

Business Certification

JTRS

YEAR 1

1 January 2020 to 31 December 2020



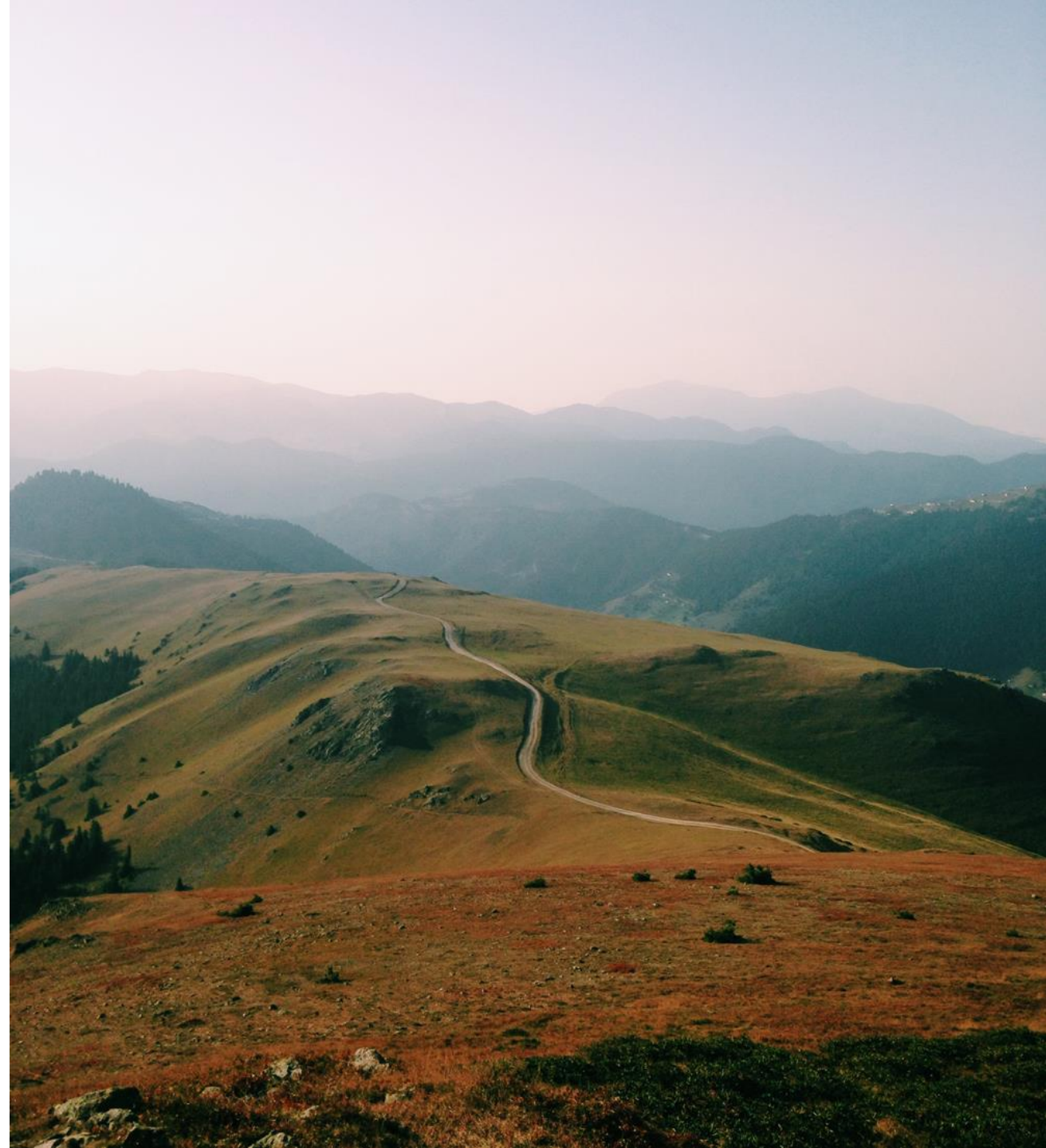
Measure



Engage



Communicate





Total carbon EMISSIONS

30.6
tCO₂e total emissions

Total emissions equivalent to
27 flights from London to New York

1.2
tCO₂e per employee



Building
15.5 tCO₂e

Used enough electricity to power **21** UK homes for one year.



Travel
6.8 tCO₂e

Travelled **1** time around the world.



Waste
5.7 tCO₂e

Produced waste that weighs the same as **2** London buses.



Water
0.6 tCO₂e

92 Litres per employee per day.



Procurement
2.0 tCO₂e

2 sheets of paper used per day.



Home office
1.74 tCO₂e

Used enough energy to power **1** UK home for one year



Step one.

MEASURE





Total carbon footprint.

Location *BASED*

Reporting year:

1 January 2020- 31 December 2020

Reporting Boundary:

York Office (Unit 2 London Ebor Business Park, Millfield Lane, York, YO26)
and Eden Place (Suite 1a, Three Acres Lane, Cheadle Hulme, SK8 6RL)

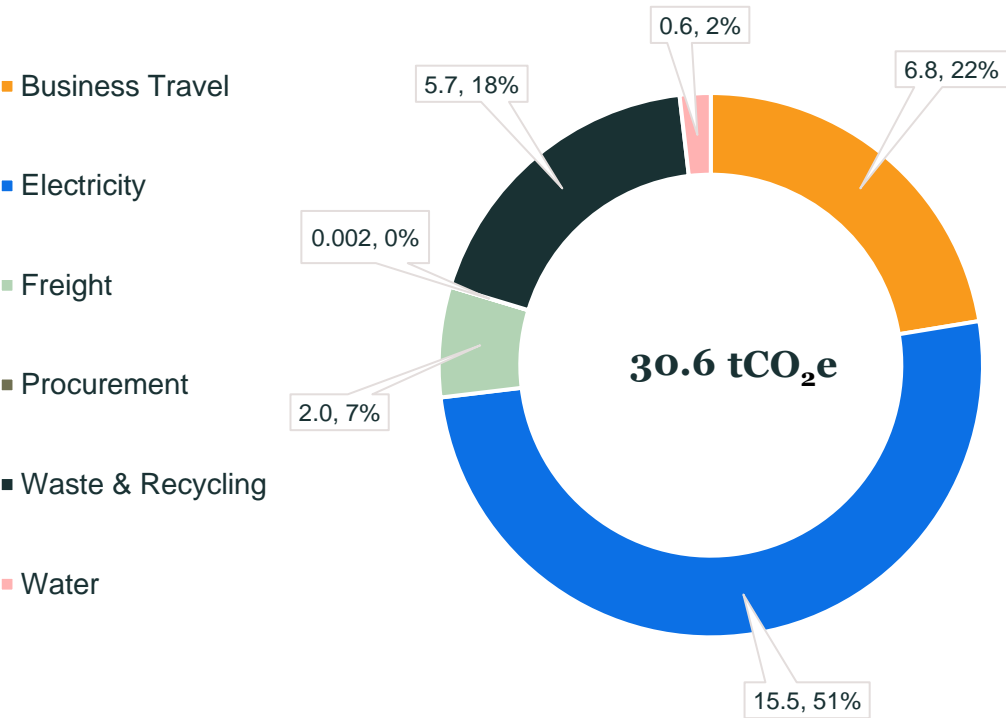
Emissions measured:

Electricity, T&D losses, travel, waste, water, paper, freight and Home-working (excluded from total CF)

Highlights:

Carbon footprint (tCO₂e): **30.6**
Per employee (tCO₂e): **1.2**
Next reduction target: **5%**
Data quality score: **10 out of 16**

Carbon footprint by emission source for year ending 2020, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Total carbon footprint.

Market *BASED*

Reporting year:

1 January 2020- 31 December 2020

Reporting Boundary:

York Office (Unit 2 London Ebor Business Park, Millfield Lane, York, YO26)
and Eden Place (Suite 1a, Three Acres Lane, Cheadle Hulme, SK8 6RL)

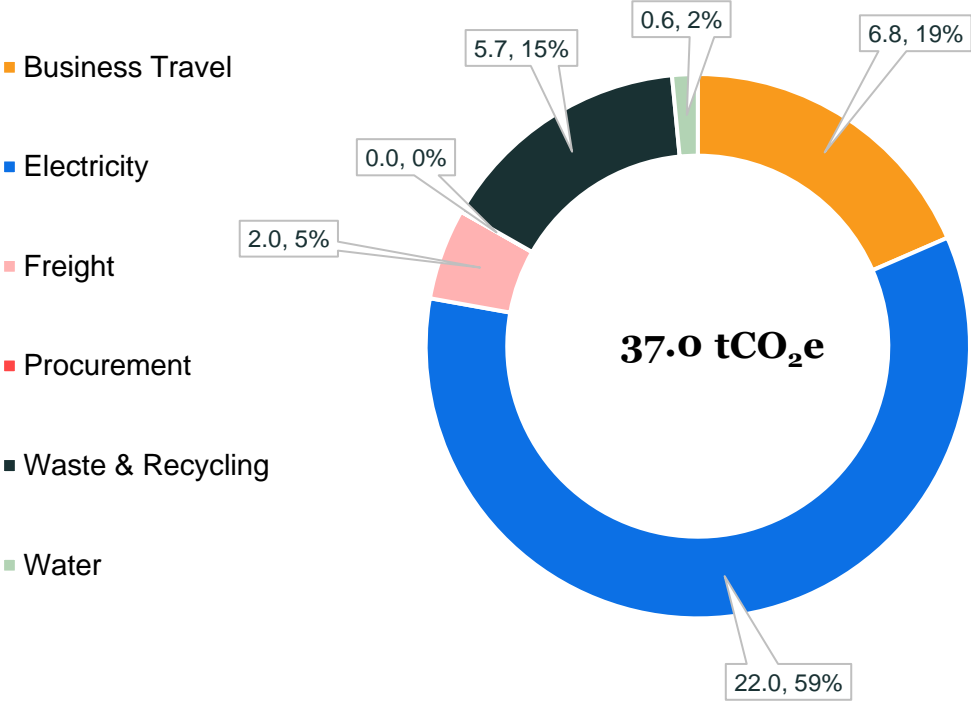
Emissions measured:

Electricity, T&D losses, travel, waste, water, paper, freight and Home-working (excluded from total CF)

Highlights:

Carbon footprint (tCO₂e): **37.0**
Per employee (tCO₂e): **1.5**
Next reduction target: **5%**
Data quality score: **10 out of 16**

Carbon footprint by emission source for year ending 2020, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Carbon footprint.

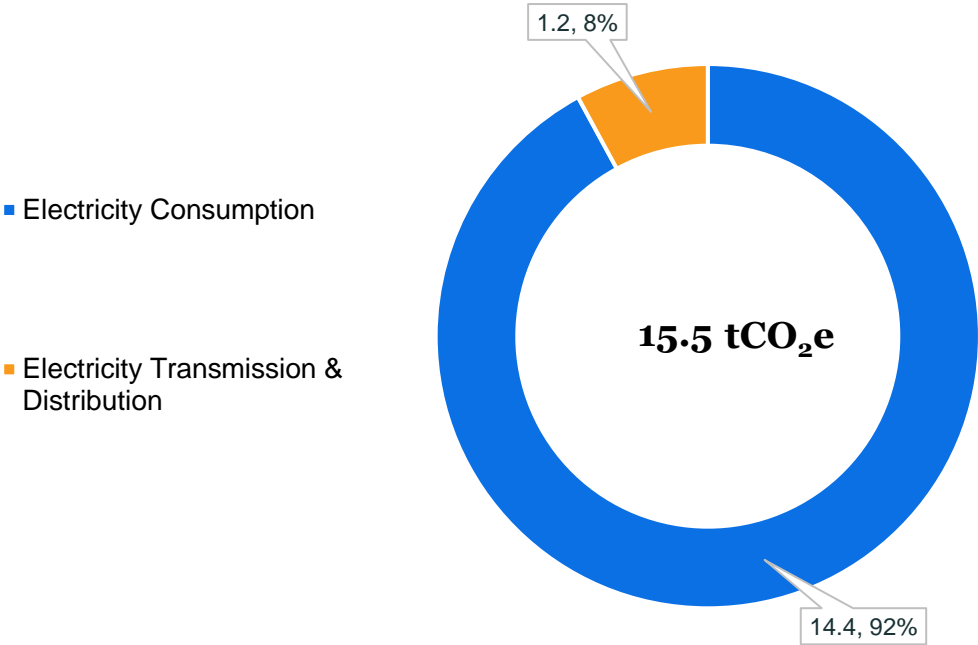
BUILDINGS

Notes:

- Electricity consumption made up the majority of the total building's emissions (92%)
- Natural gas could not be separated from the electricity consumption and is therefore included.

Buildings	tCO ₂ e	%
Electricity Consumption	14.4	92.1%
Electricity Transmission & Distribution	1.2	7.9%
Total	15.6	100.0%

Building emissions for year ending 2020, tCO₂e



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



Carbon footprint.

Business TRAVEL

Notes:

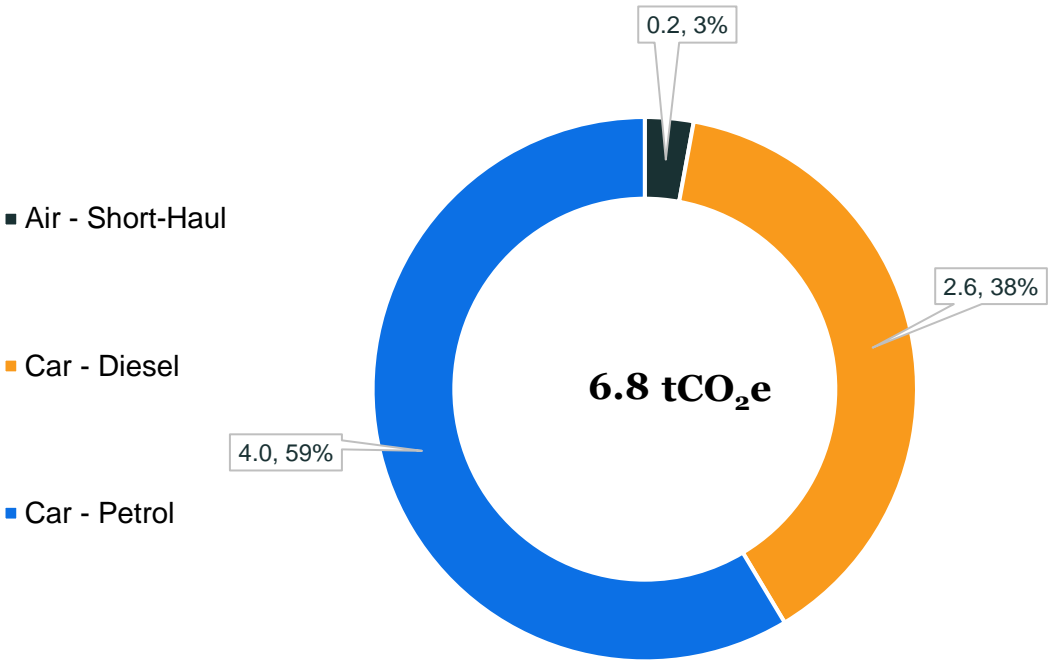
- Diesel and petrol emissions from the fleet cars made the majority of the travel footprint (97.1%)

Business Travel	tCO ₂ e	%
Air - Short-Haul	0.2	2.9%
Car - Diesel	2.6	38.5%
Car - Petrol	4.0	58.6%
Total	6.8	100.0%



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

Business travel emissions for year ending 2020, tCO₂e






Carbon footprint.

WASTE

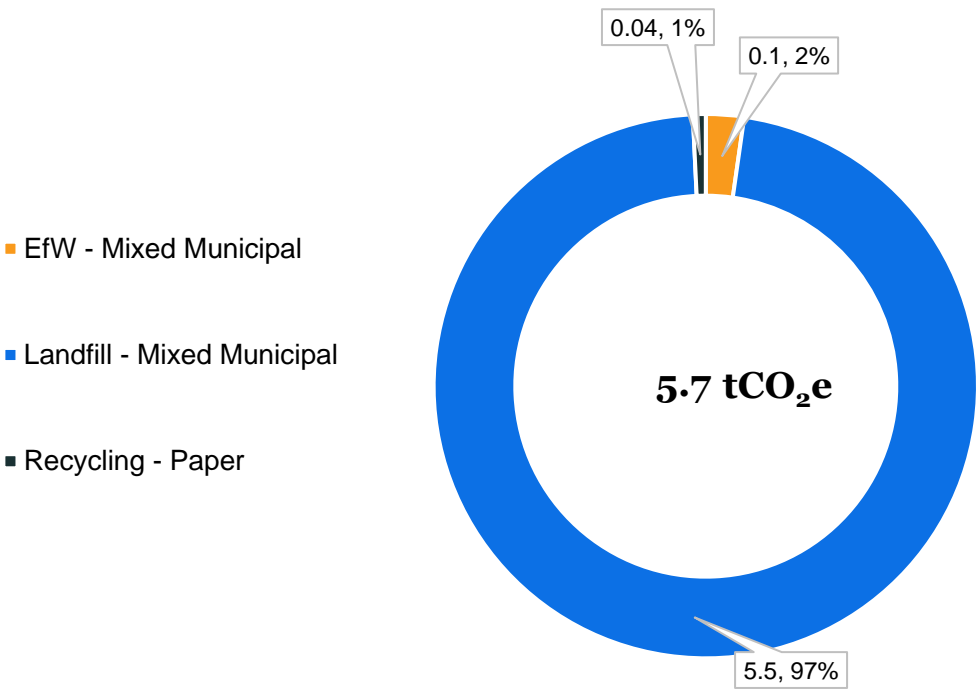
Notes:

- Waste emissions comprise of energy from waste, landfill and recycling from both sites.
- Landfill from York office made up 97% of the total waste emissions.

Waste & Recycling	tCO ₂ e	%
EfW - Mixed Municipal	0.1	2.3%
Landfill - Mixed Municipal	5.5	97.0%
Recycling - Paper	0.04	0.8%
Total	5.7	100.0%

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Waste emissions for year ending 2020, tCO₂e





Carbon footprint.

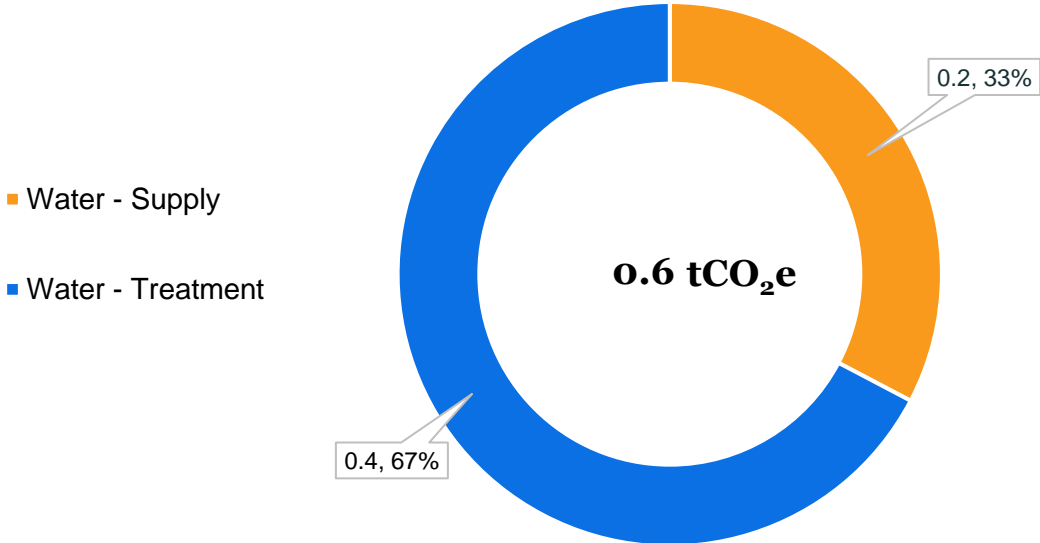
WATER

Notes:

- Waste water treatment made up 67% of the overall water emissions.

Water	tCO ₂ e	%
Water - Supply	0.2	32.7%
Water - Treatment	0.4	67.3%
Total	0.6	100.0%

Water emissions for year ending 2020, tCO₂e



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



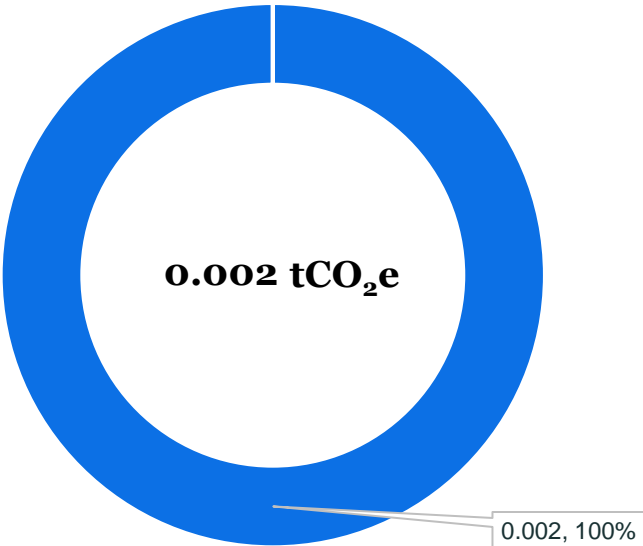
Carbon footprint.

PROCUREMENT

Procurement	tCO ₂ e	%
Paper - Primary	0.002	100.0%
Total	0.002	100.0%

Procurement emissions for year ending 2020, tCO₂e

■ Paper - Primary



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



Carbon footprint.

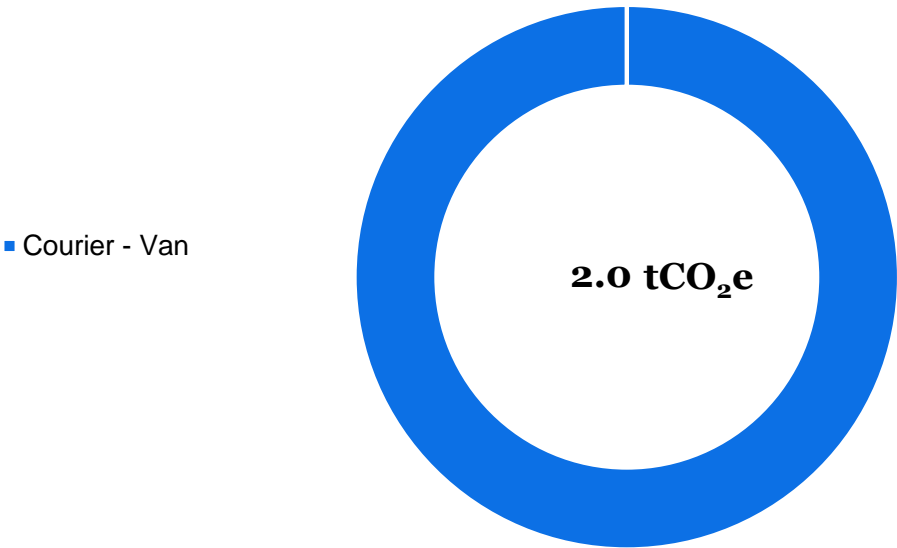
Courier *FREIGHT*

Notes:

- A courier van made up the total emissions footprint for freight.

Freight	tCO ₂ e	%
Courier - Van	2.0	100.0%
Total	2.0	100.0%

Freight emissions for year ending 2020, tCO₂e



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



Total carbon footprint.

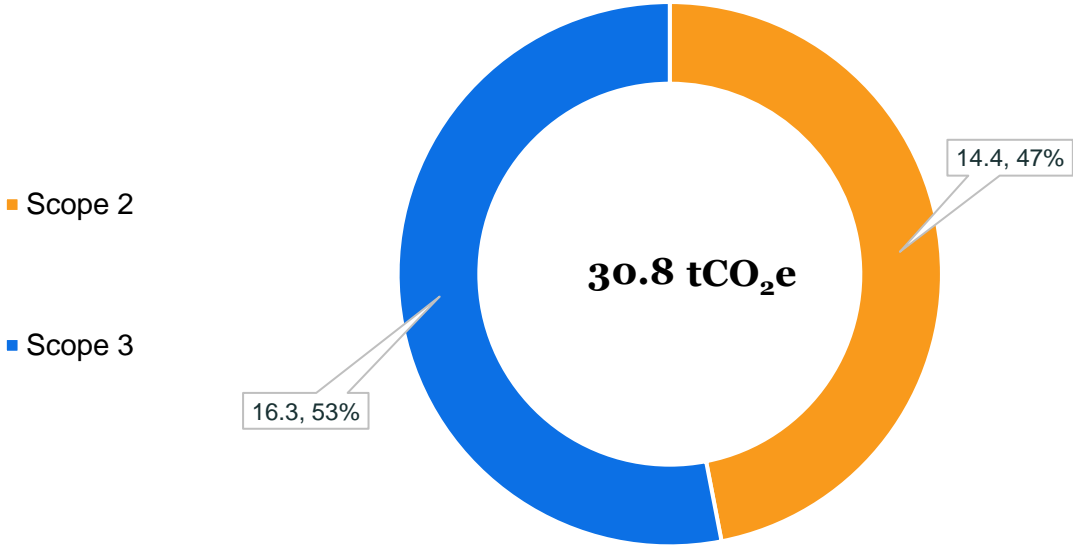
BY SCOPE

Notes:

- Total carbon footprint comprised of only Scope 2 & 3 emissions due to the lack of any natural gas breakdown or fleet vehicles (Scope 1)

Scope	tCO ₂ e	%
Scope 2	14.4	47.0%
Scope 3	16.3	53.0%
Total	30.8	100.0%

Total carbon emissions by Scope for year ending 2020, tCO₂e



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



Carbon footprint.

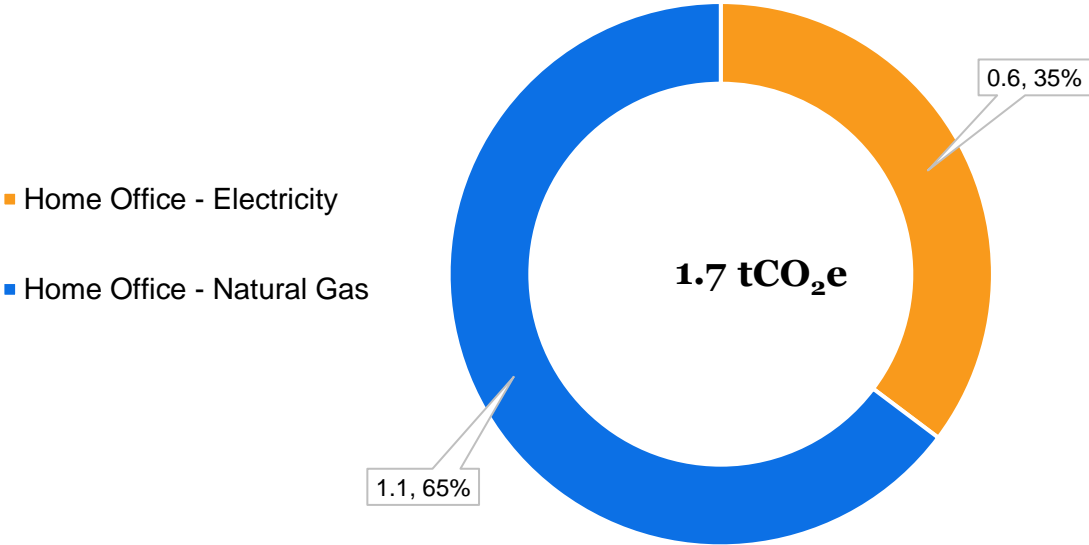
HOME OFFICE

Notes:

- 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.

Home Office	tCO ₂ e	%
Home Office - Electricity	0.6	35.3%
Home Office - Natural Gas	1.1	64.7%
Total	1.7	100.0%

Home Office emissions for year ending 2020, tCO₂e



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

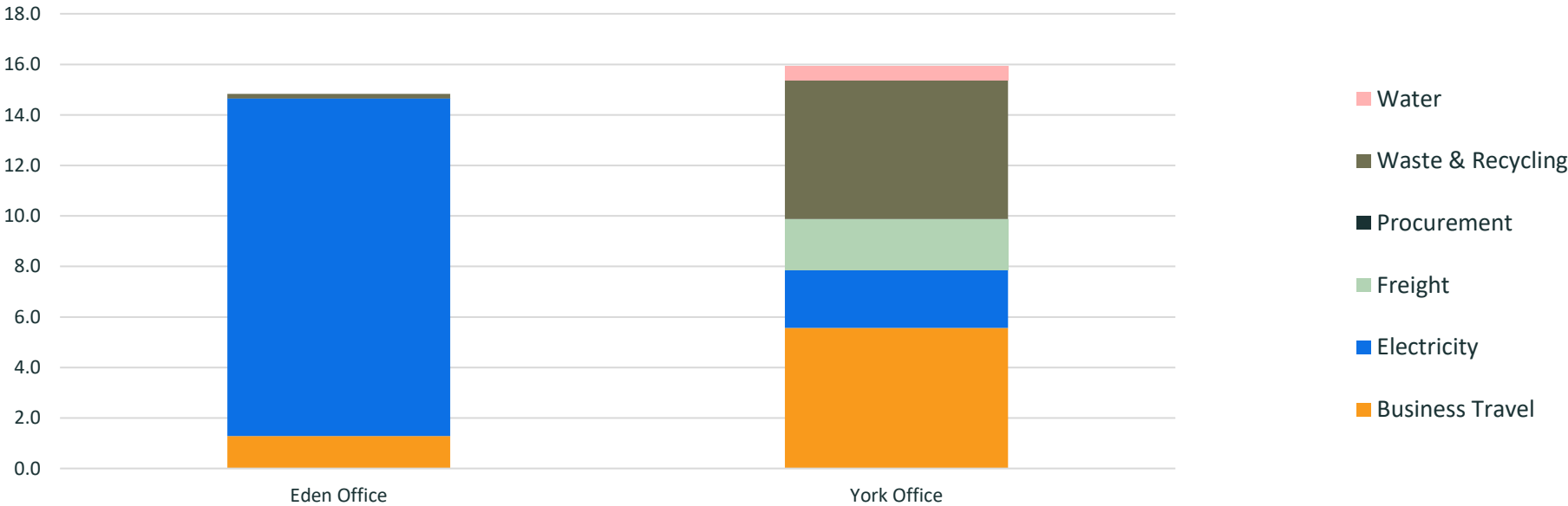


Carbon footprint.

BY LOCATION

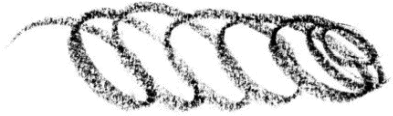
Carbon footprint for each location

tCO₂e





Looking ahead Targets for next year.



Total carbon
footprint
30.6 tCO₂e



Total carbon
reduction (5%)
1.5 tCO₂e



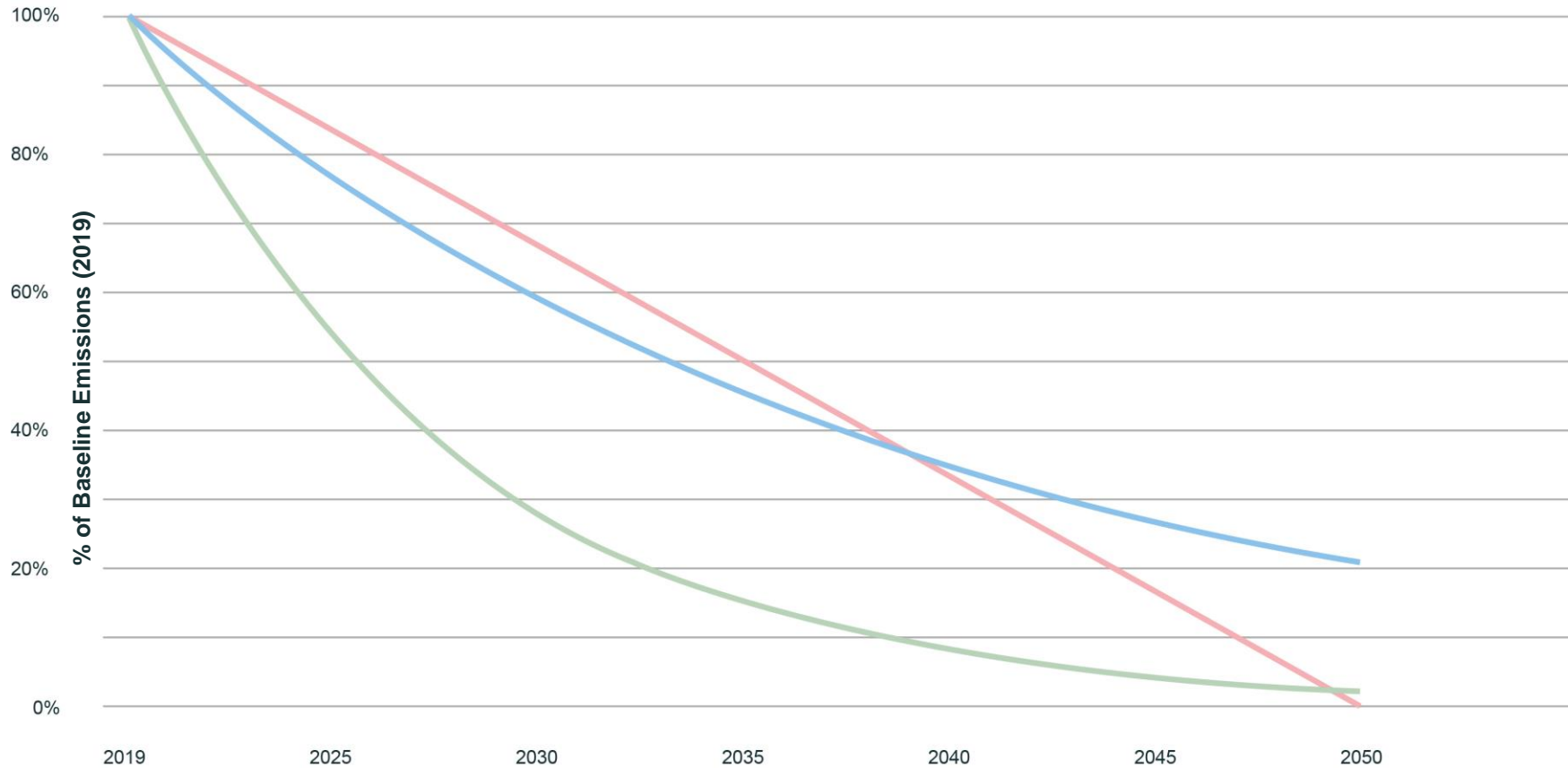
Carbon reduction
per employee (5%)
0.06 tCO₂e





Target setting.

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



Planet Mark 5% annual reduction

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

Net Zero 2050



Step two.

ENGAGE

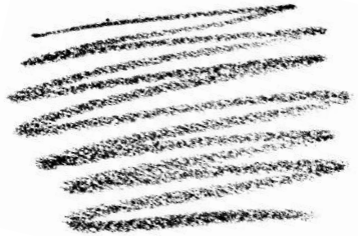




Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
Sustainability Energiser	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
Sustainability Plan Workshop	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.
Business Sustainability Essentials Training	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
Stakeholder Engagement Workshop	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.



The Eden Project

PARTNERSHIP

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. We contribute 5% of Business Certification fees to the Eden Project.

Planet Mark is a registered charity (No. 1042911) and a company limited by guarantee (No. 02060848). It is a member of the Eden Project, which is a registered charity (No. 1042911) and a company limited by guarantee (No. 02060848).





Cool Earth

PARTNERSHIP

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.





Step three.

COMMUNICATE



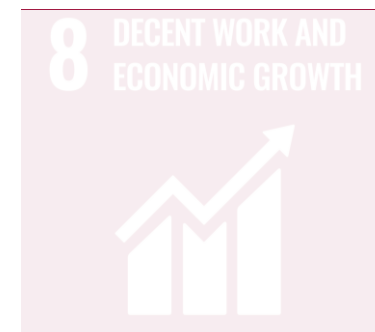
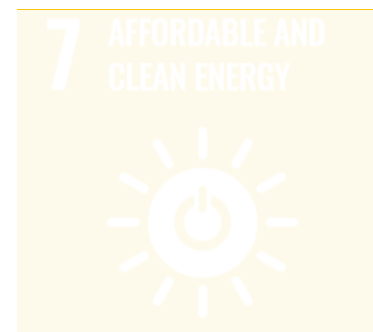
Communicating your international influence.

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 18 SDG targets.

Contributing towards














5 SDGs





SDG alignment.



6 CLEAN WATER AND SANITATION 	<ul style="list-style-type: none">• 6.3- 100% of water treated.• 6.6- Acre of rainforest protected.	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 		13 CLIMATE ACTION 	<ul style="list-style-type: none">• 13.3- Acre of rainforest protected, storing 260 tCO₂.• 13.3- Donation to the Eden Project
7 AFFORDABLE AND CLEAN ENERGY 		11 SUSTAINABLE CITIES AND COMMUNITIES 	<ul style="list-style-type: none">• 11.6- Measured carbon emissions• 11.6-10% of waste recycled and composted.• 11.4 Donation to the Eden Project.• 11.4- Acre of rainforest protected.	14 LIFE BELOW WATER 	
8 DECENT WORK AND ECONOMIC GROWTH 		12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	<ul style="list-style-type: none">• 12.6- Measured carbon emissions.• 12.5- 10% of waste recycled and composted.	15 LIFE ON LAND 	<ul style="list-style-type: none">• 15.2 Acre of rainforest protected, storing 260 tCO₂.



Data Report.

APPENDIX





Sources.

	Source	Scope	Unit	Current		% total carbon footprint
				1 January 2020 - 31 December 2020		
				Amount	tCO ₂ e	
Location Based	Building					
	Electricity (location based)	2	kWh	61,935.69	14.4	47%
	Electricity (market based)	2	kWh	61,935.69	20.9	-
	Transmission and distribution losses	3	kWh	61,935.69	1.1	3%
	Waste					
	Landfill	3	tonnes	12.54	5.5	18%
	Recycled	3	tonnes	2.02	0.04	0%
	Energy from waste	3	tonnes	6.00	0.1	0%
	Water					
	Water supply	3	m ³	533.93	0.2	1%
	Water treatment	3	m ³	533.93	0.4	1%
	Travel					
	Vehicle - non-fleet - diesel	3	km	15,665.00	2.6	9%
	Vehicle - non-fleet - petrol	3	km	23,027.72	4.0	13%
	Air	3	pkm	2,402.00	0.2	1%
	Procurement					
	Paper - Primary Content	3	tonnes	0.002	0.002	0%
	Courier/Freight	3	tkm	3,250.55	2.0	7%
	Total		tCO₂e		30.6	
	No. employees		Number		25.0	
	Total per employee		tCO₂e		1.2	
	Turnover £m		£m		12.7	
	Total per £m		tCO₂e		2.4	
	Total floor space		m²		351.0	
	Building emissions per m ²		tCO₂e		0.04	
Market Based	Total		tCO₂e		37.0	
	No. employees		Number		25.0	
	Total per employee		tCO₂e		1.5	
	Turnover £m		£m		12.7	
	Total per £m		tCO₂e		2.9	
	Total floor space		m²		351.0	
	Building emissions per m ²		tCO₂e		0.06	



About this report – General.

Company name	JTRS
Sector	Technology
Reporting period	1 January 2020 - 31 December 2020
Year of Certification	1st
Reporting boundary	York and Eden Office
Emission sources included	Electricity, T&D Losses, Water, Waste, Business Travel, Paper, Courier/Freight, Homeworking (excluded from footprint)
Total FTE employees (annual average no.)	25
Total internal floorspace (m²)	351
Data collection lead	Bibi Eldred, Finance Manager - Bibi.eldred@jtrs.co.uk
Significant reporting changes	As a result of the Covid 19 pandemic, Average travel was reduced to a minimum. Affecting both IT support staff and Sales. Secondly, most employees in the Cheadle office were working from home. as the York office, also reduced physical attendance to only one day a week.
Current conversion factor	BEIS 2020
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
Prepared by	Florence Newman, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Interim Head of Certification, Planet Mark
Date	28 October 2021



About this report – Caveats (i).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Electricity	2 and 3	kWh	Primary source - invoices	Actual meter reads with some extrapolation to match reporting period	Electricity invoices provided by Bulb were mostly estimates provided by the company and one refund for overestimation due to an actual read on 25th October 2020. Start and end dates were amended to cover the relevant reporting period. 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).	York Office
Natural gas	1	kWh	Primary source - invoices	Actual and estimated meter reads	Natural gas could not be separated and has been included as the overall electricity consumption for both Eden and York Office.	York and Eden Offices
Homeworking energy	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	Includes additional home electricity and natural gas consumption as a result of working from home. We only include the annual average number of employees who work from home at least two days a week. Estimations are based on Typical UK domestic consumption for elec and gas as calculated by Ofgem in 2020 (source: https://www.ofgem.gov.uk/gas/retail-market/monitoring-data-and-statistics/typical-domestic-consumption-values) and the additional consumption as a result of 1 person working from home 5 days a week as calculated by Uswitch in 2020 (source: https://www.uswitch.com/media-centre/2020/03/stay-home-britons-spend-extra-52-million-week-energy-bills/). When a company does not have an office we assume employees who are working from home do so 4 days a week (i.e. 80% of the estimated additional consumption). When a company has an office we assume employees who are working from home do so 2.5 days a week (i.e. 50% of the estimated additional consumption). When a company has no access to the office due to Covid-19 lockdown we assume employees are working from home 5 days a week (i.e. 100% of the estimated additional consumption).	York Office
Landfill	3	tonnes	Secondary source - data submission report	Unverified	Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'.	York Office
Recycled	3	tonnes	Primary source - supplier report	Actual	Weight provided by Kenny waste management invoice for cardboard recycling for September-December only. Weight between these months has been extrapolated for the rest of the reporting period.	Eden Office

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).
Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (ii).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Energy from waste	3	tonnes	Primary source - supplier report	Actual	Weight provided by Kenny waste management invoice for Mixed Muivipal Waste, the firm state that less than 1% of all waste ends up in landfill. Confirmed on the bottom of the invoice the destination of the waste. Weight provided by Kenny waste management invoice for cardboard recycling for September-December only. Weight between these months has been extrapolated for the rest of the reporting period.	Eden Office
Water Supply and Treatment	3	m ³	Primary source - invoices	Actual and estimated meter reads with some interpolation to match reporting period	Water bill has readings on dates 26/11/2020 and 18/02/2021, this usage was extrapolated to cover the reporting period. Eden Office could not supply water usage as it is provided in the overall service agreement.	York Office
Vehicle - non-fleet - petrol	1	km	Primary source - expense claims	Actual	Assumed actual figures from customer, no evidence provided of expenses	London Head office
Vehicle - non-fleet - diesel	3	km	Primary source - expense claims	Actual	Assumed actual figures from customer, no evidence provided of expenses.	York and Eden Offices
Air	3	pkm	Primary source - expense claims	Actual	None	Eden Office
Paper	3	tonnes	Primary source - invoices	Actual	No evidence provided to support amount submitted by client, assumed actual	York and Eden Offices
Courier/Freight	3	tkm	Primary source - supplier report	Actual	APC data provided all evidence required for an accurate representation of freight mileage; UPS data did not provide mileage of delivery therefore the following assumptions were applied: -All packages are sent from the York office address, or where returned are returned from the destination to York. - All shipping destinations coded GB to GB have been calculated on a distance from York to London, where invoices could not be matched. - Where the country is outside the UK distance from York to the capital city of the country code has been used where invoices could not be matched. - Billed weight has been used for the weight of the parcel; this is assumed to be in kg. - One line per delivery has been sorted to remove duplication from fuel charges etc.	York and Eden Offices
Employees		no.	Primary source - note from payroll	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	York and Eden Offices
Turnover		£	Primary source - note from finance director	Assumed Actual	None	York and Eden Offices
Office		m ²	Secondary source - data submission form	Assumed Actual	None	York and Eden Offices



About this report.

Data Quality.

Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Code of Practice and provides an indication of data assurance when using information in this report in your business.

1 Jan 2020 - 31 Dec 2020			Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.	
Data completeness	2	Less than 12 months of data provided but all GHG emission sources within the boundary accounted for.	
Transparency	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.	
Data accuracy	2	Qualified estimate, few efforts to reduce uncertainties. Some estimated meter readings and sampled/estimated data.	
Total score	10 / 16		

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

- Separate natural gas consumption from overall electricity consumption
- Provide invoice evidence with actual meter readings on a monthly basis for electricity, gas and water.
- Provide mileage and expenses evidence for business travel.
- Provide weight and distance travelled for all freight transportation.



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: Introduce 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.

Building

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.

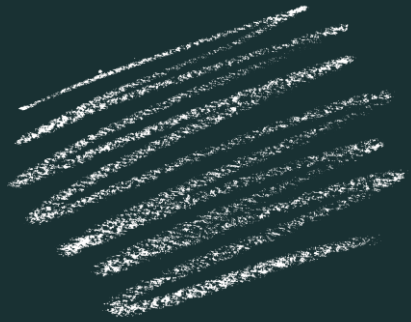
Waste

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.



Guidance for general best practice.

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.

A BRIGHTER future.



THANK YOU

Get in touch

info@planetmark.com
+44 203 751 8108
planetmark.com

71 – 75 Shelton Street,
Covent Garden,
London, WC2H 9JQ