Faversham House Scope 1–3 Carbon Measurement Report

December 2022

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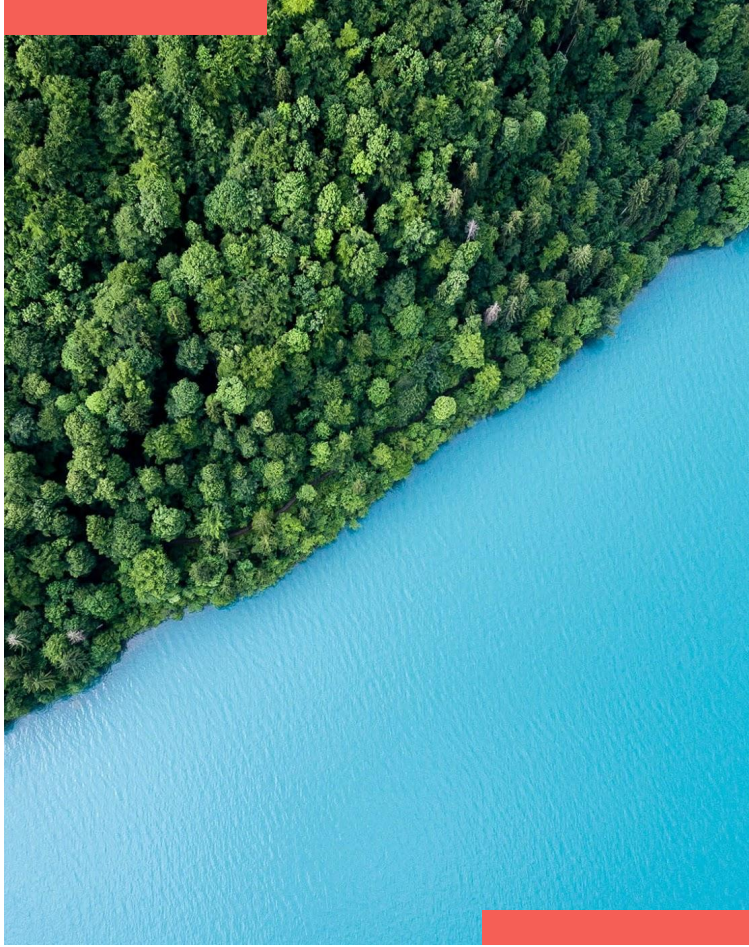
Contents



Conclusions and Recommended Next Steps

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Conclusions

- Following the market-based reporting approach, Faversham House has no Scope 1 and 2 emissions. This means all of Faversham House's emissions are associated with Scope 3.

- It is strongly recommended that Faversham House proceeds to calculate and report its emissions using the market-based approach. This means scope 2 emissions can continue to be reported as zero provided there is a 100% renewable electricity tariff in place.

- Purchased goods and services accounted for 42% and Events accounted for 33% of Faversham House's Footprint in 2022. These material emission sources should be prioritised for emission reduction as part of Faversham House's Net Zero journey.

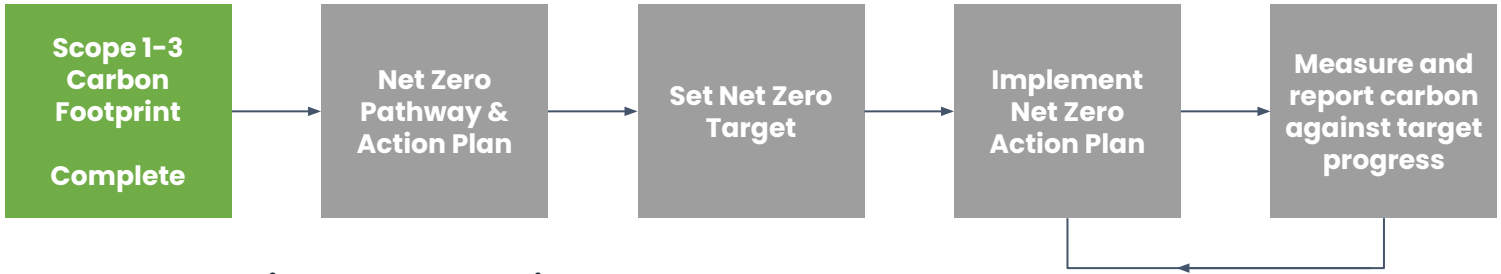
- Carbon Footprint data was collected for 2022 while the reporting year was still underway. Going forward it is recommended that Faversham House requests data and calculates emissions in Q1 of the following year. This will make data provision easier and analysis more accurate going forward.

- There were many challenges collecting primary building data from Faversham House's property manager Workman. Going forward this should be requested at quarterly intervals to ensure data is not missed.

- When setting targets, organisation's are able to exclude 5% of emissions from their target boundary. This will narrow data collection focus to material emission sources. This is relevant as Faversham House has many sources of emission with a relatively low impact contribution.

Recommended next steps

Route to Net Zero



Scope 1-3 Carbon Footprint recommendations:

1. Maintain Scope 1-3 Carbon reporting processes on a centralised data management platform.
2. Work with your Property Manager Workman to ensure building data is provided on time for future years
3. Prioritising significant sources, improve Scope 3 data quality by collecting actual usage data instead of cost data. E.g. actual usage data (from digital service providers.)
4. Use the EMS to collect and report relevant Scope 1, 2 and 3 emissions data.

Recommended next steps:

1. Understand your route to Net Zero by developing a pathway and action plan.
2. Commit to a formal Science Based Target
3. Initiate data collection for 2023 reporting, incorporating the recommendations from this report.

Carbon Footprint Overview

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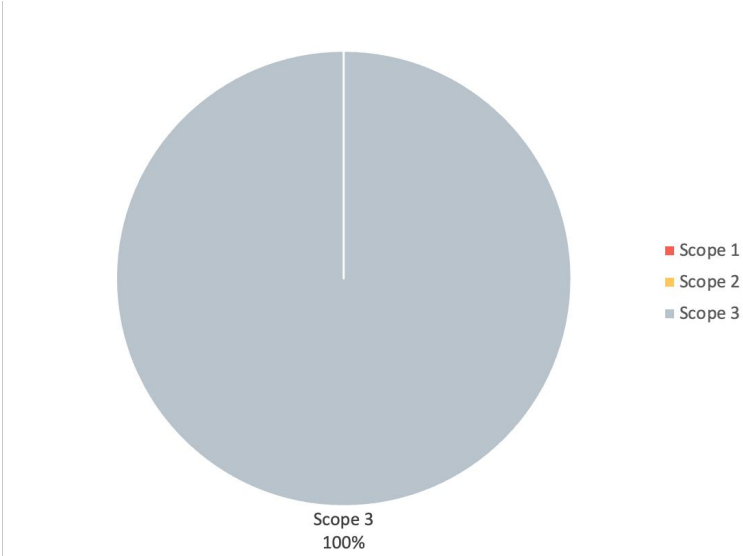
Carbon Footprint overview

Overview of Scope 1, 2 and 3 emissions in 2022



- Scope 3 accounted for **100%** of Faversham House's Carbon Footprint within 2022, following the market-based approach.
- All Scope 2 emissions associated with purchased electricity consumption can be reported as zero if a market-based Scope 2 reporting approach is followed.

Location-based emissions (Jan 22 to Dec 22)

Scope	Tonnes CO2e
Scope 1	0
Scope 2	0.4
Scope 3	367
Total	**367.4**

Market-based emissions (Jan 22 to Dec 22)

Scope	Tonnes CO2e
Scope 1	0
Scope 2	0
Scope 3	361
Total	**361**

Carbon Footprint overview

Location-based vs market-based Scope 2 reporting

Location-based calculations
The location-based method reflects the average carbon intensity of electricity consumption at a country level.

Location-based emission factors are calculated based on the the proportion of different electricity generation types within a country including renewable and non-renewable sources such as solar energy and coal fired power stations.

Market-based calculations
Market-based reporting reflects the actual carbon intensity of the supply purchased by the reporting company and is a useful tool for making significant reductions in electricity emissions.

Reporting recommendation
It is strongly recommended that Faversham House proceeds to calculate and report its emissions using the market-based approach.

All figures in this report are calculated following the market-based approach.

Location-based emissions (Jan 22 to Dec 22)

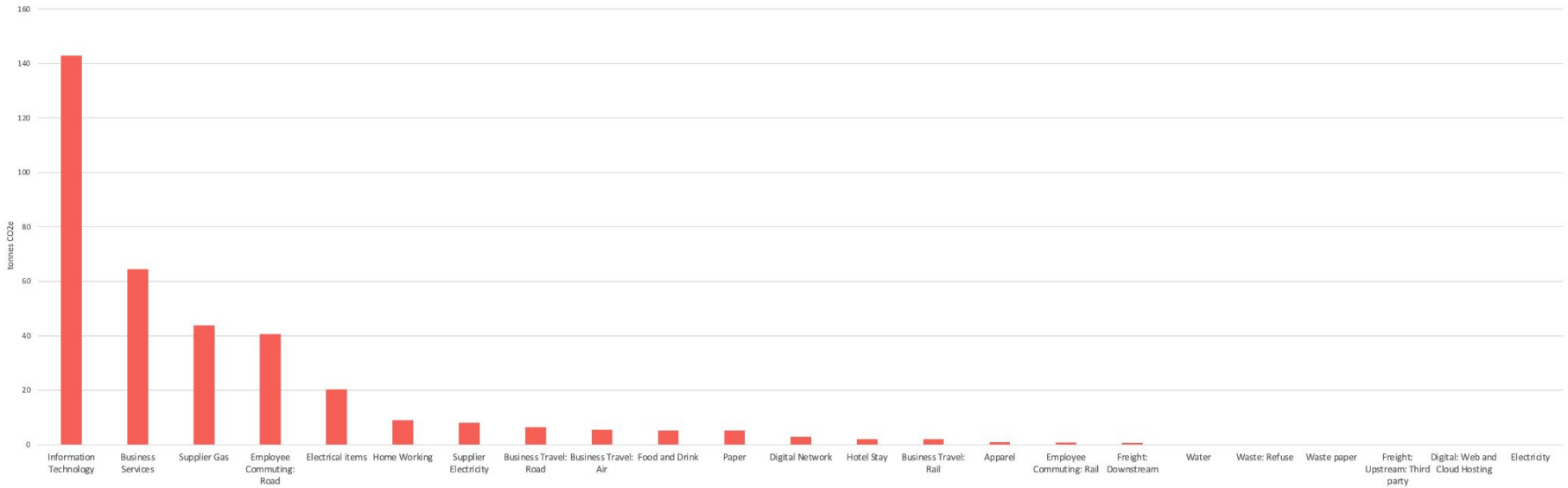
Scope	Tonnes CO2e
Scope 1	0
Scope 2	0.4
Scope 3	367
Total	**367.4**

Market-based emissions (Jan 22 to Dec 22)

Scope	Tonnes CO2e
Scope 1	0
Scope 2	0
Scope 3	361
Total	**361**

Carbon Footprint overview

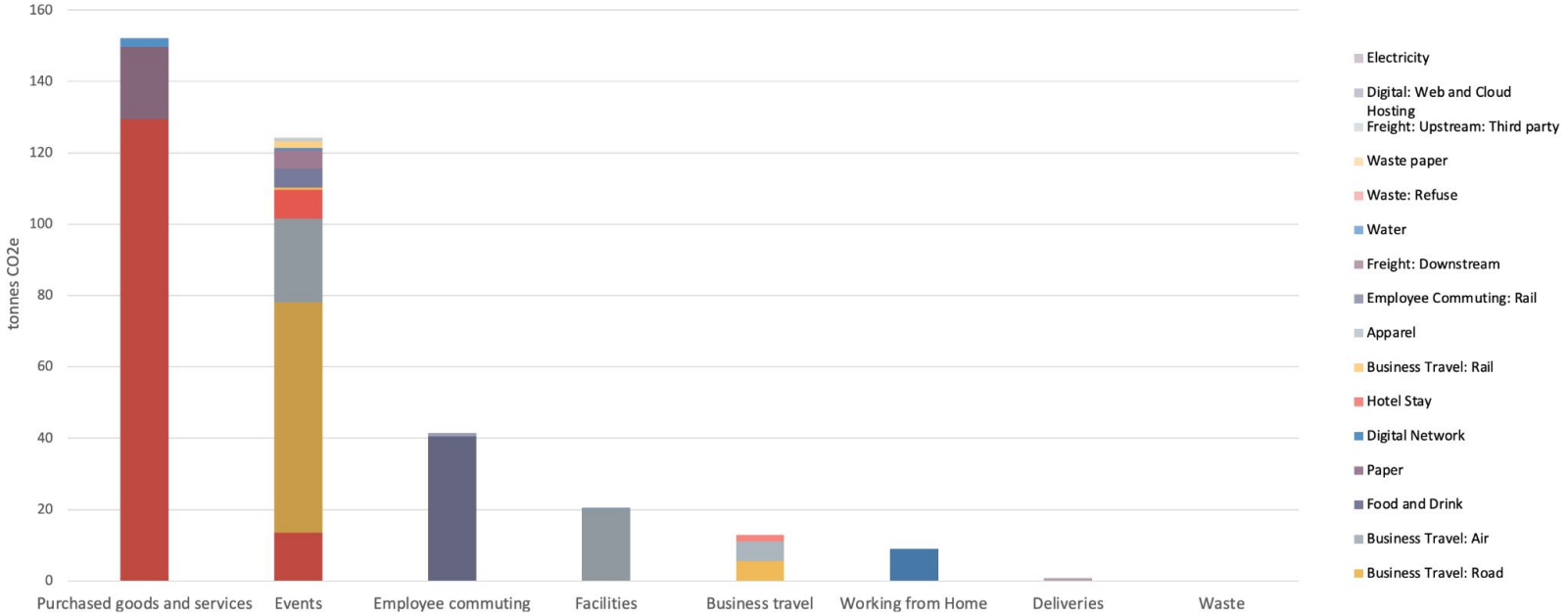
Overview of all Scope 3 emissions by **impact area** in 2022



- IT related services accounted for 40% of Faversham House's overall Scope 3 Footprint
- Business Services refer exclusively to printing and signage for events.
- Faversham House's office space is served by 100% renewable electricity so all Scope 2 emissions can be reported as zero

Carbon Footprint overview

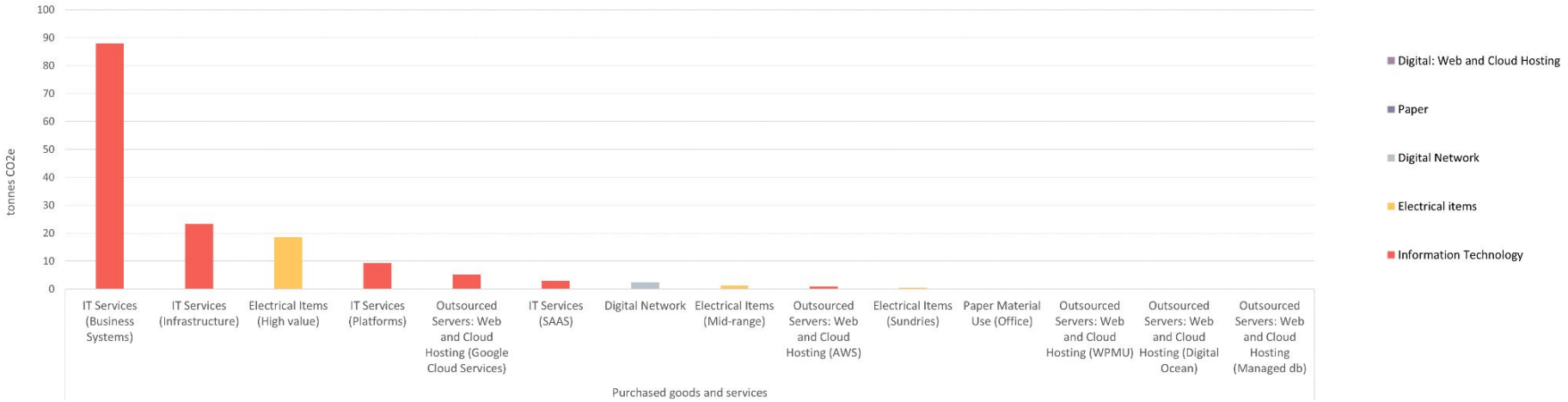
Overview of all Scope 3 emissions by **impact area** and **source** in 2022



- Purchased goods and services accounted for 42% and Events accounted for 33% of Faversham House's Scope 1-3 Footprint in 2022.

Carbon Footprint overview

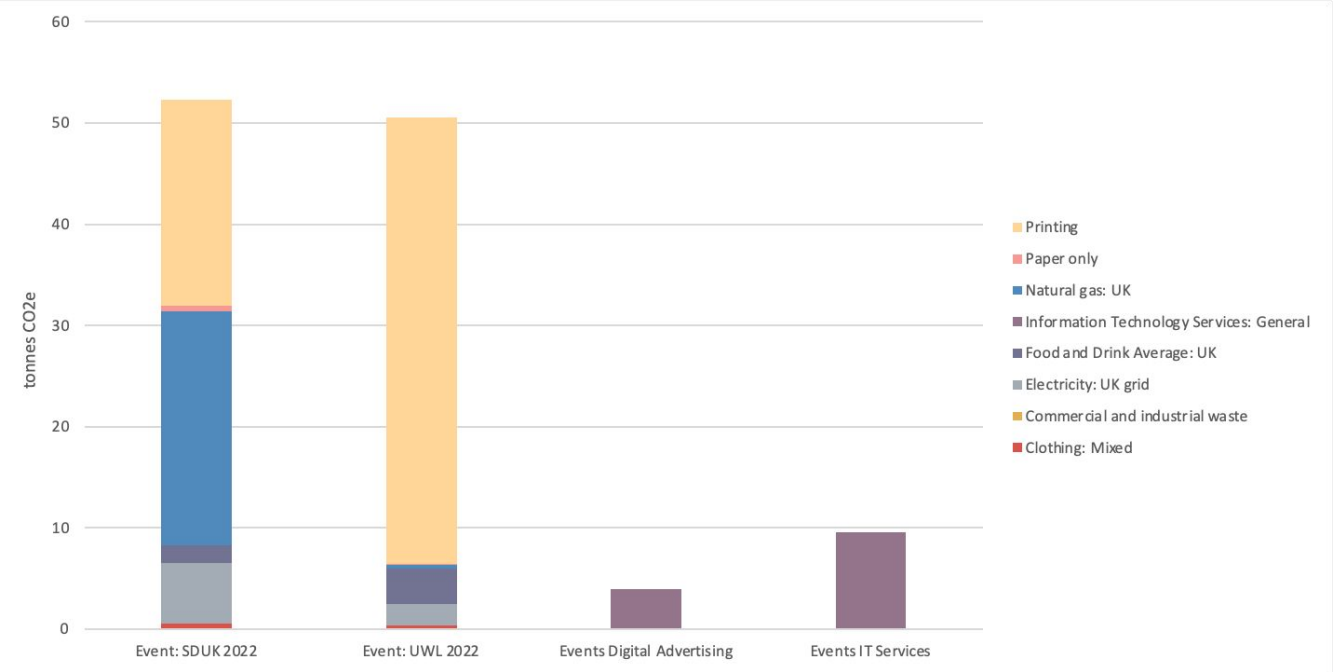
Purchased goods and service emission breakdown in 2022



- IT Services (business systems) accounted for 58% of purchased goods and service emissions.
- Faversham House should prioritise its carbon saving efforts in this space to make significant overall emission reductions.

Carbon Footprint overview

Event emissions breakdown in 2022



- Both events accounted for 33% of Faversham House's Footprint in 2022.
- Printing and signage was an unexpectedly significant source of emissions.
- Unexpectedly high gas consumption reported at SDUK due to Covid-19 ventilation.

Carbon Emissions by Source: Facilities

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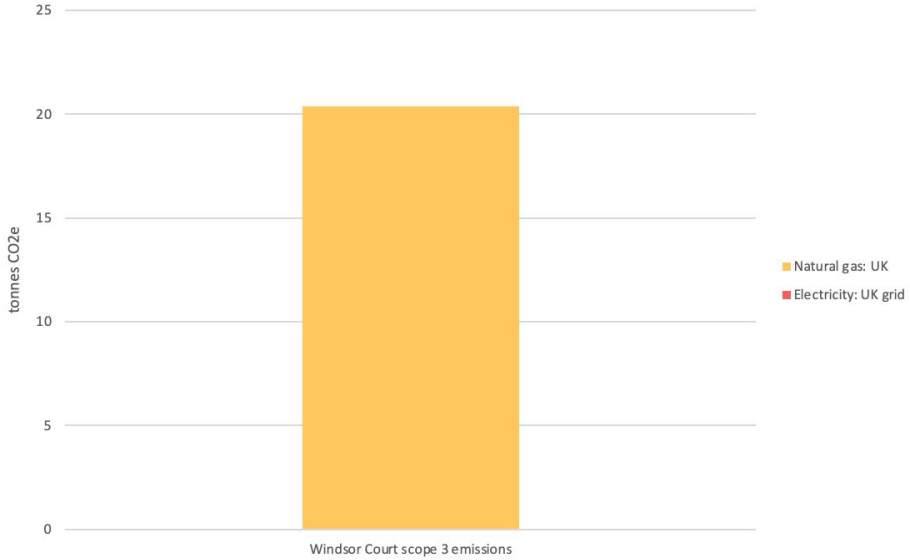
Facility utilities - energy

Energy consumption emissions by utility



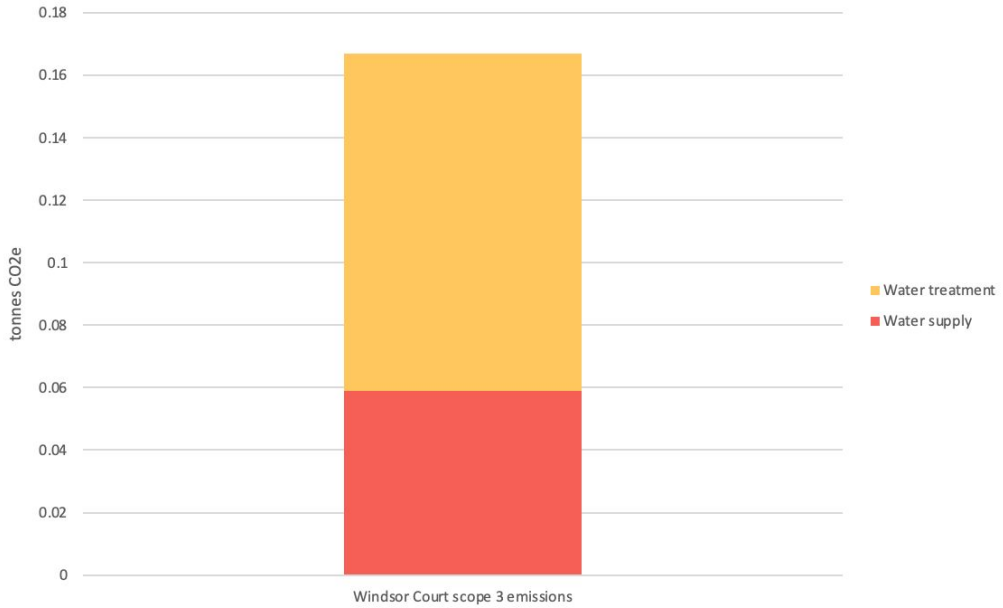
Recommendation
Improve energy consumption data collection processes, it is recommended this data is requested from the Property Manager on a quarterly basis

Monitor building consumption through the EMS process.

- Scope 2 covers direct fiscal electricity consumption and Scope 3 covers all shared service utilities as well as emissions associated with extracting, processing, transporting and distributing all energies.
- Actual 2022 consumption data was not provided. Annual direct electricity was estimated from the average daily kWh used in Faversham House's new office space. Shared service electricity and gas consumption figures were taken from the 2021 analysis.
- Windsor Court is on a 100% renewable tariff so all emissions associated with electricity can be reported as zero following the market based approach.

Facility utilities - water

Water consumption emissions by utility



Recommendation

Collect Faversham House's share of water consumption based on occupied floor area. Even better, consider installing a data logger to track Faversham House's actual usage. Stark ID are a relatively low cost provider of this service.

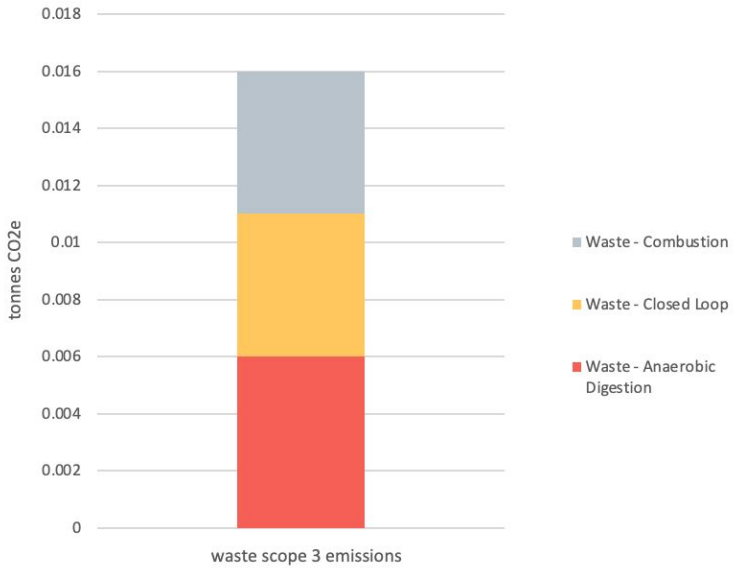
It is recommended shared service water data is requested from the Property Manager on a quarterly basis.

Monitor consumption through the EMS process.

- Scope 3 covers all carbon impacts associated with water extraction, transportation and waste water treatment.
- Actual water consumption data was not available for 2022 so consumption was estimated using the appropriate REEB water consumption benchmark, assuming typical usage, multiplied by occupied floor area.

Facility waste

Waste emissions by type:



Recommendation

Existing data collection process is robust, Faversham House should retain First Mile as their waste contractor and access their dashboard report for annual waste data.

Monitor building disposal through the EMS process.

- Waste data was provided in the form of a report from the waste contractor, First Mile, detailing annual weight (kg) by waste type. Services from First Mile include: Mixed recycling, food waste and zero to landfill waste.
- Scope 3 emissions were calculated by reporting the data onto Compare Your Footprint platform under Commercial waste: combustion, closed loop and anaerobic digestion.

Carbon Emissions by Source: Operations

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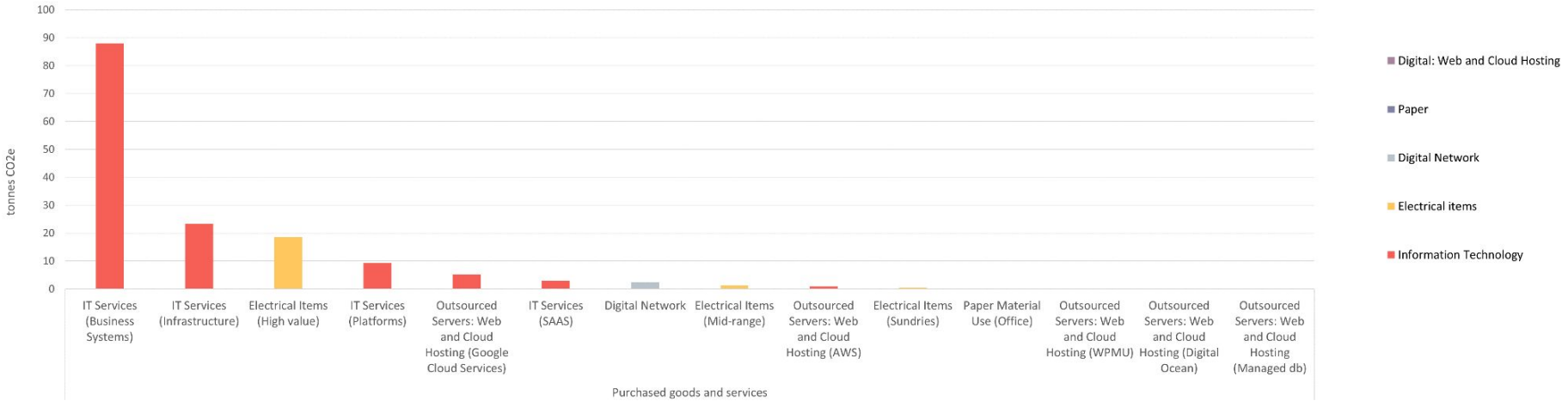
Carbon Footprint overview

Purchased goods and service emission breakdown in 2022



- IT Services (business systems) accounted for 58% of purchased goods and service emissions.
- Faversham House should prioritise its carbon saving efforts in this space to make significant overall emission reductions.
- The following pages detail the analysis and recommendations for each of the emission sources within the category of purchased goods and services.

Analysis & recommendations

Analysis and recommendations by source

Source	Analysis	Recommendation
Electrical items	• Spend data was provided for the Amazon orders during the reporting year to date, as at 4th October. This included mid-range electrical items, and sundries. • A list of 'high value' IT items was provided with information on product name and brand, which was utilised to source cost (via an Amazon search). • Total spend in 2022 to date was calculated for three categories of electrical items; high value, mid-range and sundries. The total for each category was then prorated for the full reporting period of 2022. • Scope 3 emissions were calculated by entering the data on to Compare Your Footprint platform.	• Faversham House should continue to capture actual spend of electrical items each year, and include detail on the product name and model. • For even more robust data collection, Faversham House should derive weight from purchased electrical items and use this to calculate emissions.

Analysis & recommendations

Analysis and recommendations by source

Source	Analysis	Recommendation
Paper material use (Office use)	• Data was provided as number of reams of A4 and A3 paper purchased in the reporting year of 2022 via an internal request. • The total weight of purchased paper was calculated from the total number of reams and the researched weight of A4 and A3 reams. • All calculations were based on primary weight data so 0% of emissions were estimated. • The data was input on Compare Your Footprint platform as closed loop source as the paper purchased is recycled stock.	• Existing data collection process is robust, Faversham House should continue to derive weight from purchased paper, and use of recycled stock. • Whilst Faversham House's office paper material use is not significant, Faversham House could consider reduction of paper usage and implement initiatives in the office to achieve this.

Analysis & recommendations

Analysis and recommendations by source

Source	Analysis	Recommendation
Digital Network	• Data was provided from an internal request in the form of a spreadsheet listing each Faversham House website and the dwell time in seconds. • The dwell time data was converted to minutes; a total was calculated for the seasonal event websites, and website dwell time for the key events (edie, Utility Week, Network, WWT, desal.biz and Engerati) was prorated for 2022 and reported separately. The website with the greatest dwell time is edie. • Dwell time reported was solely categorised at Desktop usage. • Scope 3 emissions were calculated by reporting the data on to the Compare Your Footprint platform.	• Existing data collection is robust however Faversham House could also monitor the breakdown of website viewing between desktop and other devices, such as tablets and mobile phones, for additional visibility.

Analysis & recommendations

Analysis and recommendations by source

Source	Analysis	Recommendation
Outsourced Servers (Web and Cloud Hosting)	• All data was provided from an internal request in the form of a spreadsheet. • Monthly spend data was provided for AWS (fixed amount, $) and Google Cloud services (variable, £). Annual spend data was calculated by multiplying the monthly spend data by 12. This will be an estimation for Google Cloud services as the monthly spend is variable. • For the web hosting (WPMU, Digital Ocean, managed db) data was provided as monthly vCPU, which was converted to vCPU hours by multiplying by 720 hours per month on the assumption that the server is constantly powered. These figures were then prorated to gain annual vCPU hours. • Scope 3 emissions were calculated by reporting the data on to the Compare Your Footprint platform.	• Difficult to collect primary data especially relating to virtual CPU hours and TB hours. • Suggest Faversham House uses providers that have set Net Zero commitments or those that procure and guarantee the use of 100% renewable electricity.

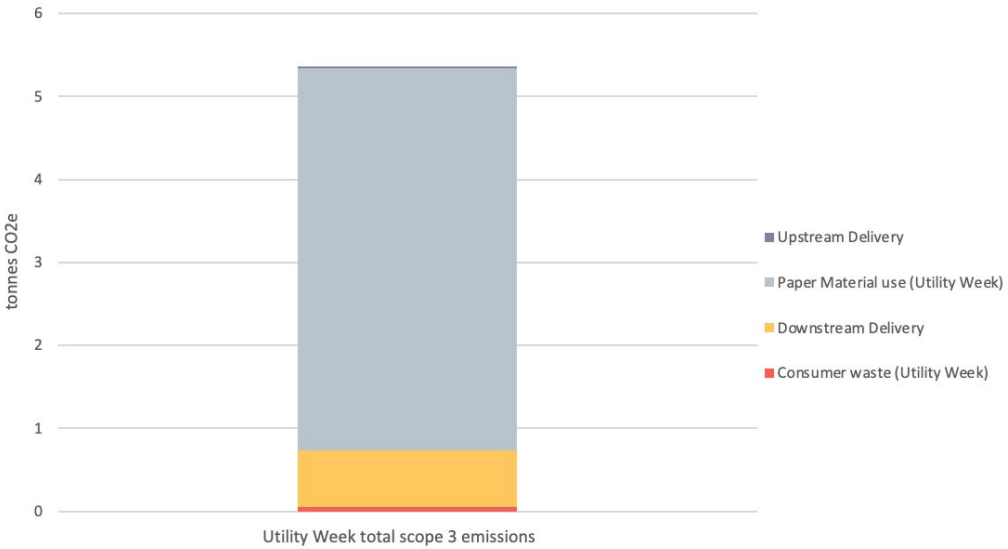
Analysis & recommendations

Analysis and recommendations by source

Source	Analysis	Recommendation
Other IT Services	• Data was provided from an internal request in the form of a spreadsheet detailing the monthly GBP spend data for IT services; itemised for Infrastructure, Business Systems, Platform Products and SAAS. Actual spend data was provided for months January to September 2022, and the budgeting spend for months October to December 2022. • The total annual spend for 2022 by itemised IT Service was utilised to calculate scope 3 emissions through entering the spend data onto the Compare Your Footprint platform. • Note that IT Services spend directly related to Events (Hopin and Swapcard) are reported under Events rather than Operations.	• Existing data collection process is robust, Faversham House should continue to capture GBP spend of IT Services, itemised by service area. • Suggest Faversham House uses providers that have set Net Zero commitments or those that procure and guarantee the use of 100% renewable electricity.

Utility Week publication

Overview of emissions associated with Utility Week publication by source:



Recommendations

Existing data collection process for paper material use is robust, Faversham House should continue to capture weight of purchased paper for printing Utility Week.

To gain more accuracy of the total weight of paper used in the reporting period, data should be received for a full calendar year rather than prorating.

To reduce impact on the environment, Faversham House could consider a recycled paper stock for the printing of Utility Week.

- Data was provided from the Utility Week print house, with detail on the total weight of paper (in tonnes) used for the first 9 issues printed in 2022.
- The total weight of paper usage for Utility Week in 2022 was calculated based on the average weight of paper used per issue so far in 2022, and prorated.
- The paper supplied to Faversham House for Utility Week is a virgin fibre product.
- Scope 3 emissions were calculated by the Compare Your Footprint platform.

Utility Week publication continued

Overview of emissions associated with Utility Week publication by source:

Transportation:

- Data was provided via an internal report that detailed the weight, start address, end address and transport type for all deliveries of Utility Week in 2022 (printer to fulfilment centre and fulfilment centre to delivery addresses).
- Delivery distances (km) were calculated via Google maps API and prorated for 2022. The total weight for upstream and downstream deliveries (tonnes) was also prorated for 2022.
- Upstream deliveries reported on Compare Your Footprint as; Freight HGV (All HGVs), diesel, average load capacity, reporting usage in tonne.km
- Downstream deliveries reported as; Freight Van Class II, Petrol, reporting usage in tonne.km

Recommendations

Existing data collection process is robust, Faversham House should continue to capture delivery postcodes for delivery of Utility Week, and the vehicle type used for both upstream and downstream deliveries.
To gain more accuracy of the total emissions related to deliveries in the reporting period, data should be received for a full calendar year rather than prorating.
To reduce impact on the environment, Faversham House could seek opportunity for deliveries to be made using an electric vehicle.

Consumer waste:

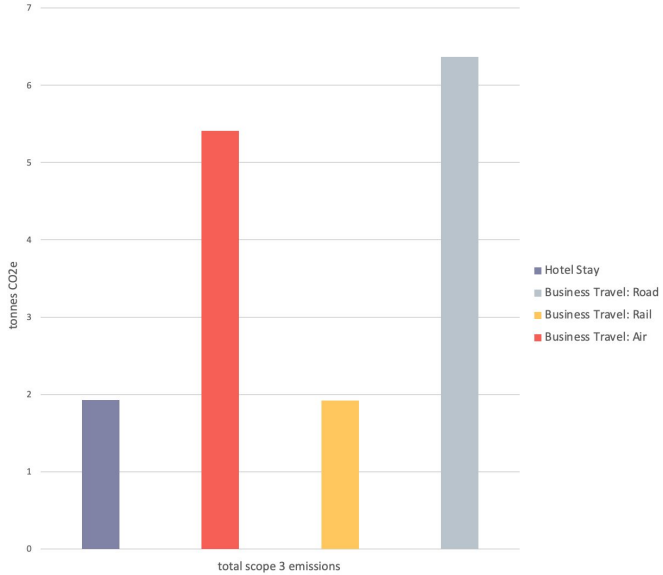
- Consumer waste analysis is based on Utility Week end of life.
- The total of recycled and non-recycled weight was estimated by utilising the prorated total weight data of Utility Week for 2022 and the 2021 UK Government provisional data for UK paper recycling rates.
- Weight data reported on Compare Your Footprint as Paper waste; closed loop (recycled) and combustion (non-recycled weight).

Recommendations

For more robust data reporting, Faversham House could send a survey out to readers of Utility Week to capture actual recycling rates in the reporting period.

Business travel & hotel stays

Business travel emissions and hotel stays by type:



Recommendation

For more robust data collection, Faversham House should capture actual distance data for business travel by rail and air.

Faversham House should continue to capture business travel by road by mileage in the reporting period. For more robust data reporting, Faversham House should capture detail on the fuel type and vehicle size.

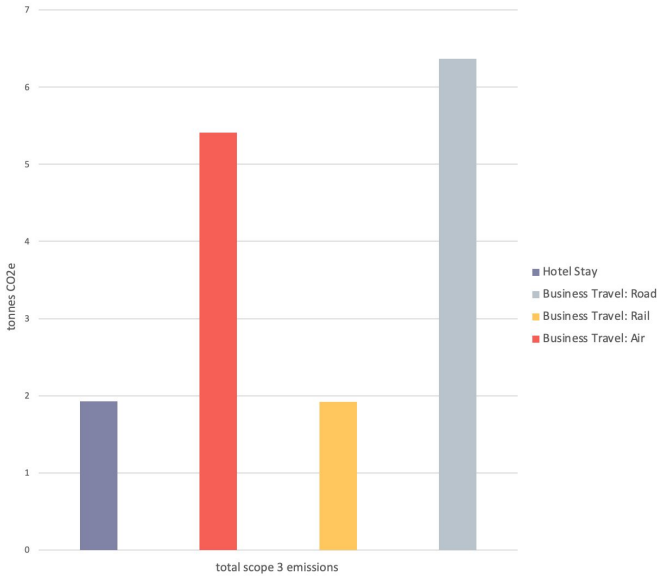
For hotel stays, existing data collection process is robust – Faversham House should continue to number of nights per hotel stay, by location, in the reporting period.

Business travel by air & rail:

- Data was provided via an internal request in the form of a spreadsheet; data extraction from the internal accounting system for event travel and employee expense claims, detailing GBP spend on flights and rail (at 20th October 2022). As this reported travel is connected to specific events which have occurred in 2022, data was not prorated.
- GBP Spend data for train and air business travel reported on Compare Your Footprint as National Rail: UK, and Air Travel: Average.

Business travel & hotel stays continued

Business travel emissions and hotel stays by type:



Business travel by land:

- Data was provided via an internal request in the form of a spreadsheet extraction from the internal accounting system, detailing total miles claimed to date (at 20th October 2022) as well as employee expense claims for taxis.
- The distance in mileage was prorated for 2022 reporting year and converted to kilometers in Excel, and reported on Compare Your Footprint as Business Travel: Road; Usage sub type – car: not owned by business; Fuel type – Average; Vehicle size – Average. Travel by taxi was reported as sub type: regular taxi.

Hotel stays:

- Data was provided as total number of nights stayed in a hotel by location, during the reporting year to date. The hotel stays are linked with events or conferences that occured in 2022, and as no further events requiring hotel stays are scheduled for the rest of the reporting period, the data has not been prorated.
- Reported on Compare Your Footprint as Hotel Stay: UK.

Carbon Emissions by Source: Employees

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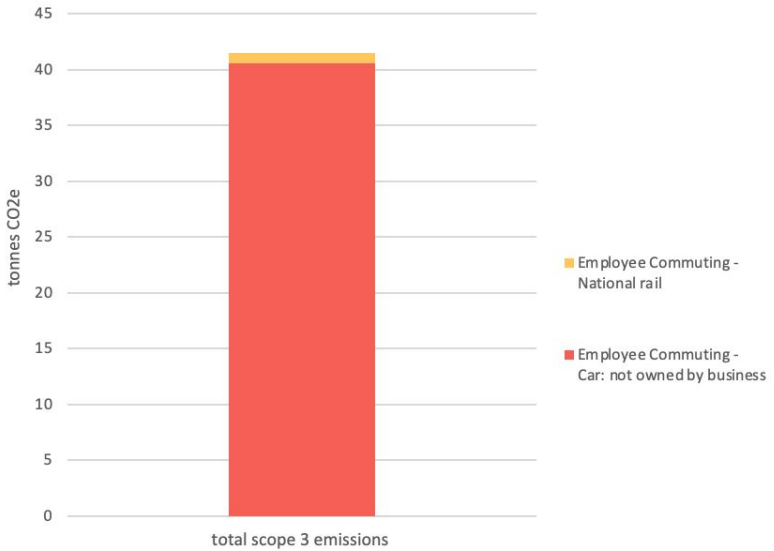
Employee commuting

Employee commuting emissions by mode of transport:



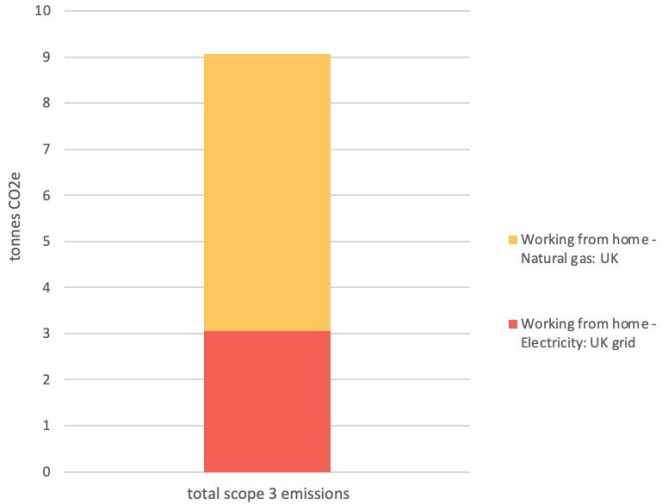
Recommendation

Existing data collection process is robust, Faversham House should continue sending out surveys each year and target a higher response rate.

- Data was collected through an all-staff survey.
- Using this information it was possible to estimate the annual total distance travelled to work by Faversham House employees by mode of transport.
- The survey had 43 responses out of 54 staff in 2022 meaning 20% of the data was estimated. The estimated calculation was based on the survey response rate and the number of employees on 2022 to account for the missing responses.
- The total distance data for train was reported on Compare Your Footprint as Employee Commuting: Rail; Rail Travel: Average. For car: not owned by business; Vehicle size: Average; and then by fuel type.
- Walking as the principal mode of transport was not reported due to there being no associated scope 3 emissions.

Working from home

Working from home emissions by type:



Recommendation

Existing data collection process is robust, Faversham House should continue sending out surveys each year and target a higher response rate.

Opportunity: over 87% responded no or don't know to whether their home is served by 100% renewable energy. Encourage and support with switching tariff.

- Data was collected through an all-staff survey, which received an 80% response rate.
- Using this information, it was possible to estimate the number of days each employee worked from home in the reporting year.
- The estimated calculation was based on the survey response rate and the number of employees on 2022 to account for the missing responses.
- The survey captured information on whether Faversham House employees homes are served by 100% renewable electricity.
- Electricity and heating consumption data (kWh) was calculated by multiplying the total number of days working from home by a high-quality industry benchmark published by the UK government. This benchmark accounts for the electricity and heating required to power a single office room in a house.
- The total annual energy consumption data was reported on Compare Your Footprint as Home Working; Electricity: UK Grid; Electricity: UK Grid – 100% renewables; Natural gas: UK.

Carbon Emissions by Source: Events

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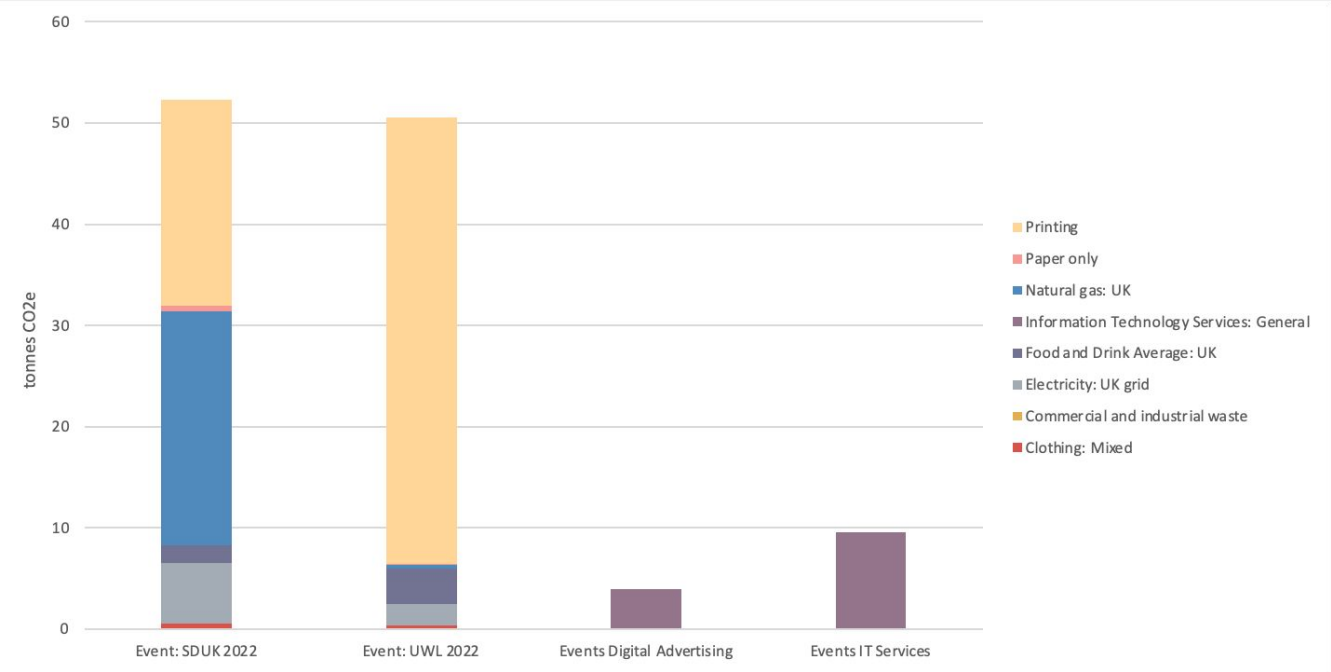
Carbon Footprint overview

Overview of **event emissions by source** between January 2022 and December 2022.



- Both events (SDUK and UWL) accounted for 33% of Faversham House's Footprint in 2022.
- Total carbon emissions associated with Faversham House events in 2022 = 116.41 tonnes CO2e.
- The following pages detail the analysis and recommendations for each of the impact areas within events.

Analysis & recommendations

Analysis and recommendations by event impact area

Impact area	Analysis	Recommendation
Electricity and Natural gas	• Utility usage data was received from the event venues via an external request, with the breakdown of usage for electricity and gas for UWL and SDUK 2022. • Unexpectedly high gas consumption reported at SDUK due to Covid-19 ventilation. • Reported on Compare Your Footprint as Supplier Electricity: UK Grid, and Supplier Gas: Natural Gas UK.	• Existing data collection is robust, Faversham House should continue to request utility usage breakdown for events from venues. • For more robust data collection, data should also be requested from smaller event venues and also find out supplier fuel mix for electricity. • Suggest Faversham House uses event venues that have set Net Zero commitments or those that procure and guarantee the use of 100% renewable electricity.
Waste	• Waste data was provided via external request in the form of a report from the event venue detailing weight (tonnes) of recycled waste and waste to energy for both UWL and SDUK 2022. This is the waste that the event generated that wasn't taken away by exhibitors. Zero waste was sent to landfill. • Scope 3 emissions were calculated by reporting the data onto Compare Your Footprint platform; Commercial waste: combustion and closed loop sub-types. All waste diverted from landfill.	• Existing data collection process is robust, Faversham House should continue to request waste data from event venue following each event held. • For more robust data collection, Faversham House should also capture waste data from all events held in the reporting year.

Analysis & recommendations

Analysis and recommendations by event impact area

Impact area	Analysis	Recommendation
Food and Drink	• Data was provided as GBP spend in the reporting year for food and drink, for both UWL and SDUK events. • Total spend was reported onto Compare Your Footprint platform for each event as 'Food & Drink: Average UK' usage sub-type, usage as £ spend.	• Existing data collection process is robust; Faversham House should continue to collate GBP spend for food and drink for events. • For more robust data collection, spend data should also be collated from smaller events and capture the breakdown between food and drink.
Paper material use	• Paper material use for events was provided in the form of printer specifications for each printed item, by event. This information included paper size, weight (gsm) and quantity printed. • The total weight of each printed item was calculated utilising weight data (grams) by paper size and weight (gsm), and then converted into tonnes. A total paper weight for all printed items was reported for SDUK. • Paper material use was reported on Compare Your Footprint as Primary Material Production.	• Existing data collection process is robust, Faversham House should continue to collate printer specifications detailing paper material use for all event paper printed items. • To reduce impact on the environment, Faversham House could consider a recycled paper stock for the printing of event items.

Analysis & recommendations

Analysis and recommendations by event impact area

Impact area	Analysis	Recommendation
Other material use/ Business Services	• GBP spend data for signage was provided for SDUK and UWL events in 2022 via an internal request. • For uniform, data was provided in the form of number of units by clothing type. Total apparel weight data was estimated by multiplying unit average weight by the number of units. • Uniform weight data reported onto Compare Your Footprint as Apparel – Clothing: Mixed, primary material production. • Event signage GBP spend data was reported onto Compare Your Footprint as Business Services: Printing.	• Existing data collection process is robust; Faversham House should continue to collate GBP spend for event signage, and number of items by type for uniform purchases. • For more robust data collection, Faversham House should request and capture actual weights of purchased apparel. • Signage emissions were unexpectedly high based on the spend analysis. For this reason a more detailed breakdown of spend should be assessed to understand what is the cause of impact.
Digital Advertising	• Data was provided via an internal request in the form of GBP spend for the purchase of digital advertising, for the events held in 2022. • A total GBP spend was calculated and then evenly divided between SDUK and UWL, as the breakdown in spend between each event was not specified. • Spend data was reported as Information Technology Services: General onto Compare Your Footprint.	• For more robust data collection, Faversham House should collate the file size of each advertisment (GB) and the total number of image impressions per advertisement.

Analysis & recommendations

Analysis and recommendations by event impact area

Impact area	Analysis	Recommendation
IT Services	•Data was provided from an internal request in the form of GBP spend data for IT services related to events in 2022, namely Hopin and Swapcard. For Hopin, actual spend data was provided for months January to September 2022, and the budgeting spend for months October to December 2022. • Spend data was reported as Information Technology Services: General onto Compare Your Footprint.	• Existing data collection process is robust, Faversham House should continue to capture GBP spend of IT Services, itemised by service area. • Suggest Faversham House uses providers that have set Net Zero commitments or those that procure and guarantee the use of 100% renewable electricity.

Appendix:
Activity & Carbon Data Table

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Activity and carbon data table

Activity data and carbon emissions by impact area and unit of measure

Impact area	Unit of measure	Activity data	Market-based carbon emission (tCO2e)
Business travel - rail	£ spend	7,138.20	1.922
Business travel - road	km	26,100.68	6.369
Business travel - air	£ spend	2088.40	5.413
Business travel - hotel stays	room.night	185	1.924
Energy - Electricity consumption	kWh	37,689	0
Energy - natural gas consumption	kWh	94,931	20.36
Purchased goods & services	£ spend	348,571.34	148.92
Purchased goods & services	$ spend	2,784	0.84
Purchased goods & services	minute	2,297,289	2.30
Purchased goods & services	tonne	0.072	0.05
Purchased goods & services	vCPUh	354,240	0.02

Activity and carbon data table

Activity data and carbon emissions by impact area and unit of measure

Impact area	Unit of measure	Activity data	Market-based carbon emission (tCO2e)
Waste - Refuse	tonne	1.170	0.02
Water - Water consumption	m3	397.83	0.06
Deliveries	tonne.km	915.701	0.71
Employee commuting	km	221,865.60	41.45
Working from home	kWh	35,089	9.07
Events	tonne	12.903	6.23
Events	minute	543,145	0.54
Events	kWh	125,960	31.51
Events	£ spend	112,836.18	83.67
Grand total			**361.14**

Appendix: Reporting Boundary and GHG inventory

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Reporting Boundary

Outlines the physical assets that have been considered for reporting

Stakeholder group	Ownership	Where	How many
Office space	Leased	Windsor Court, East Grinstead West Sussex, UK	1
Vehicles	N/A	N/A	0
Employees	N/A	UK	54
Events	N/A	UK	2

The boundary inclusion for Faversham House's Greenhouse Gas Inventory aligns with the Greenhouse Gas Protocol's operational control approach.

The reporting period for all footprint calculations in this report is January 2022 to December 2022.

Greenhouse Gas Inventory

Outlines all value chain elements that have been considered for reporting

Scope	Category	Activity	Applicable
Scope 1	Company facilities	Natural gas	yes
Scope 1	Company facilities	Liquid fuels (diesel, gas oil)	no
Scope 1	Company facilities	Solid fuels (coal)	no
Scope 1	Company facilities	Bioenergy	no
Scope 1	Company facilities	Refrigerants	no
Scope 1	Company vehicles	Company vehicles	no
Scope 2	Purchased electricity, steam, heating & cooling	Electricity	yes
Scope 2	Purchased electricity, steam, heating & cooling	Electricity for EVs	no
Scope 2	Purchased electricity, steam, heating & cooling	Steam	no
Scope 2	Purchased electricity, steam, heating & cooling	Heating & cooling	no
Scope 3	Category 1: Upstream purchased goods and services	Water supply	yes
Scope 3	Category 1: Upstream purchased goods and services	Construction material use	no
Scope 3	Category 1: Upstream purchased goods and services	Food and Drink	yes
Scope 3	Category 1: Upstream purchased goods and services	Electrical items	yes
Scope 3	Category 1: Upstream purchased goods and services	Metal material use	no
Scope 3	Category 1: Upstream purchased goods and services	Plastic material use	no

Greenhouse Gas Inventory

Outlines all value chain elements that have been considered for reporting

Scope	Category	Activity	Applicable
Scope 3	Category 1: Upstream purchased goods and services	Glass material use	no
Scope 3	Category 1: Upstream purchased goods and services	Paper material use	yes
Scope 3	Category 1: Upstream purchased goods and services	Other material use	yes
Scope 3	Category 1: Upstream purchased goods and services	Digital Advertising	no
Scope 3	Category 1: Upstream purchased goods and services	Digital Network	yes
Scope 3	Category 1: Upstream purchased goods and services	In-house Server	no
Scope 3	Category 1: Upstream purchased goods and services	Outsourced Servers (Web & Cloud Hosting)	yes
Scope 3	Category 1: Upstream purchased goods and services	Other IT Services	yes
Scope 3	Category 2: Upstream capital goods	Machinery used to manufacture/store/deliver a product	no
Scope 3	Category 2: Upstream capital goods	Equipment used to manufacture/store/deliver a product	no
Scope 3	Category 2: Upstream capital goods	Facilities used to manufacture/store/deliver a product	no
Scope 3	Category 2: Upstream capital goods	Vehicles used to manufacture/store/deliver a product	no

Greenhouse Gas Inventory

Outlines all value chain elements that have been considered for reporting

Scope	Category	Activity	Applicable
Scope 3	Category 3: Upstream fuel and energy related activities not included in Scope 1 or 2	Electricity T&D	yes
Scope 3	Category 4: Upstream transportation and distribution	Transporting products (to wholesaler)	yes
Scope 3	Category 5: Waste generated in Operations	Waste to landfill	yes
Scope 3	Category 5: Waste generated in Operations	Waste to recovery or recycling	yes
Scope 3	Category 5: Waste generated in Operations	Waste to incineration	yes
Scope 3	Category 5: Waste generated in Operations	Waste to composting	yes
Scope 3	Category 5: Waste generated in Operations	Waste to energy	yes
Scope 3	Category 5: Waste generated in Operations	Wastewater treatment	yes
Scope 3	Category 5: Waste generated in Operations	Electrical items waste	yes
Scope 3	Category 6: Upstream business travel	Air travel	yes
Scope 3	Category 6: Upstream business travel	Land travel (road, rail)	yes
Scope 3	Category 6: Upstream business travel	Sea travel (ferry)	yes
Scope 3	Category 6: Upstream business travel	Hotel stays	yes
Scope 3	Category 7: Upstream employee commuting	Car travel	yes
Scope 3	Category 7: Upstream employee commuting	Bus travel	yes
Scope 3	Category 7: Upstream employee commuting	Rail travel	yes

Greenhouse Gas Inventory

Outlines all value chain elements that have been considered for reporting

Scope	Category	Activity	Applicable
Scope 3	Category 7: Upstream employee commuting	Other modes (tube, cycling, walking)	yes
Scope 3	Category 7: Upstream employee commuting	WFH emissions	yes
Scope 3	Category 8: Upstream Leased Assets	Leased assets	no
Scope 3	Category 9: Downstream transportation and distribution	Transporting products (to final consumer)	yes
Scope 3	Category 10: Downstream processing of sold products	Co-packaging	no
Scope 3	Category 11: Downstream use of sold products	Consumer's use	no
Scope 3	Category 12: Downstream end-of-life treatment of sold products	Consumer's waste	yes
Scope 3	Category 13: Downstream Leased Assets	Leased assets	no
Scope 3	Category 14: Franchises	Franchises	no
Scope 3	Category 15: Investments	Investments	no

Thank you!

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