

Business Certification

Apex Lift & Escalator Engineers Ltd

YEAR 2

01 January 2023 to 31 December 2023



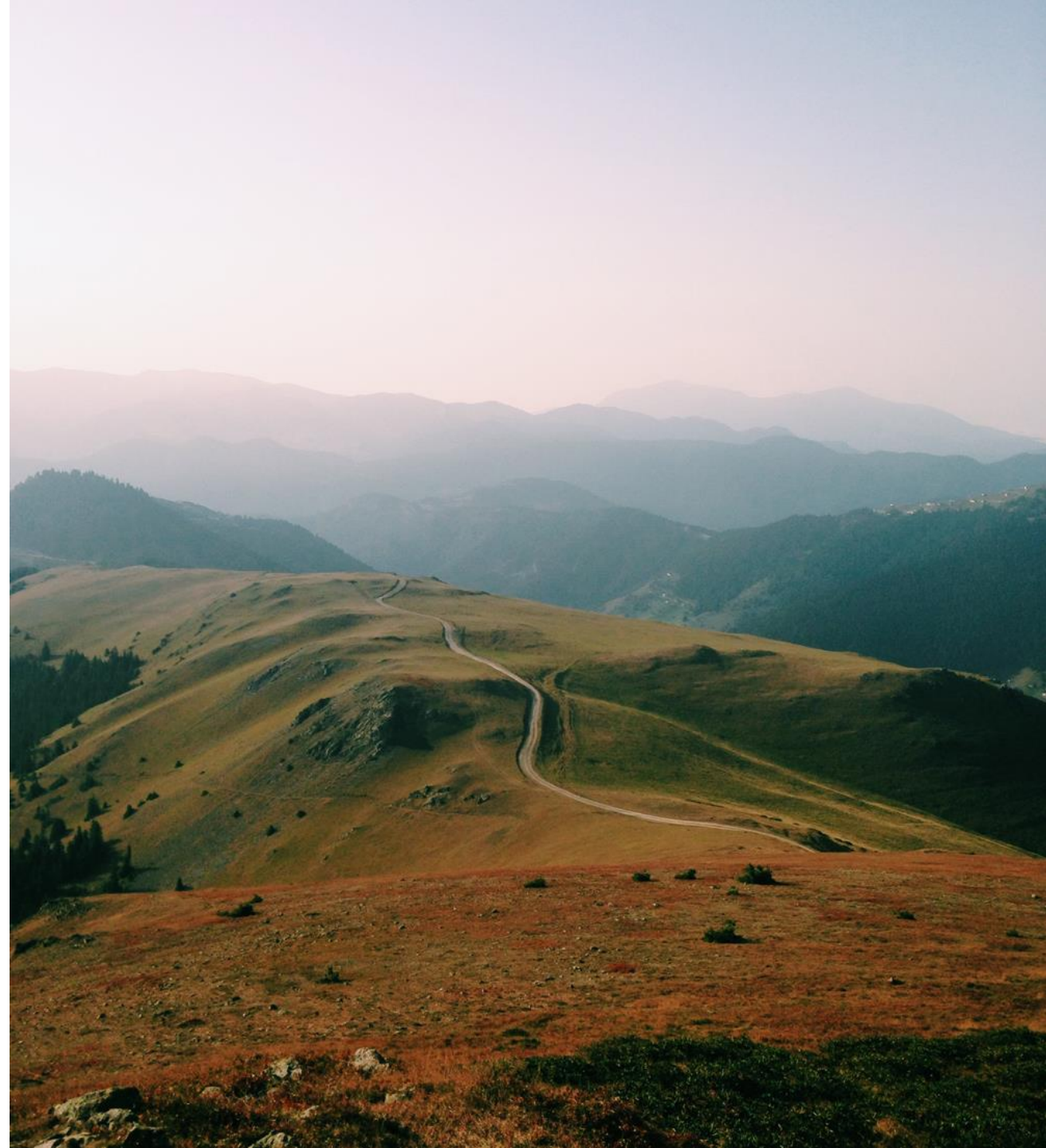
Measure



Engage



Communicate





Executive Summary

This is Apex Lift & Escalator Engineers Ltd's 2nd year of business carbon footprint reporting, Social Value measuring, and certification to The Planet Mark. Apex Lift & Escalator Engineers Ltd first calculated the carbon footprint of its operations for the year ending 2022. This year's footprint includes emissions from electricity, T&D losses, natural gas, water, fleet, business travel, waste, paper, and homeworking (not included in total footprint). Apex Lift & Escalator Engineers Ltd has been certified with The Planet Mark for the year ending December 2023 based on its absolute reduction and per employee reduction and set a target to reduce emissions by 5% annually.

Apex Lift & Escalator Engineers Ltd's measured location-based carbon footprint for year ending December 2023 was 187.3 tCO₂e, a decrease of 32.8% from the year ending December 2022. Emissions from Air Travel and Electric Fleet Vehicles have been excluded from year-over-year comparison, as they were reported for the first time in YE2023. The carbon footprint per £m turnover was 7.7 tCO₂e (a decrease of 37.7%) and the carbon footprint per employee was 1.4 tCO₂e (a decrease of 42.3%). Scope 1 emissions (natural gas, fleet travel) account for 58.2%, location-based scope 2 emissions (electricity) account for 26.0% and scope 3 emissions (transmission and distribution losses, paper, business travel, waste, water) account for 15.8%. Apex Lift & Escalator Engineers Ltd's measured market-based footprint in the year ending December 2023 was 168.9 tCO₂e, a decrease of 38.2% from the year ending December 2022. Apex Lift & Escalator Engineers Ltd is procuring electricity from British Gas, which results in lower market-based emissions.

A significant fall in Fleet Travel emissions – the highest emitting category for Apex Lift & Escalator Engineers Ltd during YE2023 – was the primary reason for the fall in emission this year. Water data is based on a supplier estimation, while Electric Fleet distance has been estimated from cost data, as actual mileage was unavailable. Unlike YE2022, no data was submitted for Business Travel by Private Car, so this category was not measured.

Apex Lift & Escalator Engineers Ltd's measured Social Value contribution for the year ending December 2023 was £30,649. It reported on 13 Social Value measures with the top three contributors being: TPM1, NT9 and NT28.

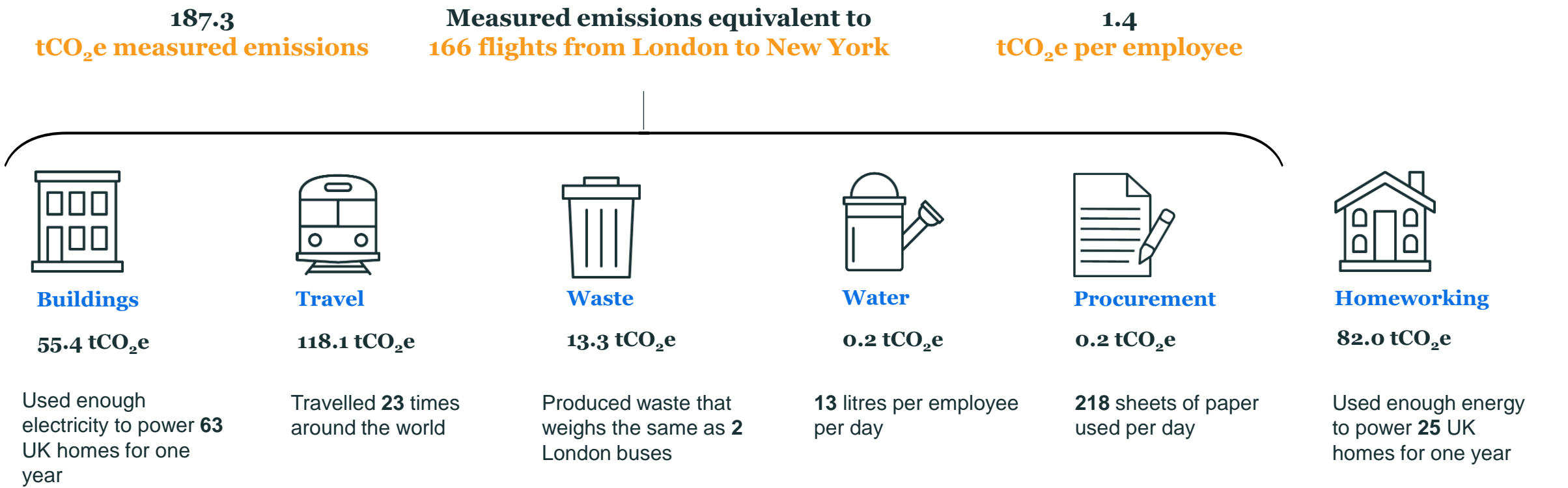


PlanetMark

It's more than a mark



Measured carbon EMISSIONS





Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

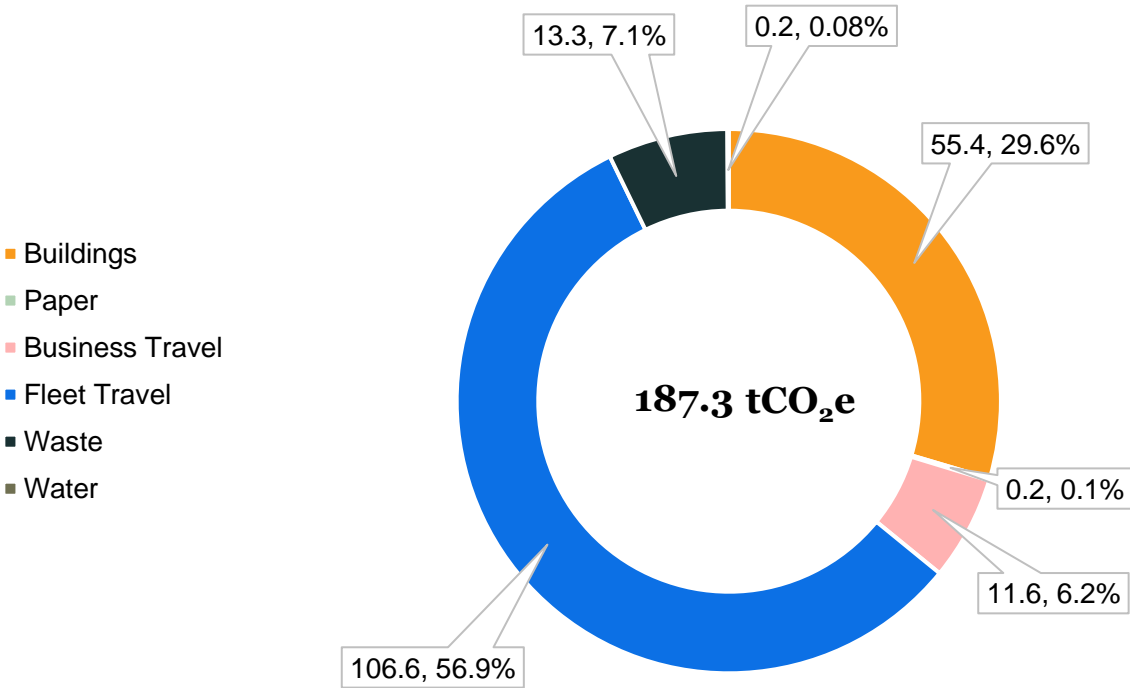
Reporting year:
01 January 2023 to 31 December 2023

Reporting Boundary:
ART's House and Apex House

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper, Homeworking (not included in total footprint)

Highlights:
Carbon footprint (tCO₂e): **187.3**
Per employee (tCO₂e): **1.4**
Next reduction target: **5%**
Data quality score: **12 out of 20**

Carbon footprint by emission source for year ending 2023, 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).



Measured carbon footprint.

Market *BASED*

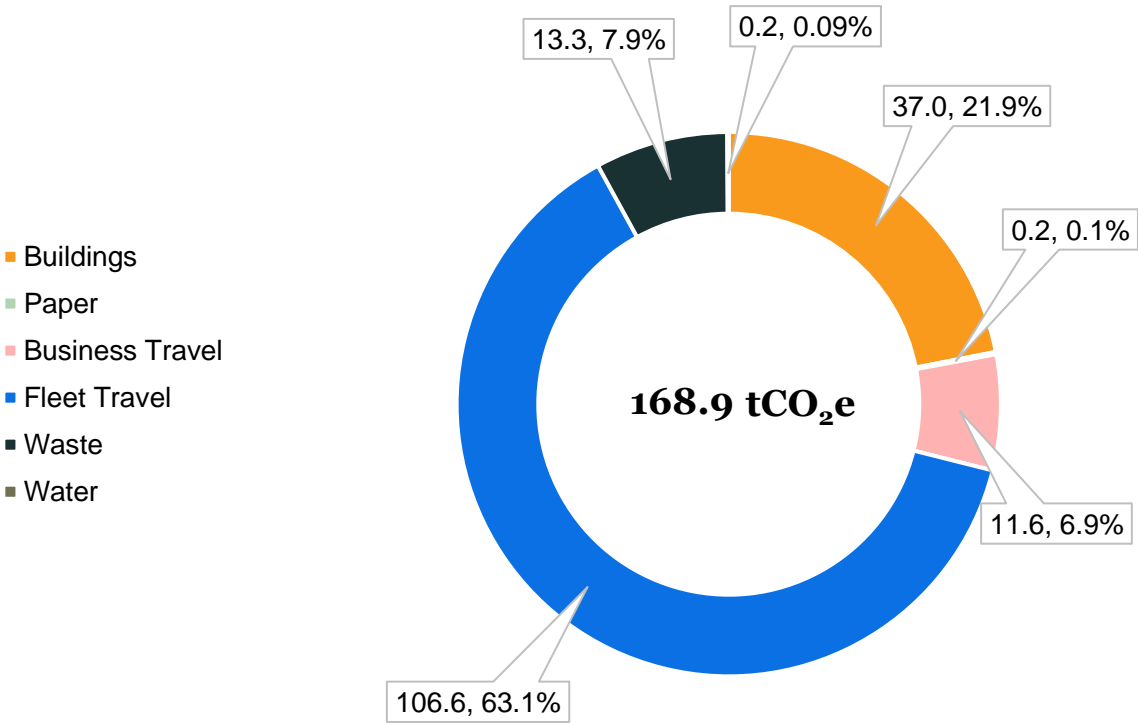
Reporting year:
01 January 2023 to 31 December 2023

Reporting Boundary:
ART's House and Apex House

Emissions measured:
Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper, Homeworking (not included in total footprint)

Highlights:
Carbon footprint (tCO₂e): **168.9**
Per employee (tCO₂e): **1.2**
Next reduction target: **5%**
Data quality score: **12 out of 20**

Carbon footprint by emission source for year ending 2023, 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).



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.* For the purposes of year-to-year comparison and reduction, location-based value is used, to ensure consistency and adherence to Business Certification Scheme Rules.

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 “REGO-backed”. **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 for 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 location-based 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.

* https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance_Final_Sept26.pdf#page=28



Measured carbon footprint.

Yearly *COMPARISON*

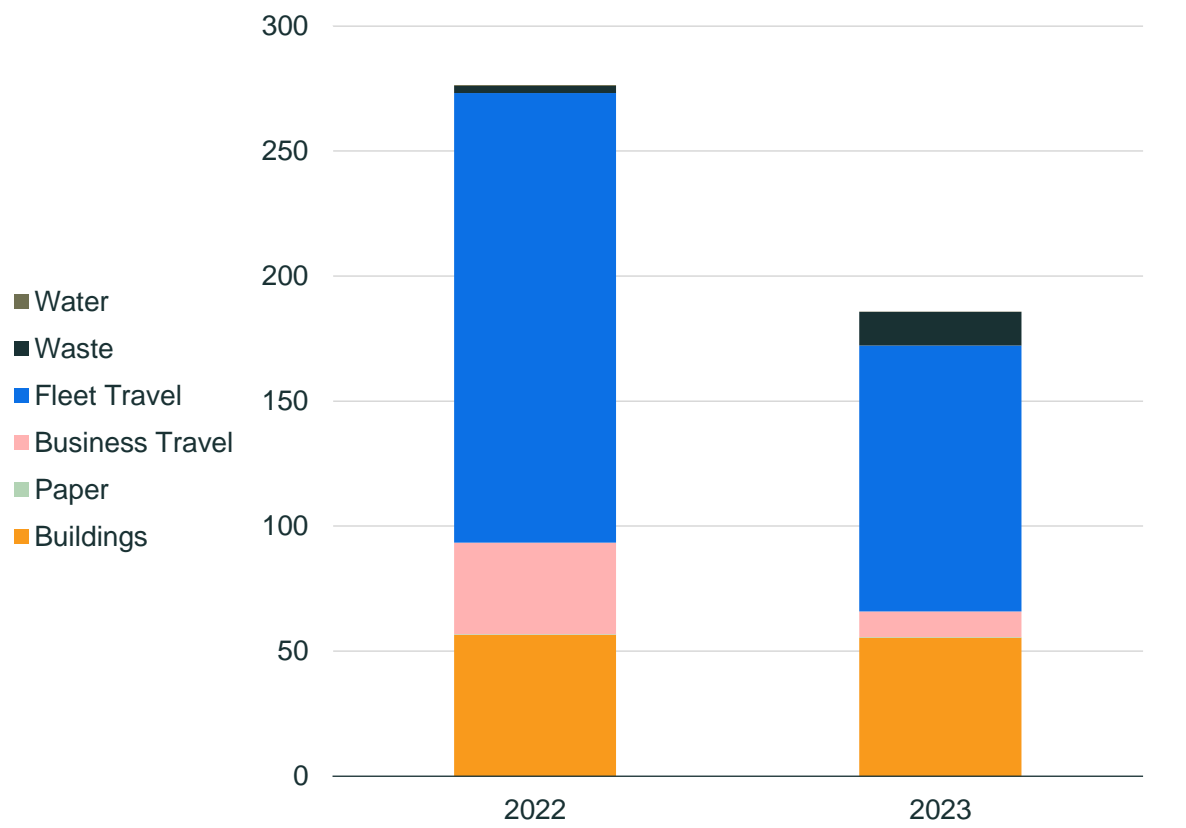
Year-over-year emissions have been normalised to exclude emissions from Air Travel and Electric Fleet vehicles, both of which were measured for the first time this year. These emissions totalled 1.5 tCO₂e.

Of sources which were measured year-over-year, Fleet Travel saw the biggest fall in emissions (40.8%).

Source Category	2022	2023
Buildings	56.5	55.4
Paper	0.3	0.2
Business Travel	36.6	10.2
Fleet Travel	179.8	106.4
Waste	2.7	13.3
Water	0.5	0.2
Total	276.4	185.8

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

Carbon footprint by emission source for year ending 2022 and 2023, tCO₂e





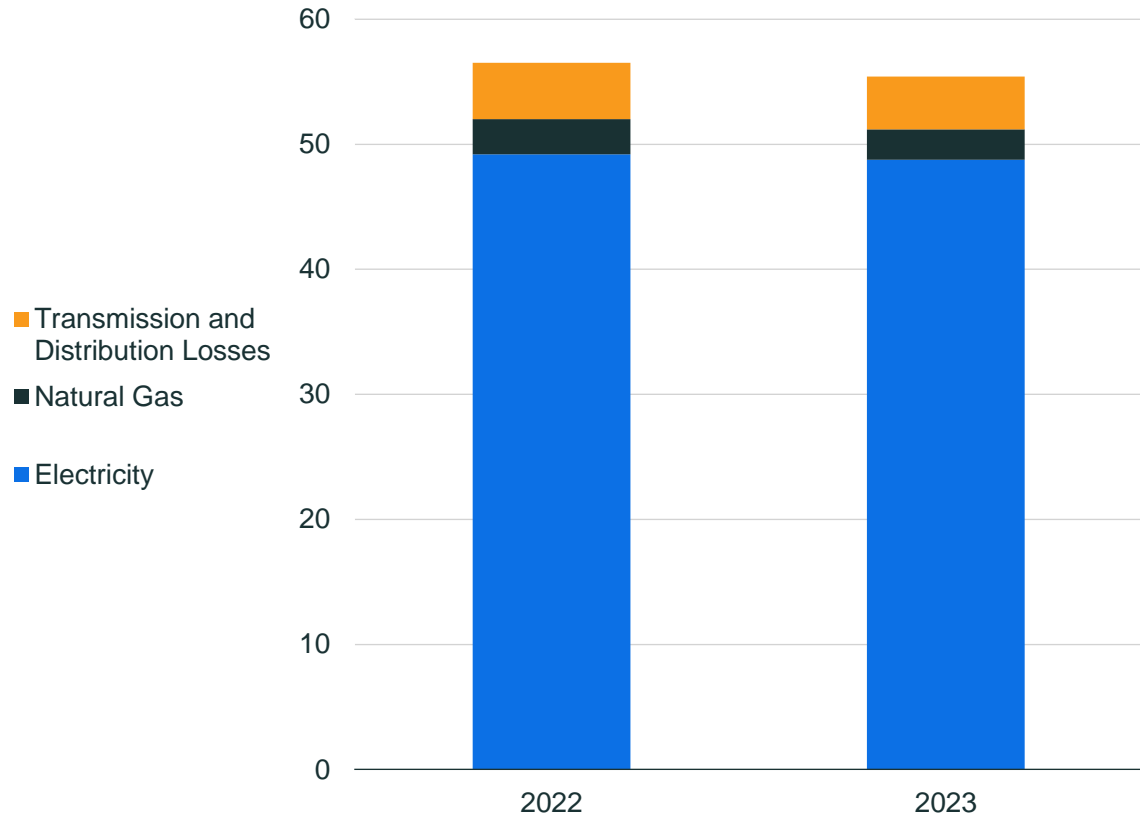
Carbon footprint.

BUILDINGS

Building-related emissions remained relatively consistent year-over-year, with both Electricity and Natural Gas emissions seeing slight reductions compared to YE2022 (7% and 14% falls respectively).

Buildings	2022	2023
Electricity	49.2	48.8
Natural Gas	2.8	2.4
Transmission and Distribution Losses	4.5	4.2
Total	56.5	55.4

Buildings emissions for year ending 2022 and 2023, tCO₂e



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



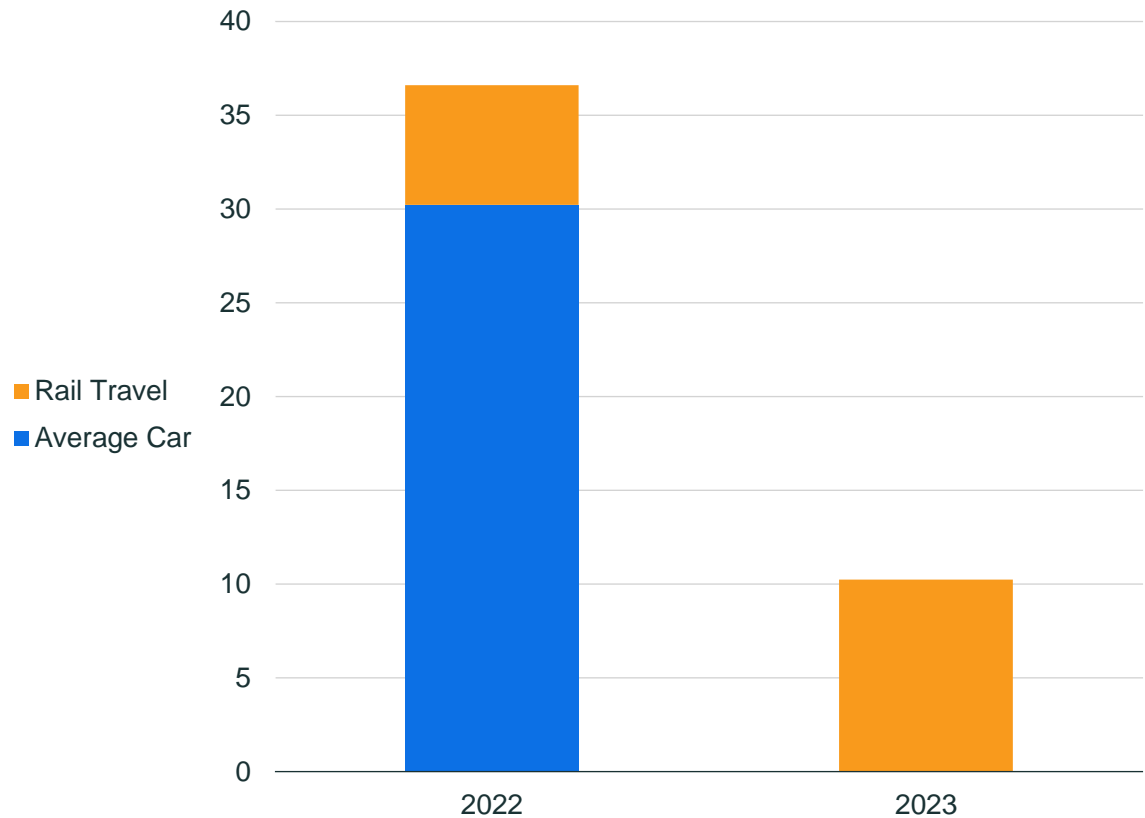
Carbon footprint.

Business TRAVEL

Business Travel by Private Car was not measured for YE2023, unlike YE2022. This created the fall in measured Business Travel emissions seen here. Rail emissions rose by 5.5% year-over-year.

Business Travel	2022	2023
Average Car	30.2	-
Rail Travel	6.4	10.2
Total	36.6	10.2

Business travel emissions for year ending 2022 and 2023, tCO₂e



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



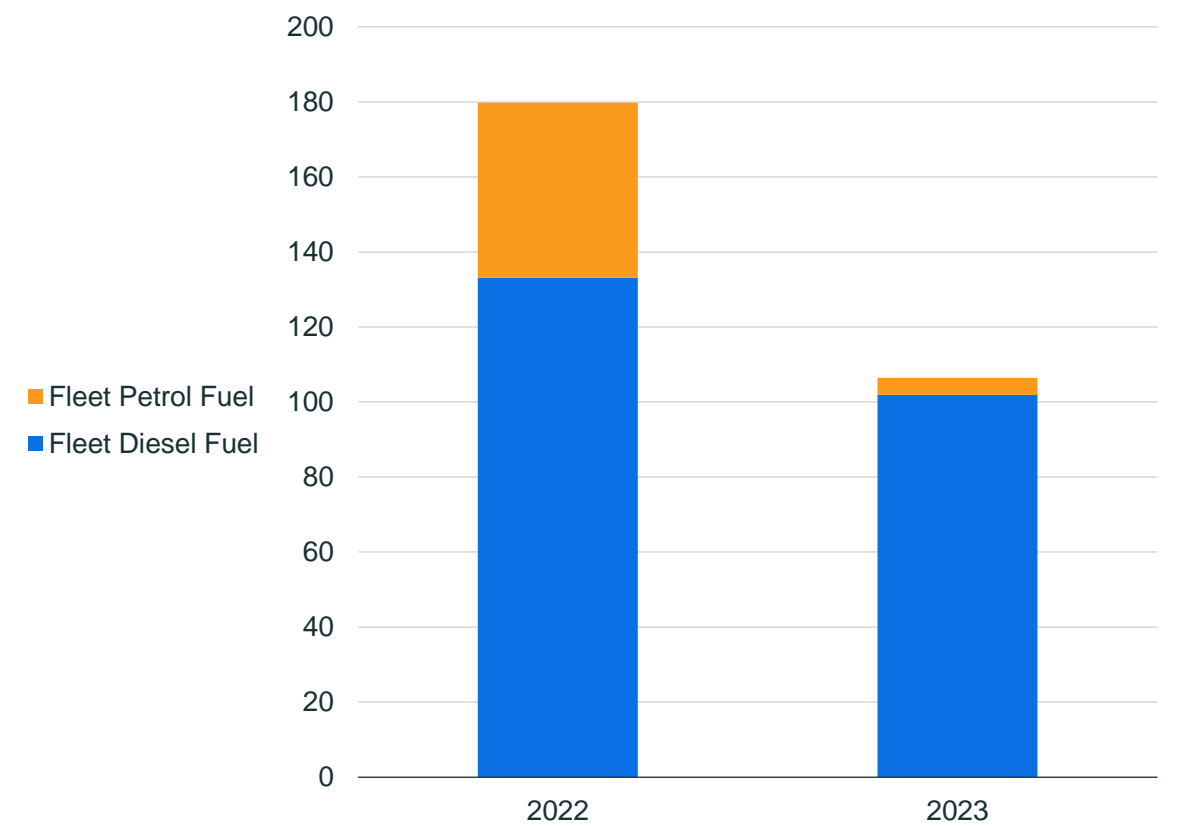
Carbon footprint.

Fleet TRAVEL

Fleet Travel remained the primary contributor to Apex Lift & Escalator Engineers Ltd’s measured carbon footprint for YE2023, despite the 40.8% fall in emissions within this category. While both Diesel and Petrol fall saw significant drop-offs, Petrol Fuel usage was reduced to near zero this year.

Fleet Travel	2022	2023
Fleet Diesel Fuel	133.1	101.9
Fleet Petrol Fuel	46.7	4.5
Total	179.8	106.4

Fleet travel emissions for year ending 2022 and 2023, tCO₂e



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



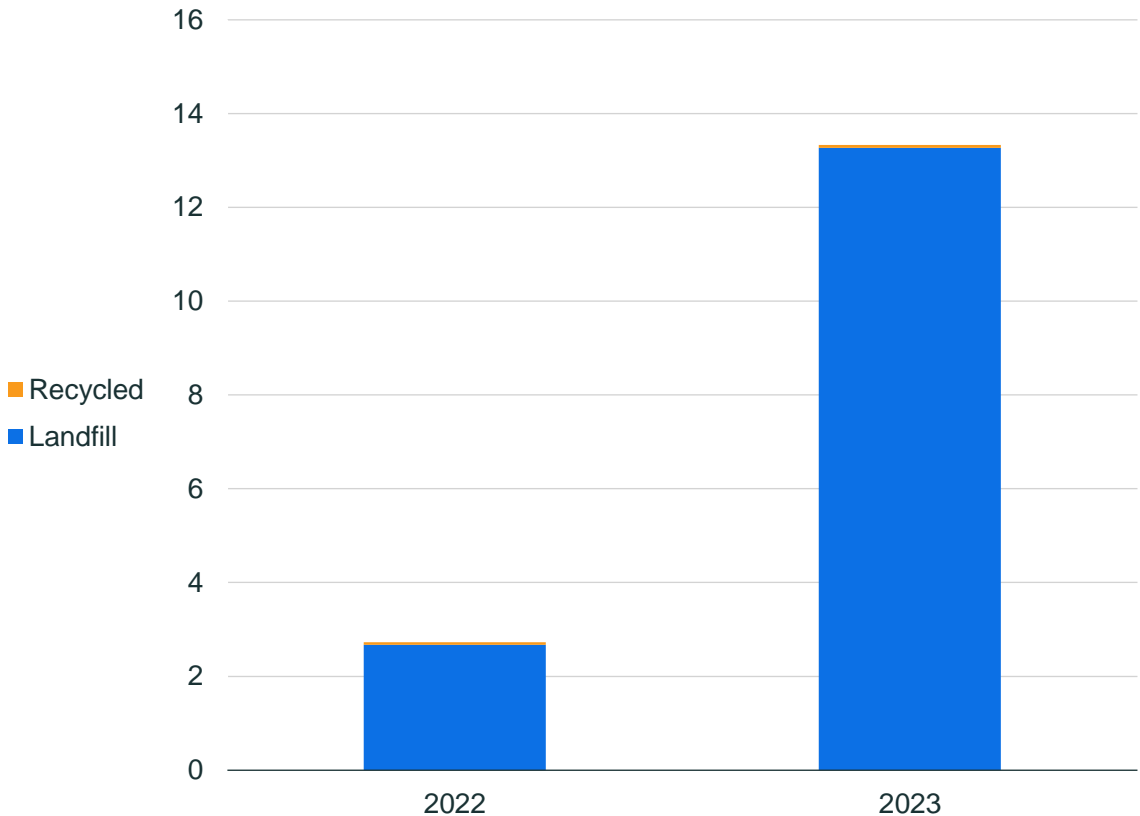
Carbon footprint.


WASTE

More detailed Waste data collection compared to YE2022 has led to an increase in measured emissions from this source. For YE2023, Waste emissions contributed 7.1% of Apex Lift & Escalator Engineers Ltd’s measured carbon footprint.

Waste	2022	2023
Landfill	2.7	13.3
Recycled	0.1	0.1
Total	2.7	13.3

Waste emissions for year ending 2022 and 2023, tCO₂e



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



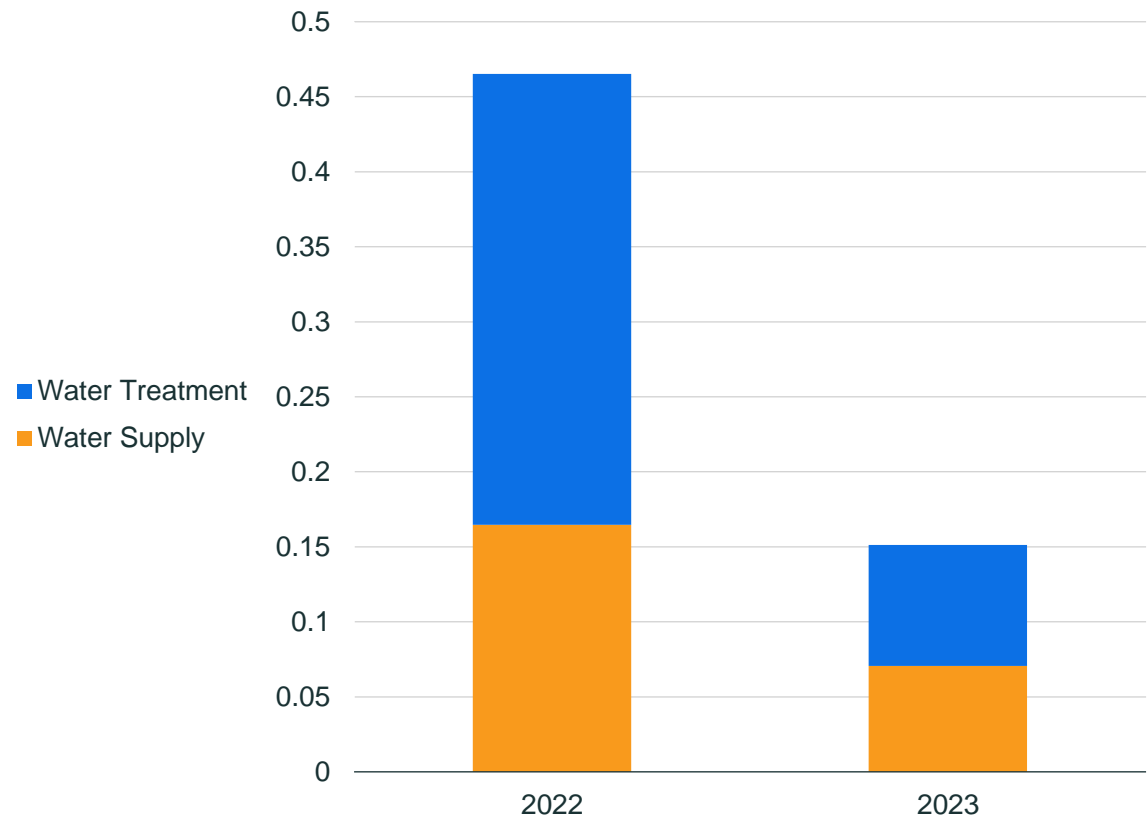
Carbon footprint.

WATER

Water supply saw a fall in emissions during YE2023 and accounted for the smallest proportion of emissions of any measured category within Apex Lift & Escalator Engineers Ltd’s measured carbon footprint.

Water	2022	2023
Water Supply	0.2	0.1
Water Treatment	0.3	0.1
Total	0.5	0.2

Water emissions for year ending 2022 and 2023, tCO₂e



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



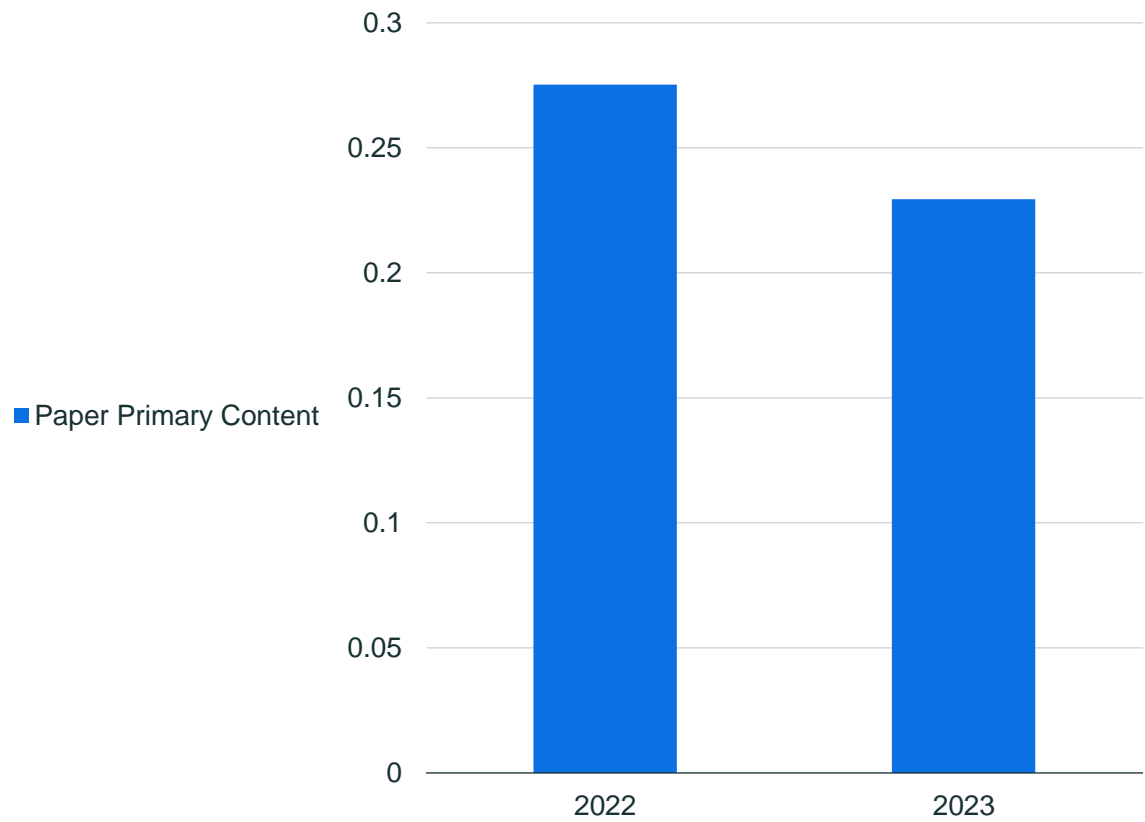
Carbon footprint.

PROCUREMENT

Emissions from Purchased Paper fell slightly during YE2023. Further reductions here are possible through a shift from purchasing Paper made from Primary Content, to purchasing Paper made from Recycled Content.

Paper	2022	2023
Paper Primary Content	0.3	0.2
Total	0.3	0.2

Procurement emissions for year ending 2022 and 2023, tCO₂e



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

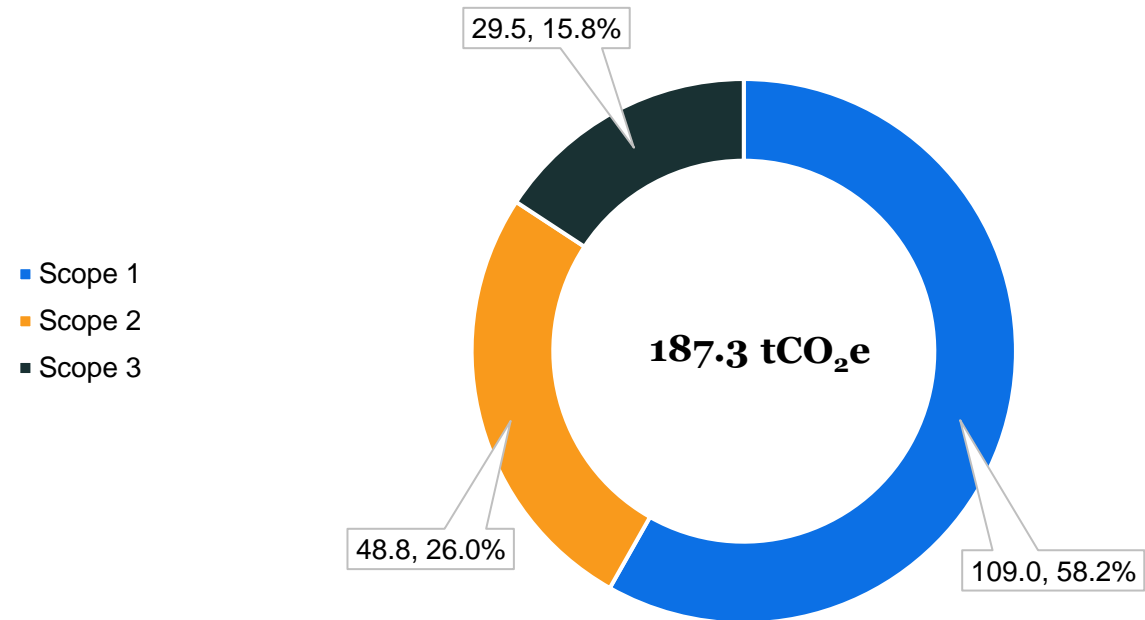


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	109.0	58.2
Scope 2	48.8	26.0
Scope 3	29.5	15.8
Total	187.3	100.0

Measured carbon emissions by scope for year ending 2023, tCO₂e



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



Carbon footprint.

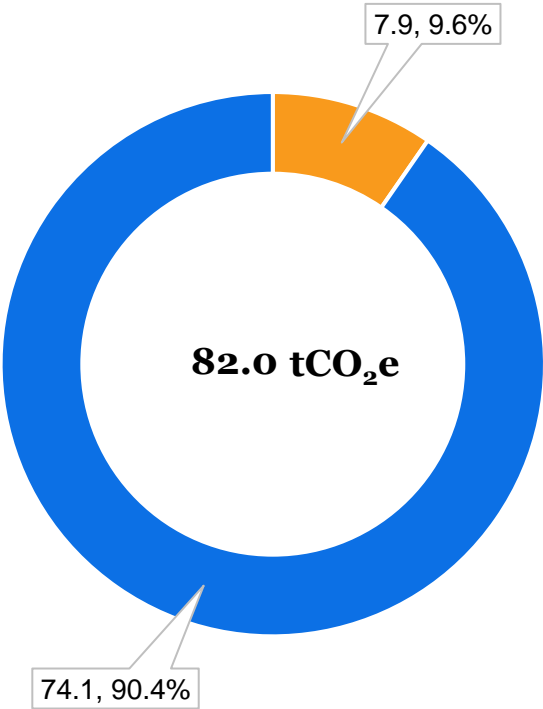
HOME OFFICE

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	7.9	9.6
Natural Gas	74.1	90.4
Total	82.0	100.0

Homeworking emissions for year ending 2023, tCO₂e

- Electricity
- Natural Gas



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



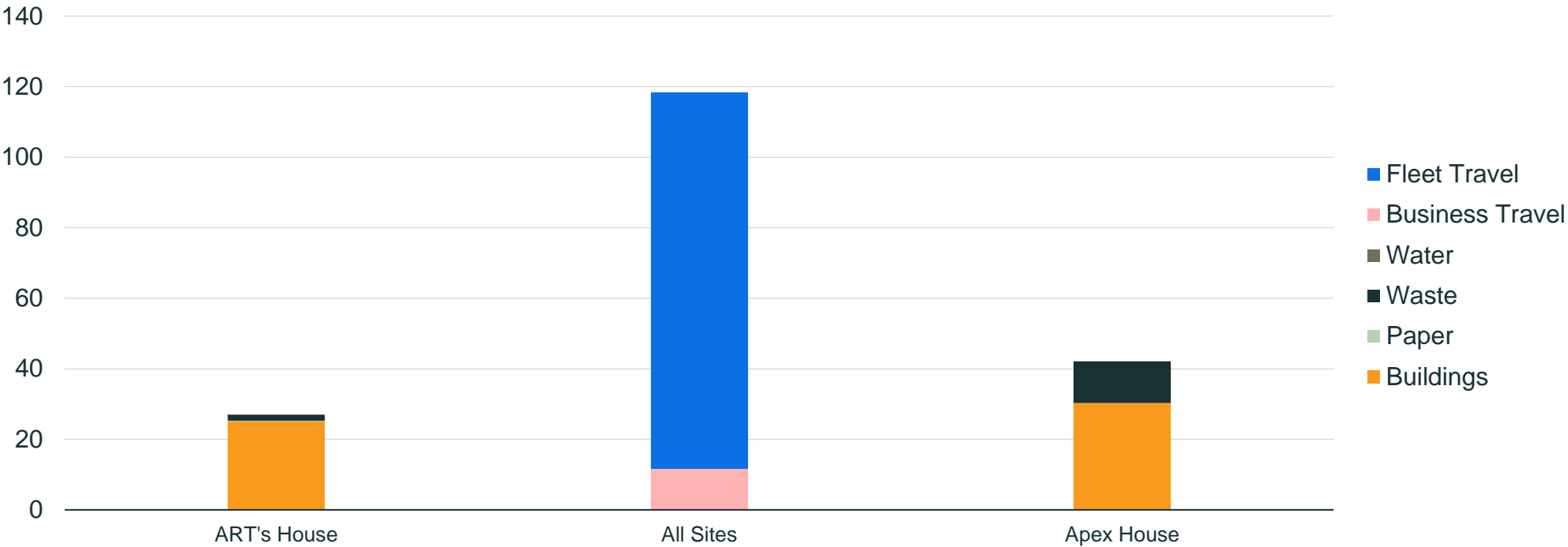
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO₂e

Note:
All Sites includes business travel and fleet, since the data submitted was cumulative for the whole business.





Benchmarking Percentage reduction.

% reduction in absolute carbon by Planet Mark Members (Year 2022)*

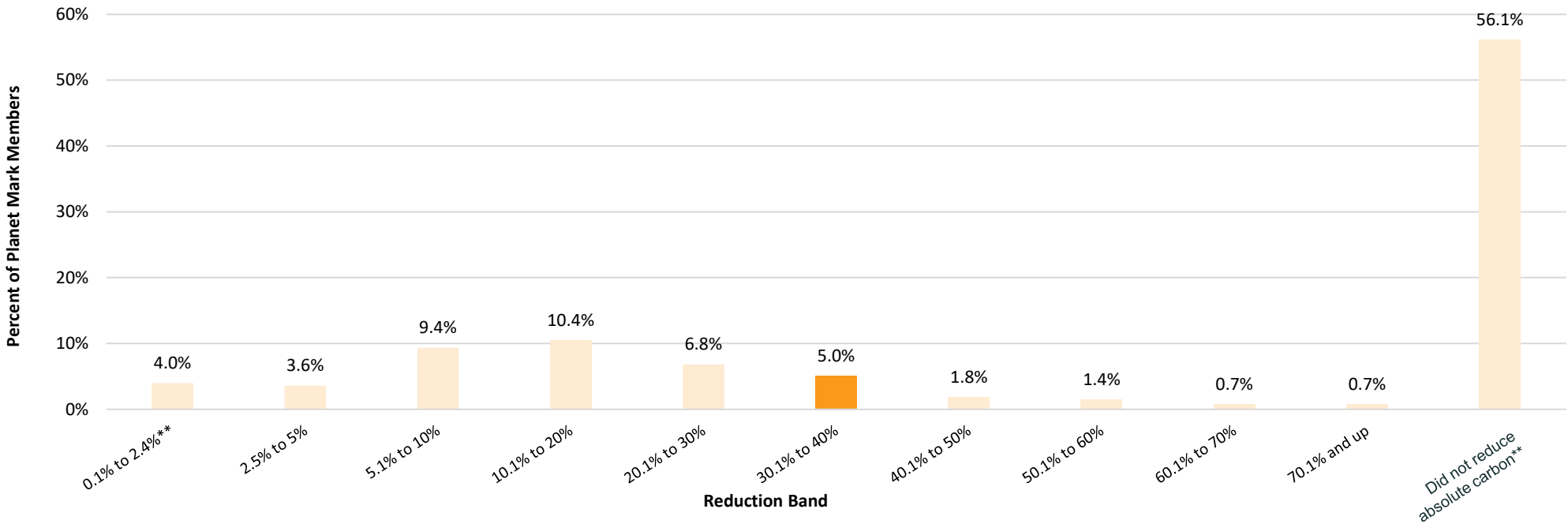
Absolute carbon
reduction achieved:

-32.8%



Your reduction band is
highlighted on the graph.

Apex Lift & Escalator
Engineers Ltd reduced its
measured carbon by 32.8%
from the previous year. 5.0% of
Planet Mark Members also
achieved a 30.1% to 40%
reduction in their measured
carbon.



*The benchmarking data above is based on YE2022 reporting period and a sample of 278 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Benchmarking Percentage reduction.

% reduction in carbon per employee by Planet Mark Members (Year 2022)*

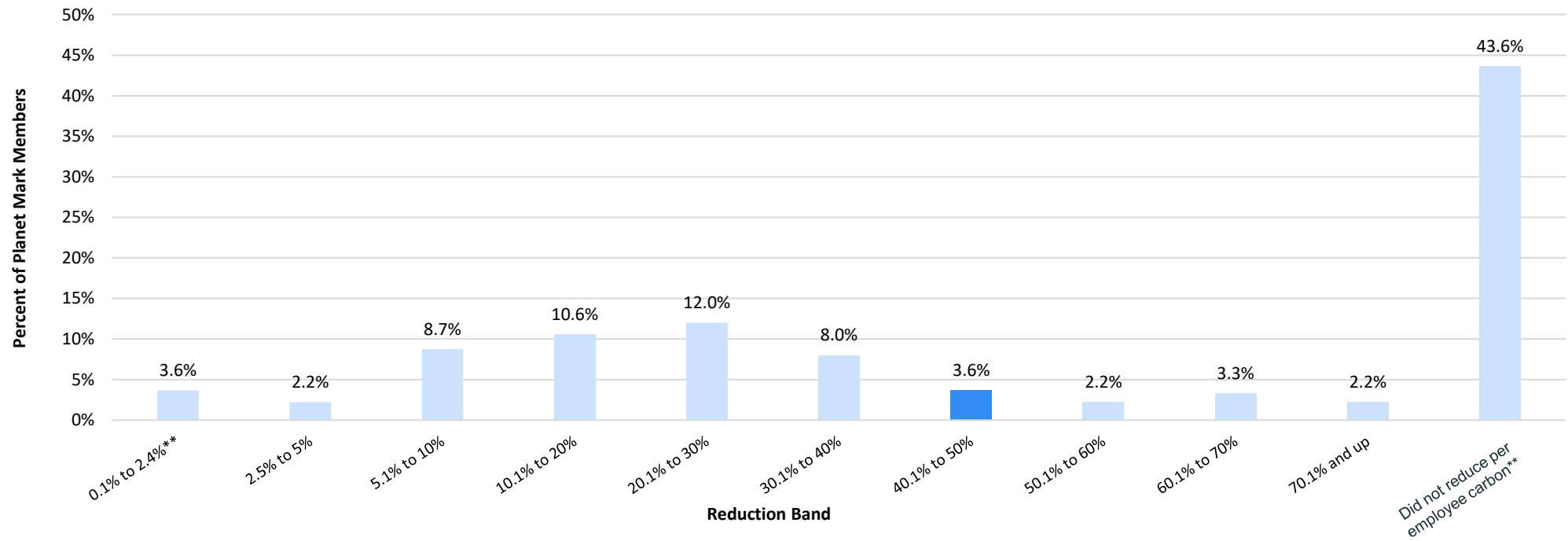
Per employee carbon
reduction achieved:

-42.3%



Your reduction band is
highlighted on the graph.

Apex Lift & Escalator
Engineers Ltd reduced its
measured carbon per
employee by 42.3% from the
previous year. 3.6% of Planet
Mark Members also achieved a
40.1% to 50% reduction in their
measured carbon per
employee.

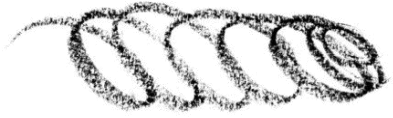


*The benchmarking data above is based on YE2022 reporting period and a sample of 278 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Looking ahead. Targets for next year.



Measured carbon
footprint
187.3 tCO₂e



Carbon
reduction target (5%)
9.4 tCO₂e



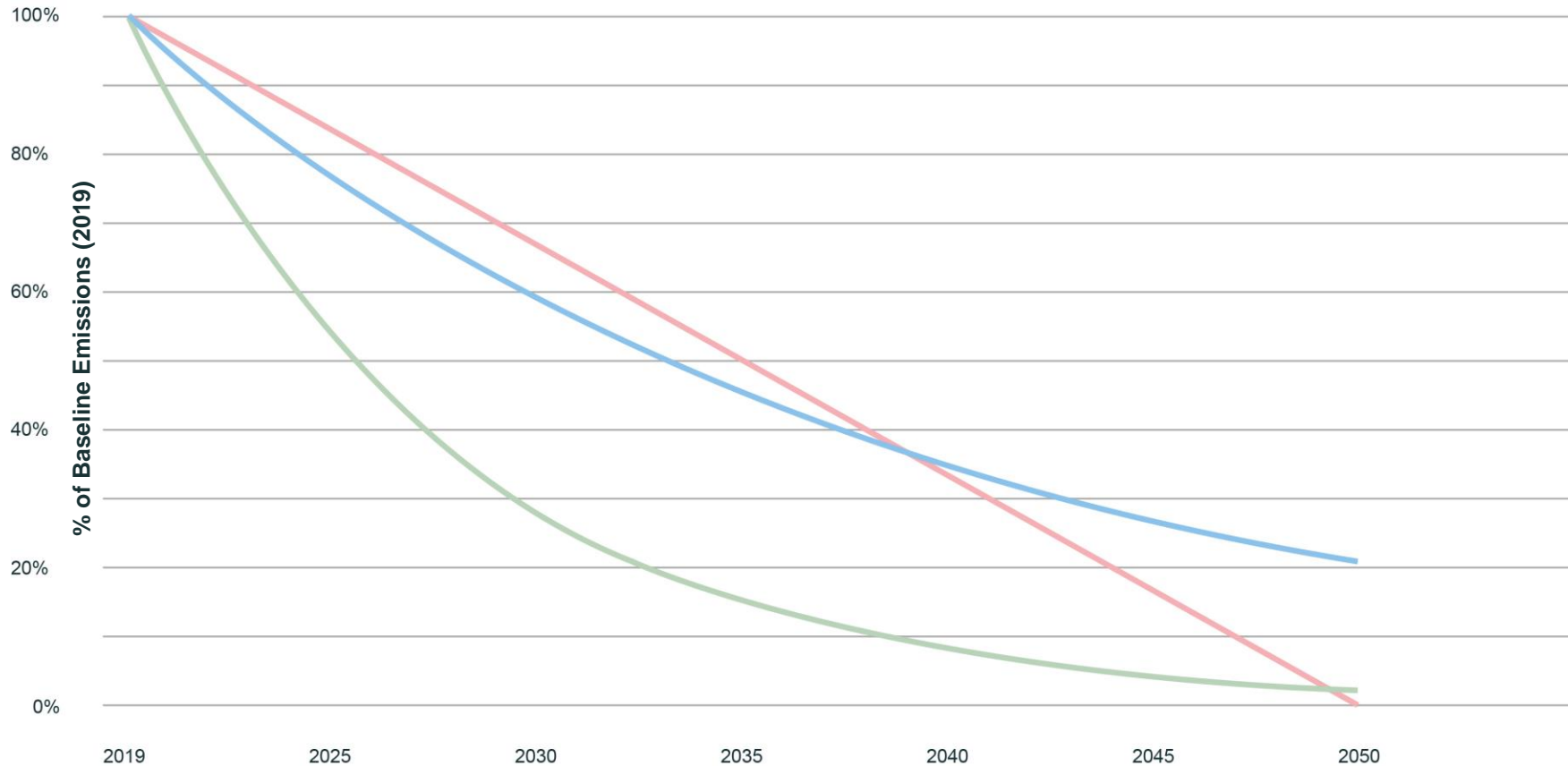
Carbon reduction
per employee (5%)
0.1 tCO₂e





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 Planet Mark Member absolute carbon reduction average over the past 5 years (2018-2022).
- 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



Social value.

CONTRIBUTION

% turnover
0.1 %

Total Social Value
£ 30,649

**Social Value
per employee**
£ 227



Your people
£ 4,704



**Community &
volunteering**
£ 3,278



Donations
£ 2,715



Procurement
N/A



**Environmental
impacts**
£ 19,953



Social Value – Breakdown (i).

Theme	Ref	Measures	Units	Your amount
People	NT9	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years	No. weeks	14.8
Community & Volunteering	NT8	No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours	10
Community & Volunteering	NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	No. weeks	3
Community & Volunteering	NT15	Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	20.25
Community & Volunteering	NT27	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£ invested including staff time	446
Community & Volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	2

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



Social Value – Breakdown (ii).

Theme	Ref	Measures	Units	Your amount
Environmental	NT32	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	Miles saved	2,500
Environmental	NT83	Commitment to measure and disclose Scope 1, 2 and 3 carbon emissions	Yes, commitment to measure Scope 1, 2 and 3 emissions	Yes
Environmental	NT90	Activities to influence staff, suppliers, customers and communities to support environmental protection and improvement.	No. staff expert hours	8
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	1,731.6
Environmental	NT33	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	Miles driven	4,523.7
Donations	NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£	499.95
Donations	NT28	Donations and/or in-kind contributions to specific local community projects (£ & materials)	£ value	2,215

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



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.

One virtual 1h sustainability workshop is included with your Certification.

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.



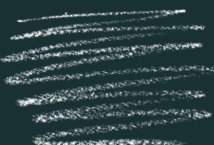
The Eden Project

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.

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





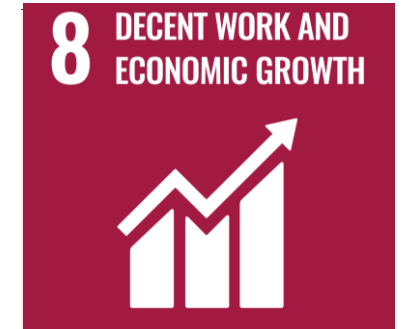
Communicating your international influence.

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

9 SDGs





SDG alignment.



6.3 - 100% of water treated
6.4 - Reduction in water consumption
6.6 - Reduction in water consumption



9.4 - Reduction in energy use
9.4 - Reduction in electricity use



13.3 - Reduction in absolute carbon emissions
13.3 - Donation to the Eden Project



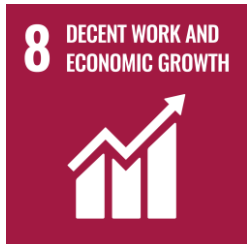
7.3 - Reduction in energy use
7.3 - Reduction in electricity use



11.6 - Measured carbon emissions
11.6 - Reduction in absolute carbon emissions
11.6 - Reduction in travel emissions
11.6 - 10% of waste recycled and composted
11.4 - Donation to the Eden Project



14.3 - Reduction in absolute carbon emissions



8.4 - Reduction in absolute carbon emissions
8.4 - Reduction in carbon emissions per intensity



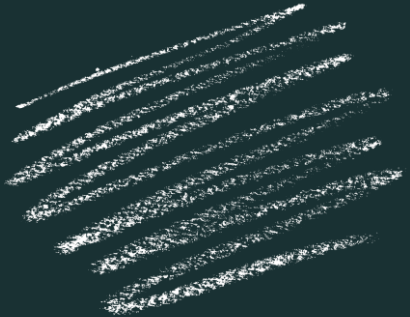
12.6 - Measured carbon emissions
12.1 - Reduction in absolute carbon emissions
12.5 - 10% of waste recycled and composted



15.5 - Reduction in absolute carbon emissions
15.2 - Reduction in paper use



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. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

4. 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!

5. 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 2022 to 31 December 2022					01 January 2023 to 31 December 2023					
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	tCO ₂ e normalised	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings										
Electricity (location based)	2	kWh	254,451.2	49.2	235,508.0	48.8	48.8	-1%	26%	-7%
Electricity (market based)	2	kWh	254,451.2	43.7	235,508.0	30.4	30.4	-31%	-	-7%
Natural Gas	1	kWh	15,411.0	2.8	13,238.0	2.4	2.4	-14%	1%	-14%
Transmission and Distribution Losses	3	kWh	254,451.2	4.5	235,508.0	4.2	4.2	-6%	2%	-7%
Procurement										
Paper Primary Content	3	tonnes	0.3	0.3	0.3	0.2	0.2	-17%	0.1%	-16%
Travel										
Fleet Diesel Fuel	1	litres	52,040.7	133.1	40,556.9	101.9	101.9	-23%	54%	-22%
Fleet PHEV	1	km	-	-	2,043.5	0.1	0.0	-	0.1%	-
Fleet Petrol Fuel	1	litres	21,613.5	46.7	2,162.3	4.5	4.5	-90%	2%	-90%
Air Travel	3	passenger.km	-	-	12,508.0	1.4	0.0	-	1%	-
Average Car	3	km	177,027.8	30.2	-	-	0.0	-	-	-
Rail Travel	3	passenger.km	179,879.3	6.4	288,549.7	10.2	10.2	60%	5%	60%
Waste										
Landfill	3	tonnes	5.7	2.7	25.5	13.3	13.3	397%	7%	346%
Recycled	3	tonnes	2.4	0.1	2.9	0.1	0.1	19%	0.03%	19%
Water										
Water Supply	3	cubic metres	1,105.2	0.2	400.0	0.1	0.1	-57%	0.04%	-64%
Water Treatment	3	cubic metres	1,105.2	0.3	400.0	0.1	0.1	-73%	0.04%	-64%
Location Based										
Total		tCO₂e		276.4		187.3	185.8	-33%		
No. employees		Number		116		135.2	135.2			
Total per employee		tCO₂e		2.4		1.4	1.4	-42%		
Turnover £m		£m		22.6		24.4	24.4			
Total per £m		tCO₂e		12.2		7.7	7.6	-38%		
Market Based										
Total		tCO₂e		270.9		168.9	167.4	-38%		
No. employees		Number		116		135.2	135.2			
Total per employee		tCO₂e		2.3		1.2	1.2	-47%		
Turnover £m		£m		22.6		24.4	24.4			
Total per £m		tCO₂e		12.0		6.9	6.9	-43%		

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	Apex Lift & Escalator Engineers Ltd
Sector	Engineering
Reporting Period	01 January 2023 to 31 December 2023
Year Of Certification	2nd
Reporting Boundary	ART's House and Apex House
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Fleet, Business Travel, Waste, Paper, Homeworking (not included in total footprint)
Total FTE Employees (annual average no.)	135
Total Internal Floorspace (m²)	None
Data Collection Lead	Thom Standen, Marketing Manager, thom.standen@cibeslift.co.uk
Significant reporting changes	Large business growth, including absorption of sister company "Titan"
Baseline Conversion Factor	BEIS 2022
Current Conversion Factor	DESNZ 2023
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	Hugh Williams, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	18 April 2024



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 - report	Actual meter reads	<p>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).</p> <p>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 as published on your supplier's website for electricity supplied in the period April 2022 to March 2023.</p>	ART's House and Apex House
Natural Gas	1	kWh	Primary source - report	Actual meter reads	ART's House has no natural gas supply.	ART's House and Apex House
Water Supply & Treatment	3	m³	Secondary source - email	Estimated	Data is an estimation from supplier, as with 2022. Estimation is significantly lower than last year.	ART's House and Apex House
Homeworking Energy	3	kWh	Secondary sources - Planet Mark homeworking energy calculation tool and data submission	Estimated	<p>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 new BEIS 2022 homeworking emission factors. The annualised BEIS 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.</p> <p>Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.</p>	ART's House and Apex House

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
Fleet Vehicles	1	km and litres	Primary and secondary sources - estimated and fuel report	Mixed	<p>Increase in walking routes taken by engineers has reduced Fleet fuel usage in YE2023.</p> <p>Fleet EV kWh was estimated based on cost, using the average pence per kWh charged by EV chargers during 2023, as per: https://www.rac.co.uk/drive/electric-cars/charging/electric-car-public-charging-costs-rac-charge-watch/. DESNZ conversion factors were then used to estimate mileage based on kWh.</p> <p>As no per-vehicle distance or kWh split was provided, and the number of PHEVs and EVs in the Fleet is not known, it is assumed that each mode of transport accounted for 50% of kWh and distance.</p> <p>Apex advised that Fleet EV charging took place on-site, so Electricity emissions from these vehicles would already be included as part of the Electricity emissions. The fuel component of the PHEVs has still been measured.</p>	ART's House and Apex House
Private Vehciles	3	km			No data was reported on Business Travel by Private Car in YE2023, despite this source being reported on during YE2022.	
Air Travel	3	pkm	Primary source - travel report	Actual	None	ART's House and Apex House
Rail Travel	3	pkm	Primary source - expenses	Estimated	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.	ART's House and Apex House

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 (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Waste	3	tonnes	Primary sources - invoices and landlord report	Mixed	More detailed Waste data collection compared to YE2022 has led to an increase in measured emissions from this source.	ART's House and Apex House
Procurement - Paper	3	tonnes	Primary source - supplier report	Estimated	None	ART's House and Apex House
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).	ART's House and Apex House
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	ART's House and Apex House
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	ART's House and Apex House

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 (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Restatement					Last year's carbon footprint has been re-stated to update the market-based electricity emissions with the British Gas 2022 emissions factor.	ART's House and Apex House
Normalisation					Year- on- year comparison was normalised to exclude emissions from Air Travel and Electric Fleet Vehicles, which were reported for the first time in YE2023	ART's House and Apex House

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.

Data Quality.

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.

	Previous Year	01 January 2023 to 31 December 2023	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business carbon footprint for the studied period.(eg at least 75% of organisational activity included)
Data completeness	3	3	12 months of data provided for most sources.
Transparency	3	2	Partial disclosure of assumptions and/or little original evidence provided.
Data accuracy	3	2	Mainly use of secondary data sources and/or estimated data.
Consistency	-	2	Reasonably consistent data provision and/or no documentation of changes made.
Total score	12 out of 16	12 out of 20	

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

- Provide monthly invoices / data for Utilities use;
- Work with waste handlers to understand what proportion of waste is diverted from landfill;
- Submit from/to locations for business travel, rather than cost data, for more accurate measurement;
- Submit invoices / printer log data as evidence for purchased paper;
- Provide data on all sources reported in previous reporting period to enable year-over-year comparison.



About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT9	Primary Source	Actual	Full days of training divided by 5 to calculate number of weeks.	All Sites
Community & Volunteering	NT8	Secondary Source	Actual	Includes prep time and attendance at sessions held by local schools.	All Sites
Community & Volunteering	NT12	Primary Source	Actual	Evidence shows schedule for work experience placements	All Sites
Community & Volunteering	NT15	Primary Source	Actual	Evidence shows agenda from 2018 event. Same event took place in YE2023, so assumed same hours. Evidence shows Apex attendees were Managing Director, Sales Director, and Service Contract manager.	All Sites
Community & Volunteering	NT27	Primary Source	Actual	Evidence shows donations to organisation offering disabled children and young people an exciting and varied programme of clubs to provide parents and carers support.	All Sites
Community & Volunteering	NT29	Secondary Source	Actual	File shows 2 hours filming for Bounce Back project.	All Sites
Environmental	NT32	Secondary Source	Estimated	Evidence is an estimated amount	All Sites



About this report – Caveats – Social Value (ii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
Environmental	NT83	Primary Source	Actual	Planet Mark report acts as evidence	All Sites
Environmental	NT90	Primary Source	Estimated	Evidence shows a 2 hour meeting and 4 Apex staff involved in this.	All Sites
Environmental	TPM1	Secondary Source	Estimated	Figure is an internal estimation	All Sites
Environmental	NT33	Secondary Source	Estimated	Cost data was provided for this measure. From this, kWh were calculated using the following source: https://www.rac.co.uk/drive/electric-cars/charging/electric-car-public-charging-costs-rac-charge-watch/ . That kWh figure was then converted to kms using the DESNZ 2023 conversion factor for kWh/km for PHEVs and EVs. It has been assumed that 50% of the vehicles are EVs and 50% are PHEVs, as no split was given.	All Sites
Donations	NT16	Primary Source	Actual	Evidence comprises of invoices showing spend / donations	All Sites
Donations	NT28	Primary Source	Actual	Evidence comprises of invoices showing spend / donations	All Sites



About this report.

Data Quality – Social Value.

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.

	Previous Year	01 January 2023 to 31 December 2023	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business social values activities for the studied period.(eg at least 75% of organisational activity included)
Data completeness	2	3	12 months of data provided for most sources.
Transparency	2	2	Partial disclosure of assumptions and/or little original evidence provided.
Data accuracy	2	2	Mainly use of secondary data sources and/or estimated data.
Consistency		2	Reasonably consistent data provision and/or no documentation of changes made.
Total score	9 out of 16	12 out of 20	

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

- Ensure data submitted matches the units required for the measurement of each theme;
- If possible, report on the same themes as the previous reporting period.



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.

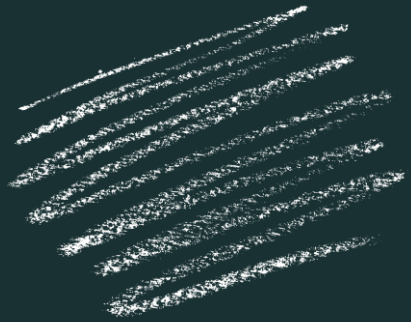
Waste

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.

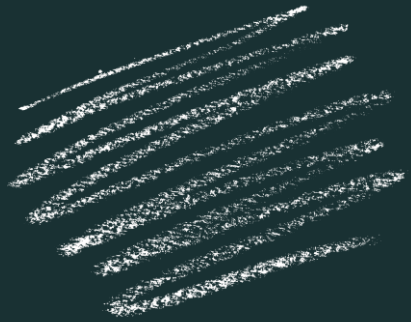
Paper

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