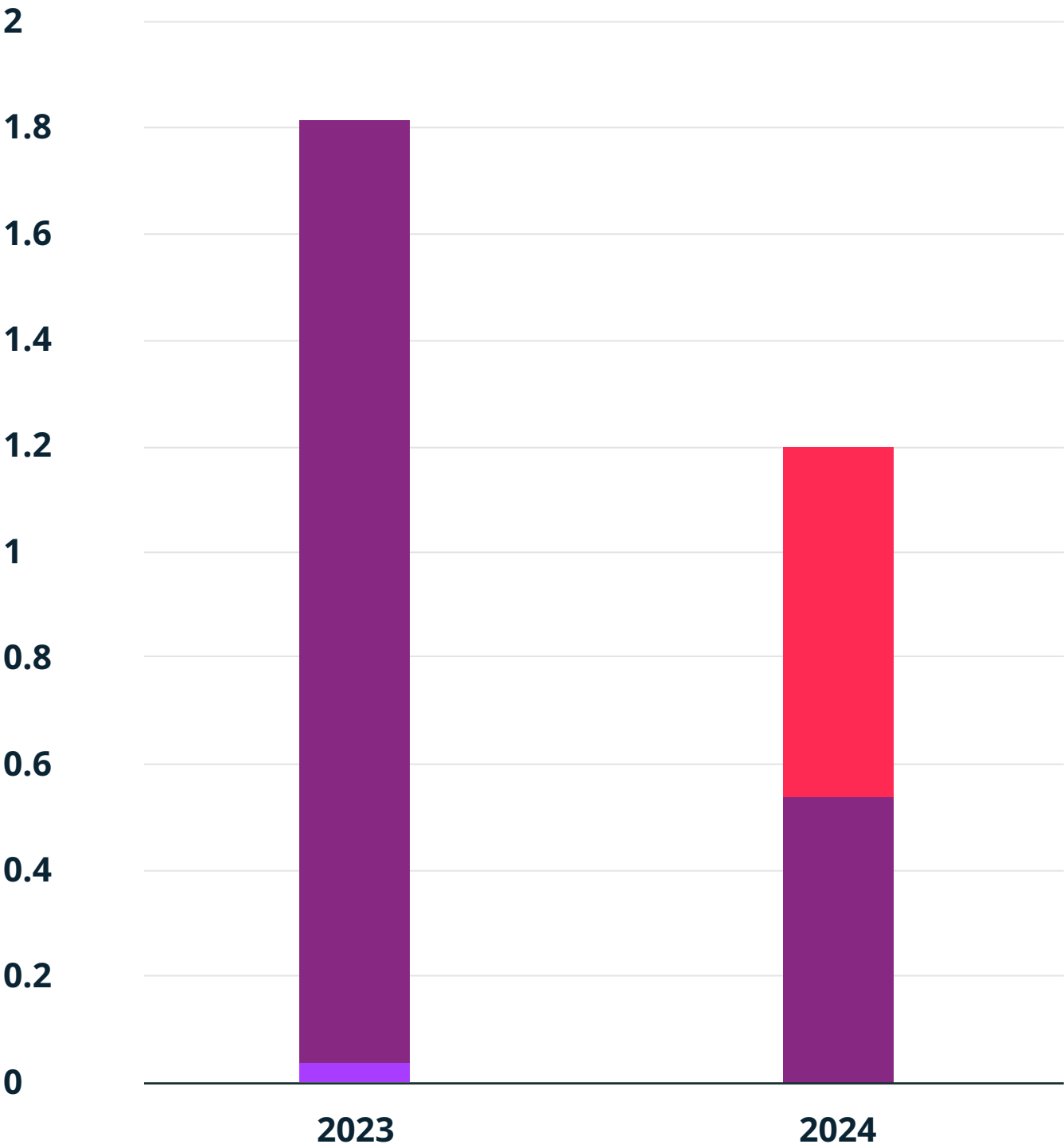
Carbon footprint

Water

Water emissions have decreased by 10.6% year-on-year.

Waste	2023	2024
Water Supply	1.0	0.9
Water Treatment	1.1	1.1
Total	**2.2**	**1.9**

Waste emissions for year ending 2023 and 2024, tCO_2e

- ■ Water Treatment
- ■ Water Supply
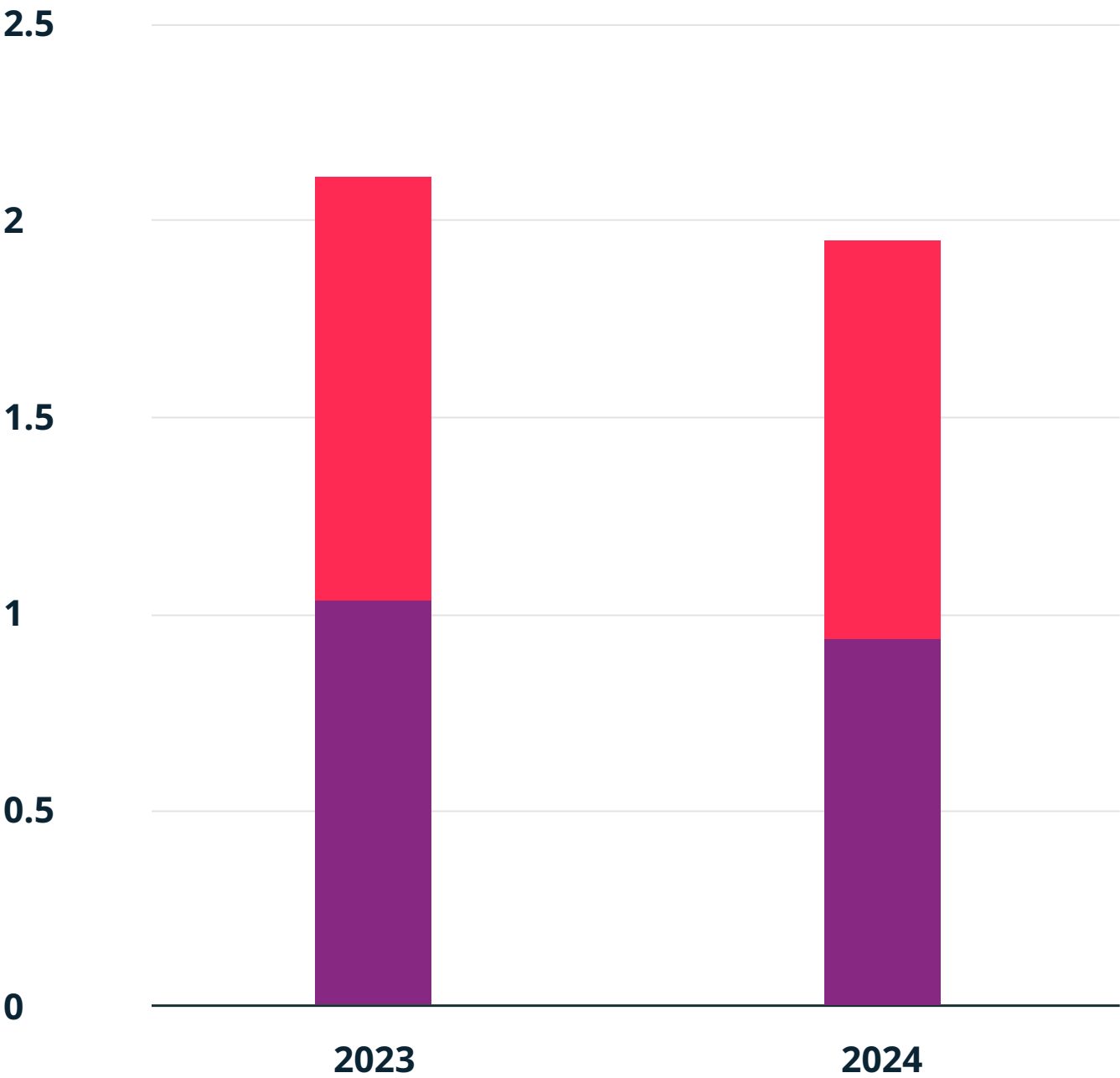
Carbon footprint

Procurement

Procurement emissions have increased by 47.6% year-on-year.

Paper	2023	2024
Paper Primary Content	0.6	0.9
Total	**0.6**	**0.9**

Procurement emissions for year ending 2023 and 2024, tCO_2e

■ **Paper Primary Content**
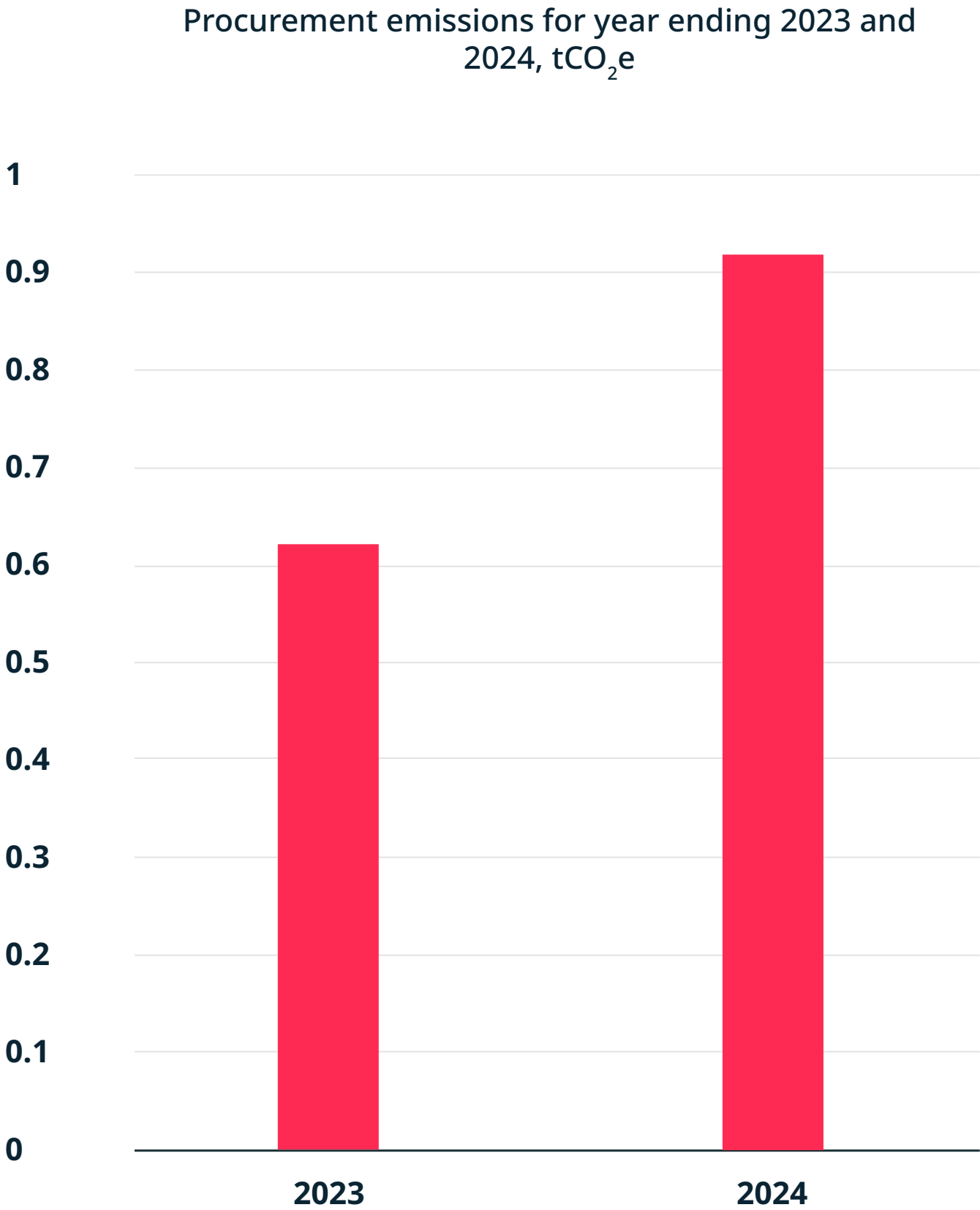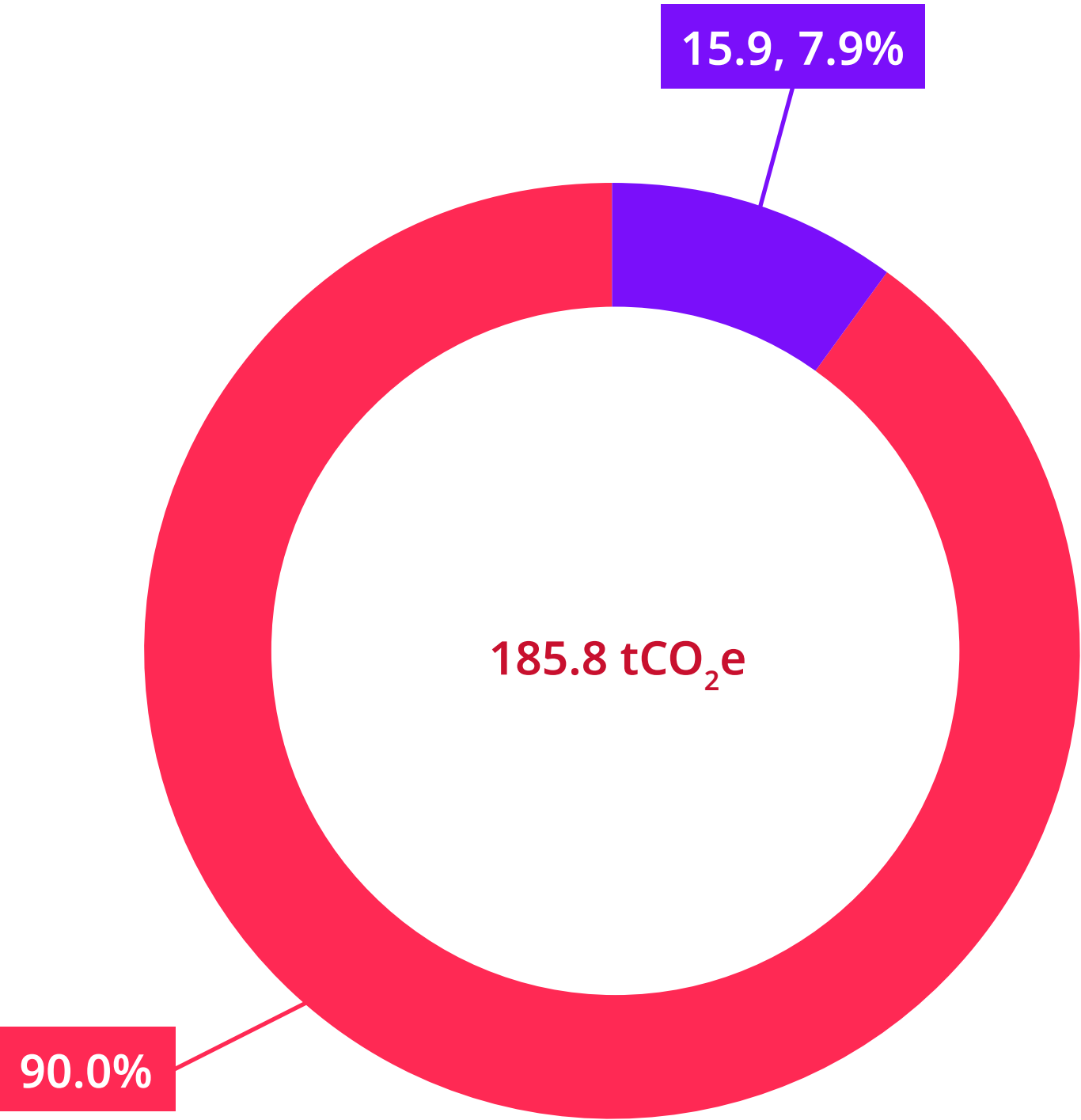
Carbon footprint

Home office

Note:
Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. They have not been included in your carbon footprint total.

Homeworking	tCO$_2$e	%
Electricity	18.6	10.0
Natural Gas	167.2	90.0
Total	**185.8**	**100.0**

Homeworking emissions for year ending 2024, tCO$_2$e

- Electricity
- Natural Gas

15.9, 7.9%

185.8 tCO$_2$e
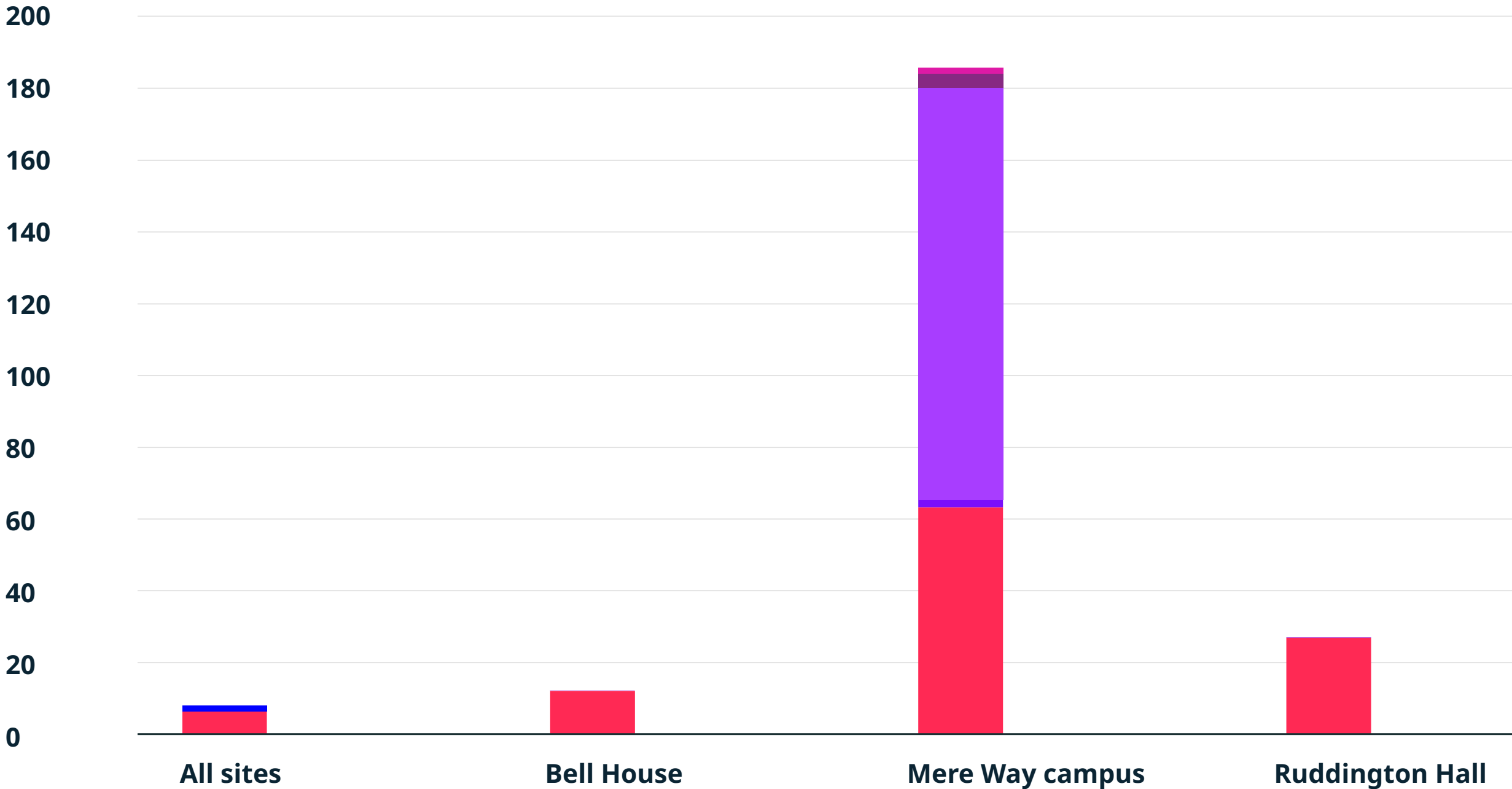
90.0%

Carbon footprint

Market

Carbon footprint for each location

tCO$_2$e

Note:
All Sites includes fleet, solar electricity, paper and waste since the data submitted was cumulative for the whole business.

- ■ **Waste**
- ■ **Fleet Travel**
- ■ **Business Travel**
- ■ **Water**
- ■ **Paper**
- ■ **Buildings**

Looking ahead
Targets for next year

PlanetMark

221.3

tCO$_2$e

Measured carbon
footprintmarket-based

2.9

tCO$_2$e

Carbon reduction target
(5% in scope 1&2)

0.003

tCO$_2$e

Carbon reduction
per employee (5% in scope 1&2)

Step two

Engage

Workshops

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees' passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business' net zero journey.

Book a call with us **here** to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.

Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company's net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.

The eden project

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.
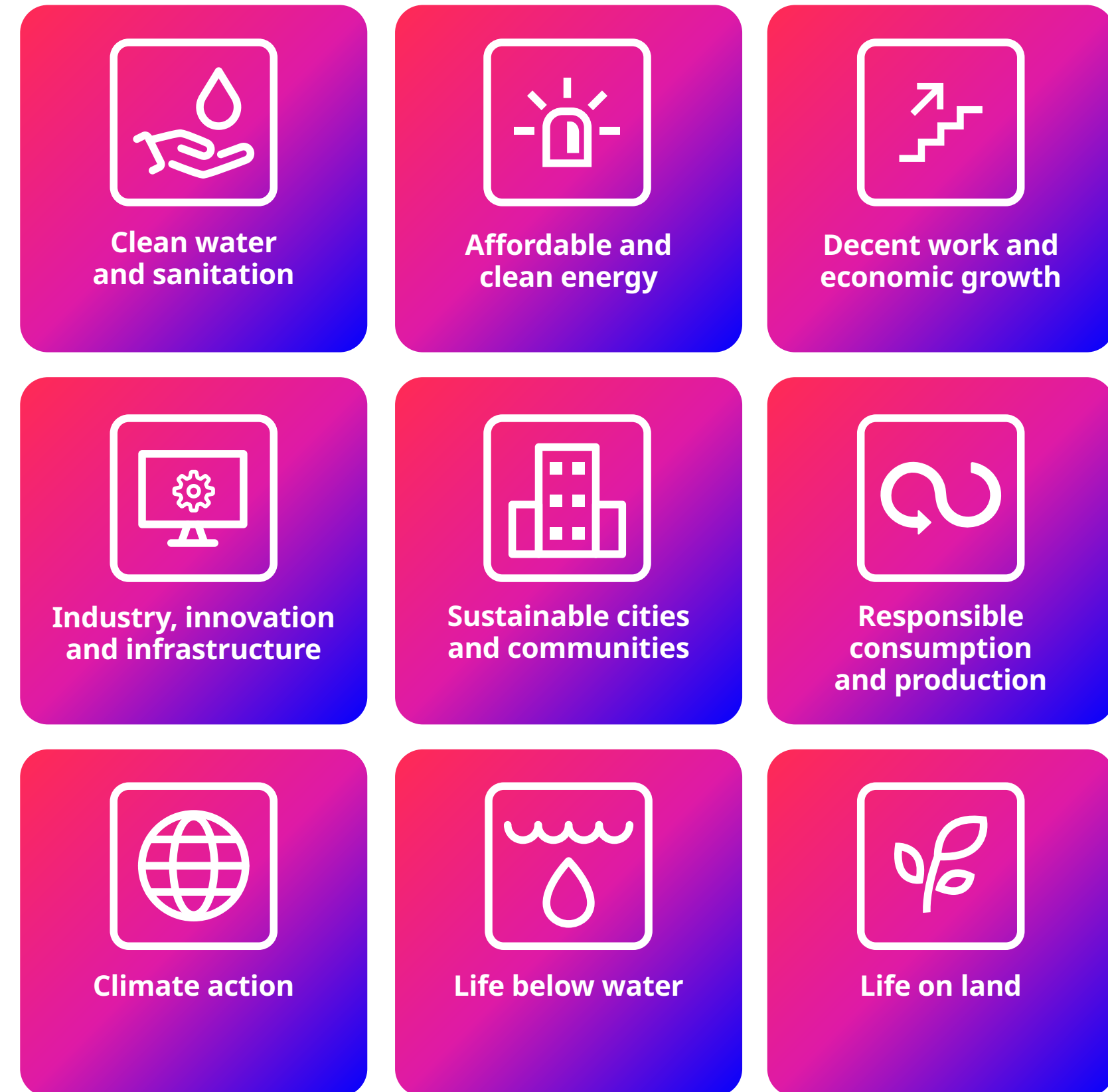
Step three

Communicate

Communicating your international influence

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

Contributing towards

6 SDGs

Clean water and sanitation

Affordable and clean energy

Decent work and economic growth

Industry, innovation and infrastructure

Sustainable cities and communities

Responsible consumption and production

Climate action

Life below water

Life on land

SDG alignment

Clean water and sanitation

6.3 - Reduction in total waste produced

6.3 - 100% of water treated

6.4 - Reduction in water consumption

6.6 - Reduction in water consumption

Sustainable cities and communities

11.6 - Measured carbon emissions

11.6 - Reduction in total waste produced

11.6 - 98% of waste recycled and composted

11.4 - Donation to the Eden Project

Decent work and economic growth

13.3 - Donation to the Eden Project

Affordable and clean energy

7.2 - 100% of energy demand met by renewable energy

Responsible consumption and production

12.6 - Measured carbon emissions

12.5 - Reduction in total waste produced

12.5 - 98% of waste recycled and composted

Life below water

14.1 - Reduction in total waste produced

5 ways to accelerate your sustainability journey

1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our **website** and make use of resources available to Planet Mark members.

3. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

4. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero **Solutions** to offer. If you want further stakeholder engagement support, browse our list of workshops **here** or just get in touch to discuss.

Data report

Appendix

Current								
			01 January 2023 to 31 December 2023		01 January 2024 to 31 December 2024			
Source	Scope	Unit	Amount	tCO₂e	Amount	tCO₂e	% Change in tCO₂e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings									
Electricity (market based)	2	kWh	2,282,922.2	0	2,448,401.5	0	-	0.0%	7%
Electricity (location based)	2	kWh	2,282,922.2	417.5	2,448,401.5	438.9	5%	-	7%
Gas Oil	1	litres	-	-	1,800.0	5.0	-	2%	-
Natural Gas	1	cubic metres	27,320.7	55.7	23,126.3	47.3	-15%	21%	-15%
Petrol Fuel	1	litres	-	-	898.0	1.9	-	1%	-
Transmission and Distribution Losses	3	kWh	2,016,412.2	36.1	2,119,802.5	38.8	7%	18%	5%
Procurement									
Paper Primary Content	3	tonnes	0.7	0.6	0.7	0.9	48%	0.4%	0.4%
Travel									
Fleet Petrol Fuel	1	litres	1,955.6	4.1	-	-	-	-	-
Fleet Van	1	km	-	-	15,158.4	3.2	-	1%	-
Air Travel	3	passenger.km	174,778.9	18.9	469,304.2	50.7	169%	23%	169%
Hotel	3	room per night	-	-	4,895.0	50.9	-	23%	-
Hotel	3	room per night	4,035.0	42.0	-	-	-	-	-
Rail Travel	3	passenger.km	560,701.8	19.9	548,966.6	19.5	-2%	9%	-2%
Waste									
Energy from Waste	3	tonnes	1.6	0.03	-	-	-	-	-
Landfill	3	tonnes	-	-	1.3	0.7	-	0.3%	-
Recycled	3	tonnes	83.6	1.8	82.5	0.5	-70%	0.2%	-1%
Water									
Water Supply	3	cubic metres	5,904.9	1.0	5,729.6	0.9	-16%	0.4%	-3%
Water Treatment	3	cubic metres	5,609.7	1.1	5,729.6	1.1	-6%	0.5%	2%
All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.									

Current				
		01 January 2023 to 31 December 2023	01 January 2024 to 31 December 2024	
Source	Unit	tCO$_2$e	tCO$_2$e	% Change in tCO$_2$e from previous year
Market Based				
Total	tCO$_2$e	181.2	221.3	22%
No. employees	Number	794.8	828.0	
Total per employee	tCO$_2$e	0.2	0.3	17%
Turnover £m	£m	118.3	134.5	
Total per £m	tCO$_2$e	1.5	1.6	7%
Location Based				
Total	tCO$_2$e	598.8	660.2	10%
No. employees	Number	794.8	660.2	
Total per employee	tCO$_2$e	0.8	0.8	6%
Turnover £m	£m	118.3	134.5	
Total per £m	tCO$_2$e	5.1	4.9	-3%

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

About this report – General

Company Name	MHR
Sector	Software Company
Reporting Period	01 January 2024 to 31 December 2024
Year Of Certification	2nd
Reporting Boundary	Mere Way Campus, Bell House, Ruddington Hall
Emission sources included	Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Fleet Travel, Homeworking, Waste, Water
Total FTE Employees (annual average no.)	828
Total Internal Floorspace (m2)	None
Data Collection Lead	Reiss Murphy, **reiss.murphy@mhrglobal.com**, Graduate Management Scheme
Significant reporting changes	None
Baseline Conversion Factor	DESNZ 2023
Current Conversion Factor	DESNZ 2024
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Rafi Mullish, Carbon Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet MarkAlex Smith, Technical Consultant, Planet Mark
Date	22 April 2025

About this report – Caveats (i)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimatesor extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary sources - meter readings and report	Actual meter reads with extrapolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation. Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions). Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix.	Mere Way Campus, Bell House, Ruddington Hall
On-Site Renewables	2	kWh	Primary source - meter readings	Actual meter reads	On-site renewables consumption is included within Electricity in the report and it is assumed that everything generated is consumed on-site. We have used the figures you have provided as the transmission figures you have provided do not add up to the figure stated so we have assumed there is missing evidence files.	Mere Way Campus, Bell House, Ruddington Hall
Natural Gas	1	m³	Primary source - meter readings	Actual meter reads with extrapolation and interpolation	Extrapolation and interpolation to fit reporting period.	Mere Way Campus, Bell House, Ruddington Hall
Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).						

About this report – Caveats (ii)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimatesor extrapolations	Organisational Boundary
Water Supply & Treatment	3	m³	Primary sources - meter readings and report	Actual meter reads with extrapolation and interpolation	Extrapolation and interpolation to fit reporting period.	Mere Way Campus, Bell House, Ruddington Hall
Homeworking Energy	2	kWh	Secondary sources - Planet Mark homeworking energy calculation tool and data submission	Estimated	UK homeworking energy includes additional electricity and gas consumption as a result of each full-time equivalent employee working from home. We base our estimate of energy consumption due to homeworking on the DESNZ 2023 homeworking emission factors. The annualised DESNZ emission factors have been converted into monthly estimates of energy consumption in order to better account for seasonal variations. Our estimates are based on a 40h working week and a 6-month heating season (October to March) and take into account annual leave. Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.	Mere Way Campus, Bell House, Ruddington Hall
Fleet Vehicles	1	km	Secondary source - data submission	Actual	None	Mere Way Campus, Bell House, Ruddington Hall
Air Travel	3	pkm	Primary source - travel report	Actual	We recommend you provide more granular data and stronger supporting evidence, such as detailed breakdowns of individual trips.	Mere Way Campus, Bell House, Ruddington Hall
Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).						

About this report – Caveats (iii)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimatesor extrapolations	Organisational Boundary
Rail Travel	3	pkm	Primary sources - meter readings and report	Actual	Where only spend data are available, distance has been estimated using £0.55 per mile for national rail and £0.86 per mile for London underground. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	Mere Way Campus, Bell House, Ruddington Hall
Hotel	2	room per night	Primary source - travel report	Actual	None	
Waste	3	tonnes	Primary source - supplier report	Actual	None	Mere Way Campus, Bell House, Ruddington Hall
Procurement - Paper	3	tonnes	Purchase order	Actual	None	Mere Way Campus, Bell House, Ruddington Hall
Headcount		no	Primary source - note from payroll	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Mere Way Campus, Bell House, Ruddington Hall
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	Mere Way Campus, Bell House, Ruddington Hall
Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).						

About this report – Caveats (iv)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimatesor extrapolations	Organisational Boundary
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	Mere Way Campus, Bell House, Ruddington Hall
Restatement					Last year's carbon footprint has been restated to include scope 3 emissions from Electricity transmission and distribution losses.	Mere Way Campus, Bell House, Ruddington Hall
Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).						

About this report. Data Quality Score forScope 1&2 emissions

01 January 2024 to 31 December 2024		Definition
Relevance of boundary	4	Boundary accurately reflects the entire organisation's scope 1 and 2 carbon footprint for the studied period. (e.g. 99% of organisational scopes 1 and 2 activity included).
Data completeness	3	12 months of data provided for most sources measured (e.g. at least 75%).
Transparency	2	Partial disclosure of assumptions and/or little original evidence provided. (e.g. transparency on the source of at least 50% of data submitted).
Data accuracy	2	Use of secondary data sources and/or estimated data for at least 50% of sources measured.
Consistency	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total Score	14 out of 20	

Data quality score
The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

As a way to improve your data quality score for future reports, it is recommended:

- To ensure data is collected consistently within the reporting timeframe, minimising the need for interpolation and adjustments.

About this report. Data Quality Score forScope 3 emissions

01 January 2024 to 31 December 2024		Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the organisation's scope 3 carbon footprint for the studied period (e.g. 75% of material scope 3 categories included).
Data completeness	3	At least 67% of data provided for most categories measured (e.g. at least 75%).
Transparency	2	Partial disclosure of assumptions and/or little original evidence provided. (e.g. transparency on the source of at least 50% of data submitted).
Data accuracy	2	Use of actual data for most categories with some estimated data (e.g. at least 50% actual data).
Consistency	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total Score	13 out of 20	

Data quality score
The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

As a way to improve your data quality score for future reports, it is recommended:

- To ensure data is collected consistently within the reporting timeframe, minimising the need for interpolation and adjustments.

- We recommend more granular data and robust evidence for business travel such as providing "from" and "to" and/or distance travelled for travel.

Market-based methodology

What is market-based carbon footprint measurement?
The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.*

If you have a green tariff

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being "REGObacked". **These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.**

If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier's fuel mix disclosure declaration. In some cases, this will be lower than the grid average emission factor used in the market-based approach. If no tariff or supplier-specific emission factor is available, then an emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

If you have on-site renewables:

If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions or the generated electricity which you consume on-site under both the market-based and location-based methods. Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the locationbased method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

About this report – Caveats – Adjusted Data (i)

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply & Treatment	3	Bell House	Meter Readings	Actual meter reads	03-01-2024	27-12-2024	360	01-01-2024	31-12-2024	366	Extrapolation
Water Supply & Treatment	3	Mere Way Campus	Meter Readings	Actual meter reads	29-12-2023	30-12-2024	368	01-01-2024	31-12-2024	366	Extrapolation and interpolation
Natural Gas	1	Mere Way Campus	Meter Readings	Actual meter reads	29-12-2023	30-12-2024	368	01-01-2024	31-12-2024	366	Extrapolation and interpolation
Natural Gas	1	Bell House	Meter Readings	Actual meter reads	03-01-2024	27-12-2024	360	01-01-2024	31-12-2024	366	Extrapolation
Electricity	2 and 3	Bell House	Meter Readings	Actual meter reads	3-01-2024	27-12-2024	360	01-01-2024	31-12-2024	366	Extrapolation

Recommendations

Appendix

Guidance for general best practice

Data collection and quality

Evidence pack
Collate all relevant invoices in an electronic evidence pack.

Utilities
Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

Headcount
Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

Fuel
Inroduce fuel cards.

Travel
Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

Buildings

Energy efficiency
Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

Waste

Carry out a waste management audit
To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

Engage your waste management supplier
To help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.

Guidance for general best practice

Water

Check your meters at night, or when water is not in use, to monitor leakage.

Introduce a water use awareness campaign in communal kitchen areas.

Travel

Record all business travel and promote public transport options for business meetings.

Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.

Choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria

Choose travel management companies, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

Paper

Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.

Staff engagement

Organise annual sustainability workshops. Carry out an energy awareness and 'switch off' campaign.

Supplier engagement

Explore your possibilities and choose consciously. Check the **Planet Mark website** for companies that are currently engaged on reducing their carbon footprint.

About MHR

MHR supports businesses and organisations shaping their futures through these challenging times – increasing workforce adaptability through delivering integrated people management and learning solutions. We help reduce complexity and build business resilience – key to survival and growth. Find out how we can help you position your organisation for the road ahead.

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