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Restore
Harrow Green



The Planet Mark

Restore Harrow Green

Certification Report

1st June 2019 to 31st May 2020

YEAR 7

Contents



The Planet Mark



Measure

Carbon Footprinting & Targets



Engage

Toolkits, Workshops, Climate Change Engagement, Rainforest Education



Communicate

Marketing Materials, Charities, International Influence (SDGs)



Data Report

Executive summary

Carbon footprint overview

Carbon breakdown

Carbon by scope

Carbon – About this report



Get more out of your certification. In this report, this icon is next to actions you can take to enhance the benefits you are already receiving. Just get in touch!





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Our Shared Vision:

We see a world where we all contribute to a thriving planet and are a collective force for good.

Our Mission:

The Planet Mark enables organisations and their people to positively transform society, the environment and the economy.

The Planet Mark is a sustainability certification which recognises outstanding achievements, encourages action, and builds an empowered community of like-minded individuals.

We aim to make The Planet Mark the most easily recognised sign of progress in sustainability.

The Planet Mark – How it works



1 MEASURE

Robust measurement means an understanding of truth



2 ENGAGE

Unlock your employee's talent, knowledge and passion



3 COMMUNICATE

Communicate your effort at a glance while having the confidence to tell your full story



+ SOCIAL VALUE



We apply the same 3-step process to put a financial value on your social impact

WHAT YOU GET:

- Your certified carbon footprint & environmental performance
- Your measurable contribution to the UN Sustainable Development Goals (SDGs)
- Certificate presentation
- A suite of toolkits to help you make progress
- 12 tickets to the Eden Project
- 1 protected acre of rainforest in your company name with opportunities to engage further
- A suite of marketing materials including social media assets, copy for bids, The Planet Mark certificate and logo, a press release, multi channelled support and more
- Robust calculation of your activities using social value measures

THE BENEFITS:

- Become able to manage your environmental performance effectively
- Get your employees, customers and suppliers excited about your commitment and progress
- Clearly tell the world about your sustainability achievements and progress
- Combine storytelling with a financial figure to tell your full social impact story



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You've been certified

The Planet Mark Certificate recognises your commitment to continuous improvement in sustainability and to measuring and reducing your carbon footprint on an annual basis. Display it publicly to promote your achievements.

Let's explore how you were certified...



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Measure

Receive a true measure and record of your carbon footprint and environmental performance through The Planet Mark's rigorous methodology.

To understand the whole picture we will look at your organisation's

- Highlights of the year
- Total Carbon Footprint
- Year-on-year carbon footprint comparison
- Targets for next year
- *Further detail in Appendix*



Carbon emissions

Breakdown & comparison to previous year

TOTAL CARBON FOOTPRINT:

1,708.1 tCO₂e • ↑ 25.5%
6.3 tCO₂e per employee • ↑ 24.4%



Your carbon emissions
are equivalent to
1,491
return flights from
London to New York

BUILDING

74.2 tCO₂e
down 37.3%



Used enough electricity
to power

73

UK homes for one year

TRAVEL

1,611.2 tCO₂e
up 31.6%



Travelled

11

times around the
world

WASTE

Not included



WATER

Not included



PROCUREMENT

Not included



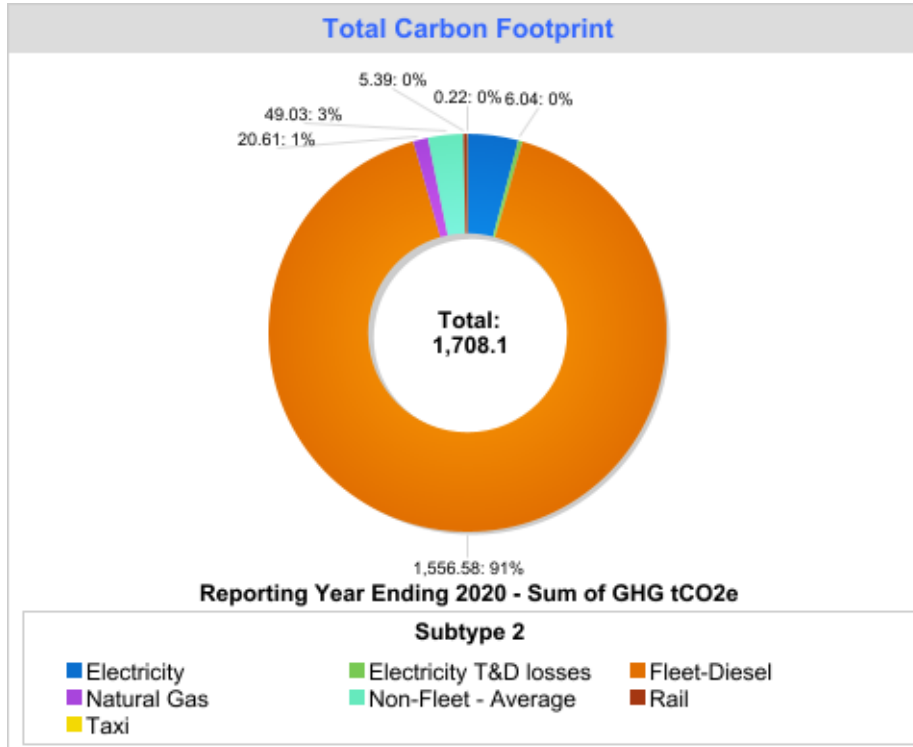


Total carbon emissions



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Total carbon footprint by emission source for reporting year ending 2020



Reporting year:

1 June 2019 – 31 May 2020

Reporting Boundary:

6 main locations in the UK (London, Manchester, Glasgow, Croydon, Birmingham, Logistics City)

Emissions measured:

Electricity, transmission and distribution losses, natural gas, fleet and business travel

Highlights:

Carbon footprint (tCO ₂ e)	1708.1
Per employee (tCO ₂ e)	6.3
Carbon footprint comparison	+25.5%
Comparison per employee	+24.4%
3-year comparison per employee	-8.7%

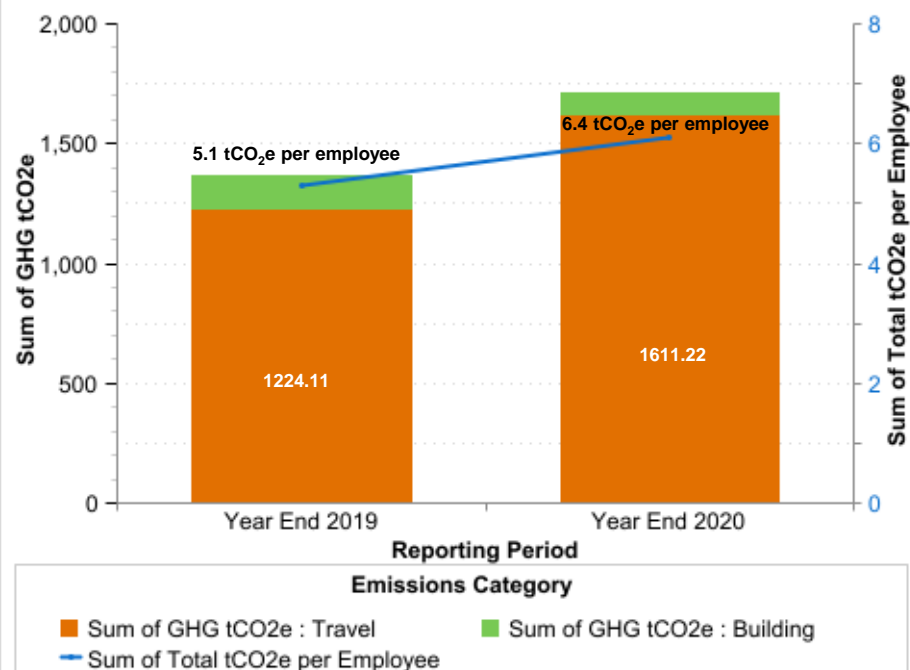


Year-on-year carbon comparison

You have certified with The Planet Mark based on your relative 3-year footprint reduction per employee

Total carbon footprint by emission category for the two reporting years, YE 2019, YE 2020

Carbon Footprint Comparison *



Total carbon footprint **increased by 25.5%**

Total carbon footprint **per employee increased by 24.4%**

tCO ₂ e	YE 2019	YE 2020	YE 2020 Normalised*	% change*
Building	118.4	96.9	74.2	-37.3%
Travel	1,224.1	1,611.2	1,611.2	31.6%
Total	1,342.5	1,708.1	1,685.4	25.5%

*Year-on-year comparison was normalised to exclude Thurrock (Logistics City) emissions from YE2020 footprint as this site was reported for the first time in 2020.

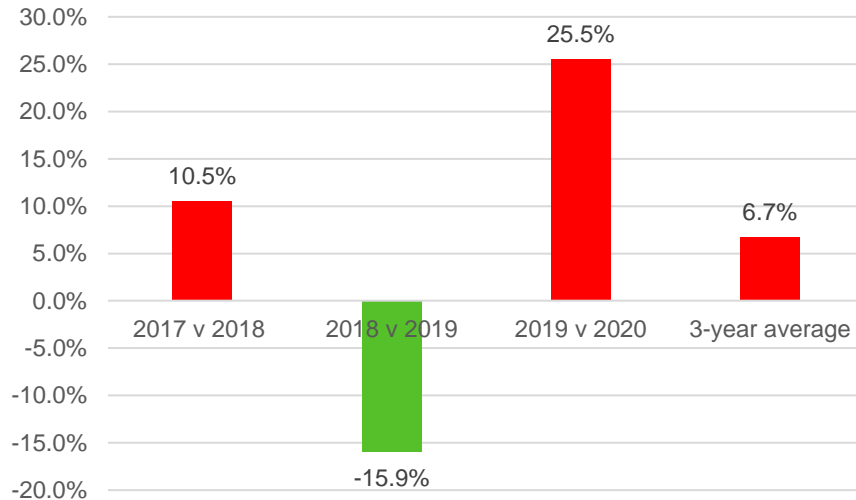


Year-on-year carbon comparison

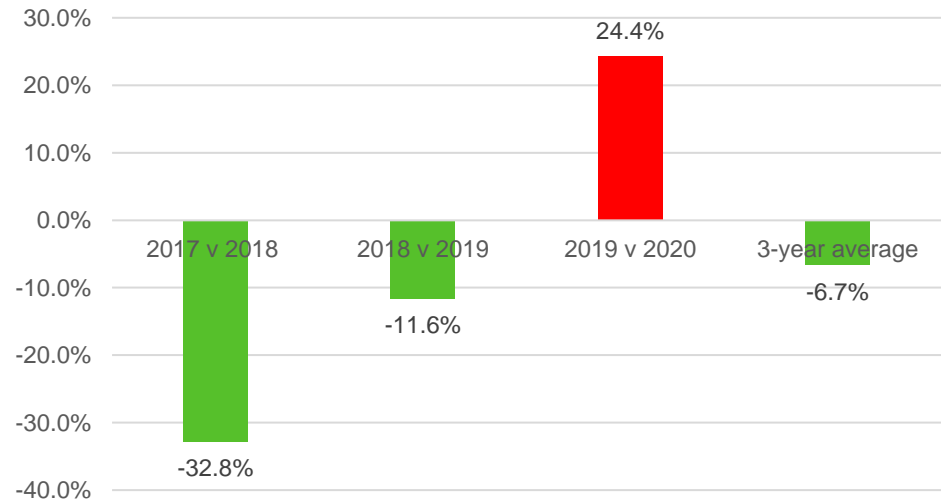
You have certified with The Planet Mark based on your relative 3-year footprint reduction per employee

Three-year comparisons for the reporting years, YE 2018, YE 2019, YE 2020

Absolute Reduction



Reduction per employee



Your relative 3-year footprint per employee decreased by **6.7%**



Targets for next year

Carbon reduction
target:

5%

Total target
reduction:

85.4
tCO₂e

Target reduction
per employee:

0.3
tCO₂e



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Engage

The Planet Mark certification includes a commitment by your organisation to engage stakeholders on your progress and to empower your employees to improve by unlocking their talent, knowledge and passion.



Employee engagement toolkits

Empower your employees with knowledge to make year-on-year progress

The Planet Mark toolkits provide advice and resources to support you towards achieving your carbon reduction target. You can access all our resources through The Planet Mark website using your unique login. Please contact your Planet Mark Account Manager if you require a login account.

Follow link to access toolkits:

www.members.theplanetmark.com

Topic	Toolkits
Sustainability Strategy	Sustainability policy template
	Carbon savings calculator
	Carbon reduction strategy template
	Carbon reduction plan template
	Data collection
Energy	Energy toolkit
Waste	Waste toolkit
Water	Water toolkit
Travel	Travel toolkit
Engagement	Setting up a sustainability champions programme
	Sustainability engagement toolkit
	The Planet Mark case study template
Communication	The Planet Mark first digital stickers
	The Planet Mark logo
	Certification press release



Workshops

Let our experts guide your organisation to be a force for good

Our tailored workshops use the principles in our toolkits to educate, train and inspire your staff into action.



Workshop	Description
Certification Presentation	A senior member of The Planet Mark will present the certificate to your team and explain how you achieved it
Kickstarter Workshop	We will hold a workshop to create an action plan that will set you on the path to achieving certification the following year
Enhanced Sustainability Workshop	This is a 3 hour workshop to develop a 1-3 year sustainability plan to ensure you are strategically making consistent progress
Communication and Engagement Workshop	Get the most out of your sustainability programme by unlocking your employee's talent, knowledge and passion while building your brand and reputation with your wider stakeholders



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Engage with The Eden Project



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You have
received
12 Tickets
to the

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How you can use your tickets

- Reward employees
- Team building
- Auction them to your customers
- Give to key suppliers to inspire them

Educate and excite others about a sustainable future

The 35-acre Cornwall site is a shrine to ingenuity and the human imagination filled with sculptures, play areas, vegetable gardens, restaurants and even a zip wire, all with environmental conservation, education and sustainability as their core message. The result is the world's most exotic, scent-filled, fun, interactive, imaginative and sheer mind-blowing classroom on the planet!

www.edenproject.com



Engage with Cool Earth



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We have
protected one
acre of rainforest
in Peru in your
name with

coolearth

Learn how Rainforests slow climate change

Cool Earth is a non-profit organisation that works alongside rainforest communities to halt deforestation. They put local people back in control of their forest. Also, carbon mitigation with Cool Earth is cheaper and more effective than carbon offsetting.

Do more with Cool Earth

- Donate further to Cool Earth via Amazon Smile
- Raise funds with employees and customers
- Make Cool Earth your corporate charity partner



“Helping Cool Earth to halt tropical deforestation makes a real difference. Perhaps the biggest difference we will make in our whole lives.”
– Sir David Attenborough



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Communicate

To help you communicate your efforts at a glance while having the confidence to tell your full story to your stakeholders, we will use our channels to promote your certification. We will also provide you with marketing materials to tell the world about your achievements.



Communicate your progress at a glance



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The Planet Mark Certificate

The Planet Mark Certificate recognises your commitment to continuous improvement in sustainability and to measuring and reducing your carbon footprint on an annual basis. To promote your achievements display it publicly on your website and in your office.

The Planet Mark Logo

With thousands of people engaged through The Planet Mark, it has become a recognisable symbol of a company's social and environmental progress. Use it in your marketing materials, website and bid documents.





Communicate your support of the Eden Project & Cool Earth

Let your stakeholders know your company...

...supports education on climate change...

The Eden Project has been a close partner of The Planet Mark since the very start. We donate 5% of every certification fee to the Eden Project. This supports new projects, education programmes and industry specific training run by the charity.

...and protects one acre of rainforest...

We are also protecting an acre of endangered rainforest with every certificate through the award winning charity Cool Earth, which is supported by Her Majesty The Queen and Sir David Attenborough.

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coolearth



coolearth

THE PLANET MARK™ ACRE OF RAINFOREST CERTIFICATE

CONGRATULATIONS! THIS CERTIFICATE RECOGNISES RESTORE HARROW GREEN'S COMMITMENT TO SUSTAINABLE IMPROVEMENT THROUGH THE PLANET MARK BY PROTECTING AN ACRE OF THE WORLD'S MOST ENDANGERED RAINFOREST WITH THE AWARD-WINNING CHARITY COOL EARTH

 PROJECT ASHANINKA LOCATION NORTHERN PERU VIEW YOUR ACRE	 240 TREES PROTECTED	 2,960 PEOPLE SUPPORTED
 245 TYPES OF ANIMAL SHELTERED	 22 ENDANGERED SPECIES PROTECTED	 76,000 LITRES OF WATER PRODUCED ANNUALLY
 260 TONNES OF CO ₂ STORED		



COOL EARTH IS THE CHARITY THAT WORKS ALONGSIDE INDIGENOUS VILLAGES TO HALT RAINFOREST DESTRUCTION



Your communication pack



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Proudly show your achievement through marketing materials

What you get:

- The Planet Mark holder logo
- A suite of social media assets good for Twitter, Facebook and LinkedIn
- An email signature banner
- An infographic with the details of the acre of rainforest you have preserved
- Set text you can use in bids and tenders
- Staff event materials with bespoke photos
- A press release on our website
- Materials showing how The Planet Mark certification allows your business to contribute to the United Nation's Sustainable Development Goals (SDGs)



Bespoke marketing materials



To discuss the creation of bespoke marketing materials in line with your brand guidelines contact:
George.Catchpole@PlanetFirst.co.uk



Communicate your international influence



Show your stakeholders your place in a global community

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.

With 193 governments agreeing to deliver 17 goals tackling major world issues by 2030, change lies ahead for businesses, not only to ensure their strategies align with the Goals, but also to assess and evidence their impact.

To help businesses assess their impact, The Planet Mark has developed a diagnostic table to gauge contributions to the SDGs and to illustrate the international influence of your commitment to sustainability.

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



Here you can find more information on SDGs and SDG targets: <https://sustainabledevelopment.un.org/sdgs>



Communicate your international influence

The table below shows all the ways you could be directly and measurably contribute to SDG's by achieving The Planet Mark. We have highlighted the ones you are contributing to:



SDG	Contribution to the SDG target	Amount	Unit
6 CLEAN WATER AND SANITATION 	6.3 Reduction in total waste produced	n/a	tonnes
	6.3 % of water treated	n/a	%
	6.4 Reduction in water consumption	n/a	m3
	6.6 Acre of rainforest protected	1	number of acres
	6.6 Reduction in water consumption	n/a	m3
7 AFFORDABLE AND CLEAN ENERGY 	7.3 Reduction in energy use	-94,702.5	kWh
	7.3 Reduction in electricity use	n/a	kWh
	7.2 % of energy demand met by renewable energy	n/a	%
8 DECENT WORK AND ECONOMIC GROWTH 	8.4 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	8.4 Reduction in carbon emissions per intensity	n/a	tCO ₂ e
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 	9.4 Reduction in energy use	-94,702.5	kWh
	9.4 Reduction in electricity use	n/a	kWh
	9.4 % of fleet that is electric or hybrid	n/a	%

**Congratulations, you are contributing to
7 SDGs and 8 SDG targets**

SDG	Contribution to the SDG target	Amount	Unit
11 SUSTAINABLE CITIES AND COMMUNITIES 	11.6 Measured carbon emissions	1708.1	tCO₂e
	11.6 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	11.6 Reduction in travel emissions	n/a	tCO ₂ e
	11.6 Reduction in total waste produced	n/a	tonnes
	11.6 % of waste recycled and composted	n/a	%
	11.4 Donation to the Eden Project	5	% of certification fee
12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	11.4 Acre of rainforest protected	1	number of acres
	12.6 Measured carbon emissions	1,708.1	tCO₂e
	12.1 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	12.3 Reduction in food waste produced	n/a	tonnes
	12.5 Reduction in total waste produced	n/a	tonnes
	12.5 % of waste recycled and composted	n/a	%
13 CLIMATE ACTION 	13.3 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	13.3 Acre of rainforest protected, storing 260 tCO₂	1	number of acres
	13.3 Donation to the Eden Project	5	% of certification fee
14 LIFE BELOW WATER 	14.3 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	14.1 Reduction in total waste produced	n/a	tonnes
15 LIFE ON LAND 	15.5 Reduction in absolute carbon emissions	n/a	tCO ₂ e
	15.2 Reduction in paper use	n/a	tonnes
	15.2 % of paper FSC/PEFC certified	n/a	%
	15.2 Acre of rainforest protected, storing 260 tCO₂	1	number of acres



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Recommendations

General recommendations*

*Guidance for general best practice. Some may not be applicable to you.

DATA COLLECTION & 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
- **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.
- Switch to 100% renewable energy suppliers
- Investigate measuring the carbon associated with [digital activities](#)

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.

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.
- When replacing fleet, choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes, and subsidies are available for purchase costs and electric charge points. Choosing the smallest vehicles for their purpose will reduce fuel consumption, and save money on road tax. 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 with active sustainability programmes and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

PAPER PROCUREMENT

- Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label . Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.

STAFF ENGAGEMENT

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

SUPPLIERS ENGAGEMENT

- Explore your possibilities and choose consciously. Check the [Planet Mark website](#) for companies currently engaged on reducing their carbon footprint

CONSIDER CARBON OFFSETTING

- Our offsetting partner [Offset My Life](#) can help you purchase VCS or Gold Standard carbon offsets and also plants 1 tree for every 1 tCO₂e offset,



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Cause a positive chain reaction

Imagine telling your customers that you influenced your whole supply chain to measure and reduce their carbon footprint.

"Right now, we are facing a man-made disaster of global scale. Our greatest threat in thousands of years. Climate change."

- Sir David Attenborough

All businesses have the responsibility and opportunity to combat climate change by reducing their carbon emissions. Will you refer The Planet Mark to other organisations?

For every certified company you refer, we will protect another acre of Peruvian rainforest in your name. Contact us for referral letters.



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Restore
Harrow Green



The Planet Mark

Thank you



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Data Report Appendix



Executive summary

Restore Harrow Green has been helping organisations change and grow for over 30 years. Restore Harrow Green's services include business relocation, storage and IT relocation, international moving, recycling and reuse.

This is Restore Harrow Green's seventh year of business carbon footprint reporting and certification to The Planet Mark. It first calculated the carbon footprint of its offices and fleet for the year ending May 2014 and set a target to reduce emissions by 5% annually. This year's footprint includes emissions from natural gas, purchased electricity, T&D losses, fuel used by the fleet and business travel for its 6 sites: London, Manchester, Glasgow, Croydon, Birmingham, Logistics City.

Restore Harrow Green's total carbon footprint in year ending May 2020 was 1,708.1 tCO₂e, an increase of 25.5% from YE 2019. The relative carbon footprint was 6.3 tCO₂e per employee, an increase of 24.4% compared to YE 2019. The company achieved a year-on-year reduction per employee of 6.7% based on 3-year average carbon reduction.

Year-on-year comparison was normalised to exclude Thurrock (Logistics City) emissions from YE2020 footprint as this site was reported for the first time in 2020.

Electricity emissions decreased by 28% and natural gas emissions decreased by 54%. Fleet emissions increased by 32% and account for 91% of the total carbon footprint.

Note:

- Last year's carbon footprint has been restated to include scope 3 emissions from Electricity transmission & distribution losses.
- YE2019 FTE was restated to reflect more accurate data.
- YE2019 Birmingham electricity emissions was restated to reflect more accurate estimation based on new data provided.



Total carbon footprint



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Reporting year:

1 June 2019 – 31 May 2020

Reporting Boundary:

6 main locations in the UK (London, Manchester, Glasgow, Croydon, Birmingham, Logistics City)

Emissions measured:

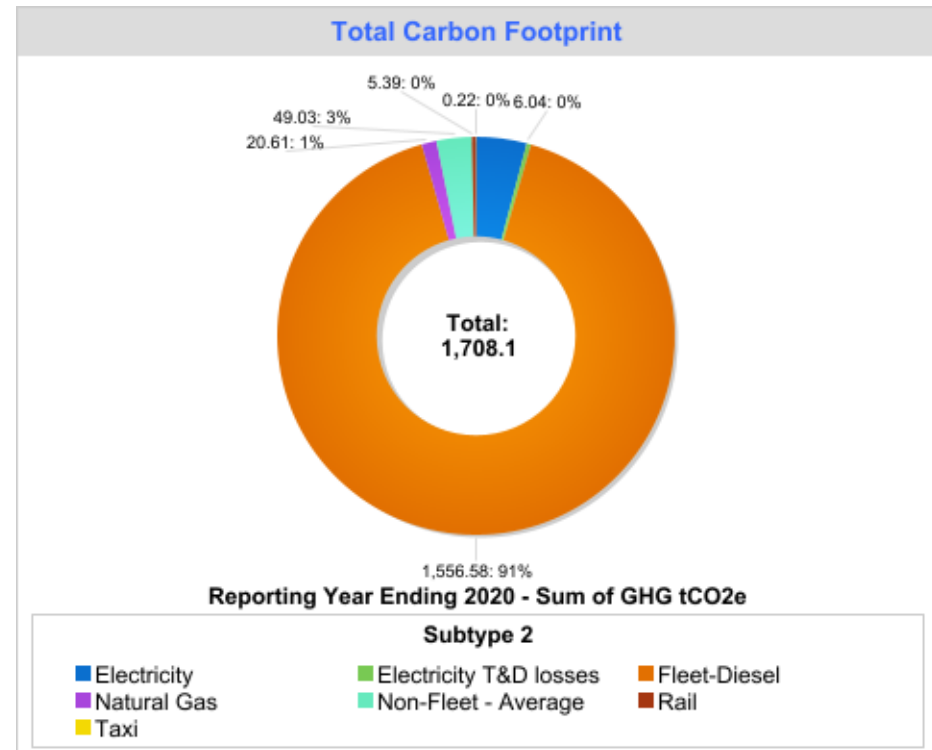
Electricity, transmission and distribution losses, natural gas, fleet and business travel

Highlights:

Carbon footprint (tCO ₂ e)	1708.1
Per employee (tCO ₂ e)	6.3
Carbon footprint comparison	25.5%
Comparison per employee	24.4%
3-year comparison per employee	-6.7%
Next reduction target	5%
Data quality score	15 out of 20

Used	301,463	kWh of electricity
Used	112,070	kWh of natural gas
Travelled	611,376	litres of fleet fuel
Travelled	432,913	km for business

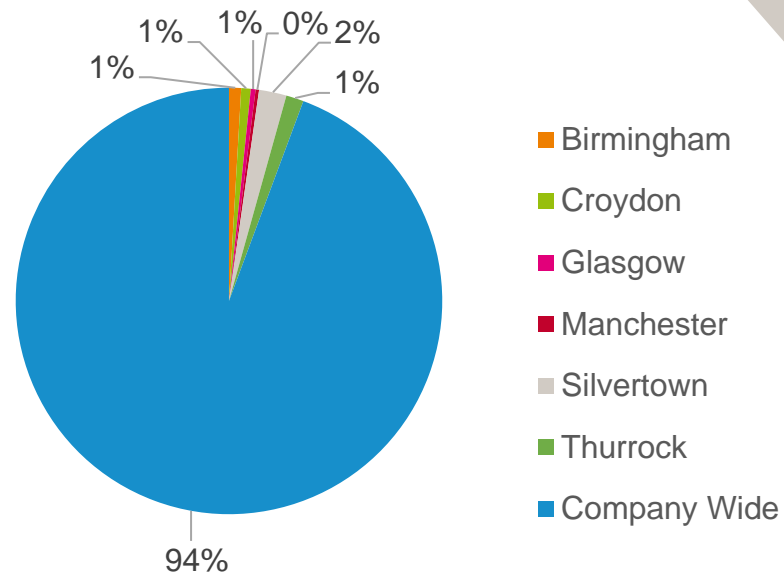
Total carbon footprint by emission source for reporting year ending 2020





Total carbon footprint per location

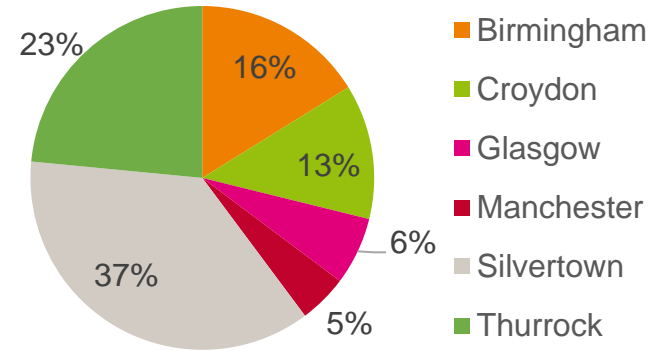
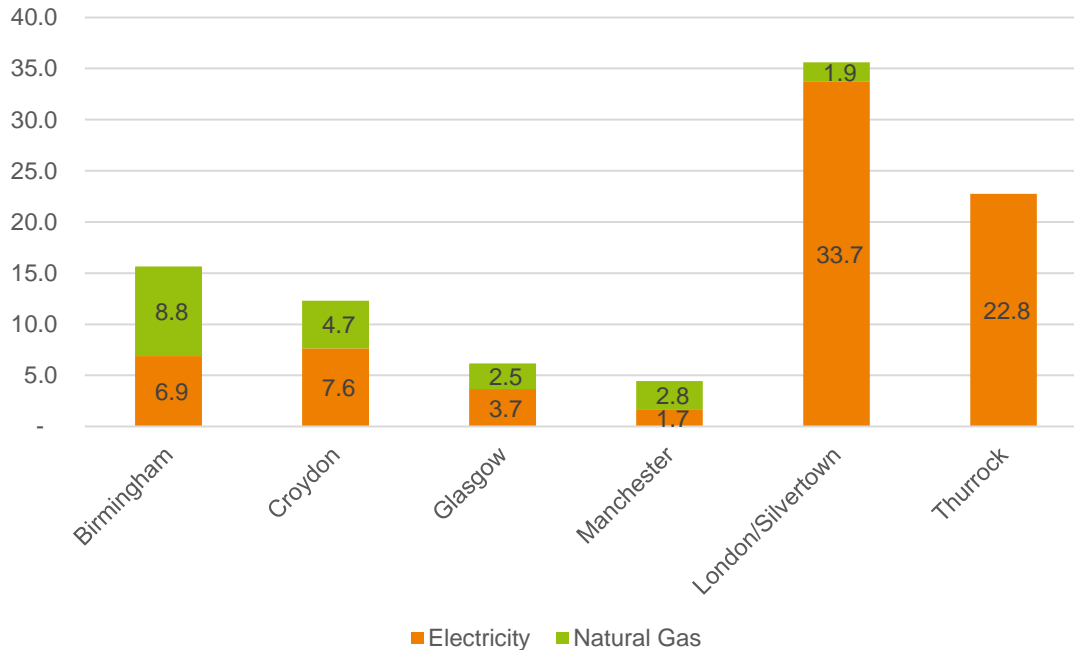
Sites	Electricity	Natural Gas	Fleet	Business travel	Total
Birmingham	6.9	8.8	-	-	15.7
Croydon	7.6	4.7	-	-	12.3
Glasgow	3.7	2.5	-	-	6.2
Manchester	1.7	2.8	-	-	4.4
London/Silvertown	33.7	1.9	-	-	35.6
Thurrock	22.8	-	-	-	22.8
Company Wide	-	-	1,556.6	54.6	1,611.2
Total	76.3	20.6	1,556.6	54.6	1,708.1





Building emissions per location

Building emissions by site (tCO₂e)



Please note that this slide shows building emissions only, therefore, it doesn't include fleet and business travel emissions.



Total carbon footprint

					Current					
Source	Scope	Unit	1st June 2018 - 31st May 2019		1st June 2019 - 31st May 2020			% Change in tCO2e from previous year	% total carbon footprint	% Change in Amounts from previous year
			Amount	tCO2e	Amount	tCO2e	tCO2e Normalised			
BUILDING										
Electricity (location based)	2	kWh	267,019.3	68.3	301,463.0	70.3	49.3	-28%	4%	13%
Transmission & Distribution losses	3	kWh	267,019.3	5.8	301,463.0	6.0	4.2	-27%	0.4%	13%
Natural Gas	1	kWh	241,216.5	44.3	112,070.4	20.6	20.6	-54%	1%	-54%
TRAVEL										
Vehicle - Fleet	1	litres	453,061.0	1,175.3	611,375.8	1,556.6	1,556.6	32%	91%	35%
Vehicle - Non-Fleet - Average	3	km	240,399.1	42.6	286,061.3	49.0	49.0	15%	3%	19%
Air	3	pkm	4,112.0	0.5	-	-	-	-	-	-
Rail	3	pkm	140,374.6	5.8	145,780.0	5.4	5.4	-7%	0.3%	4%
Taxi	3	pkm	-	-	1,071.8	0.2	0.2	-	0.01%	-
Total		tCO2e		1,342.5		1,708.1	1,685.4	25.5%		
No. employees		Number	260		270		263			
Total per employee		tCO2e	5.16		6.33		6.41	24.4%		

Highlights

Most notable increase: fleet diesel vehicle emissions up 32% from previous year

Most notable reduction: natural gas emissions down 54% from previous year and electricity emissions down 28%

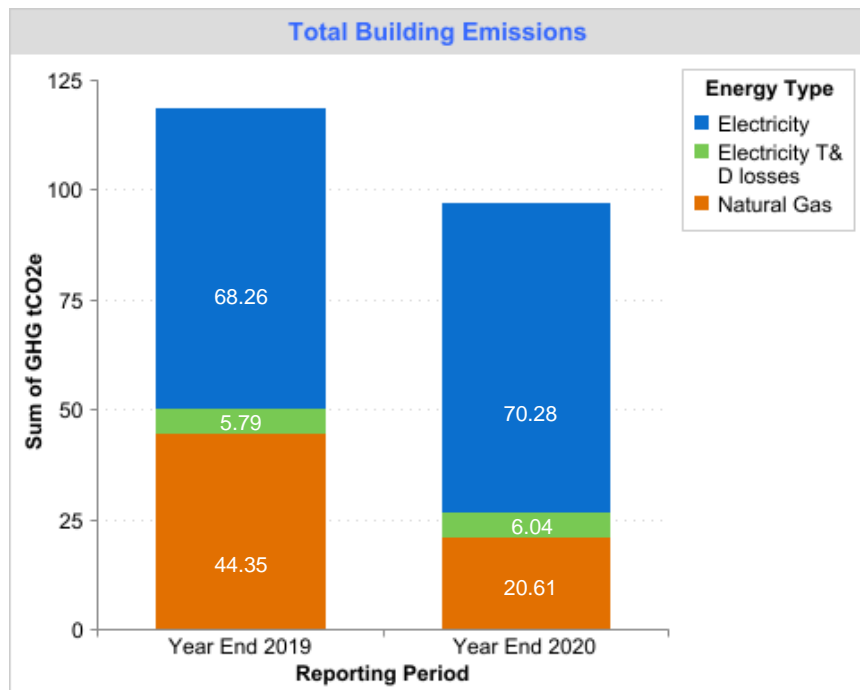
Year-on-year comparison was normalised to exclude Thurrock (Logistics City) emissions from YE2020 footprint as this site was reported for the first time in 2020.



Carbon footprint breakdown

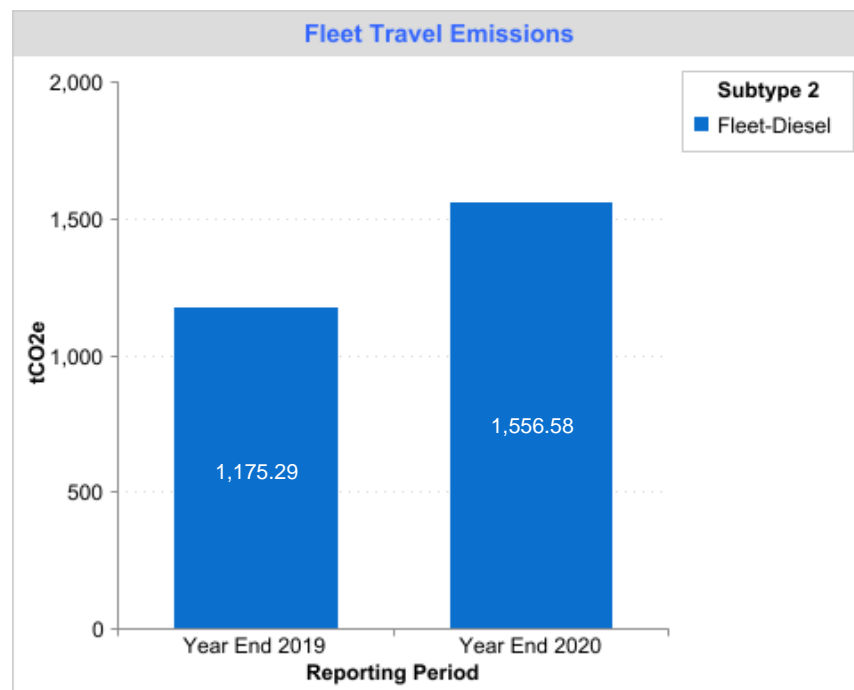
BUILDINGS

Breakdown of building emissions by energy type for reporting years ending 2019 and 2020



TRAVEL – Fleet

Breakdown of fleet emissions by fuel type for reporting years ending 2019 and 2020



Type of fuel isn't available, but according to Restore Harrow Green, most of the vehicles are Diesel, therefore, the conversion factor used was the Diesel one.



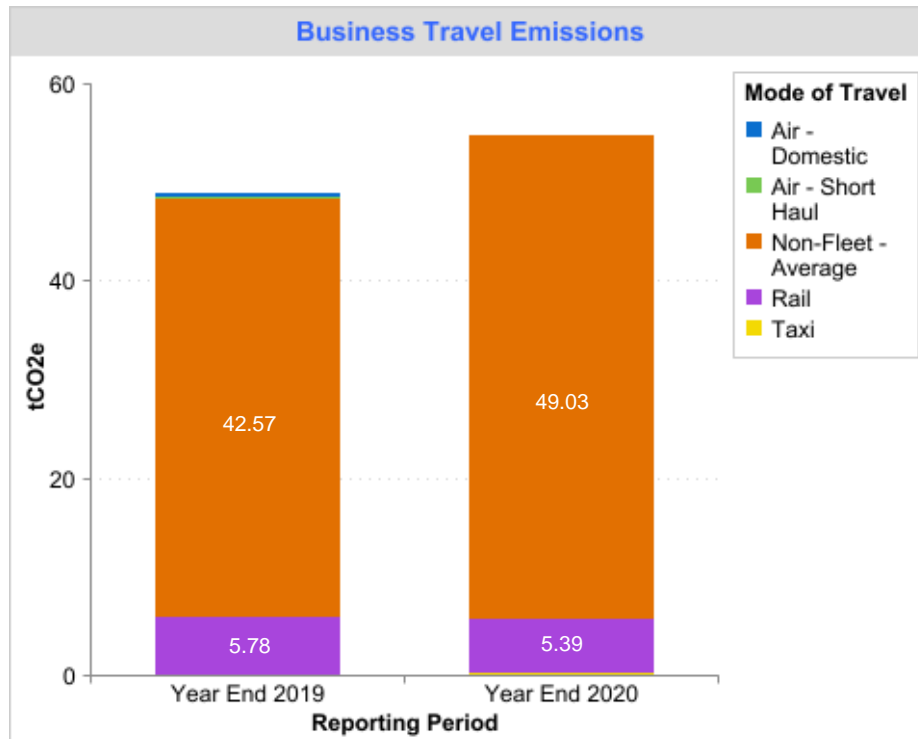
Carbon footprint breakdown



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TRAVEL – Business Travel

Breakdown of business travel emissions by type for reporting years ending 2019 and 2020





Total carbon footprint by scope

What are the GHG Scopes?

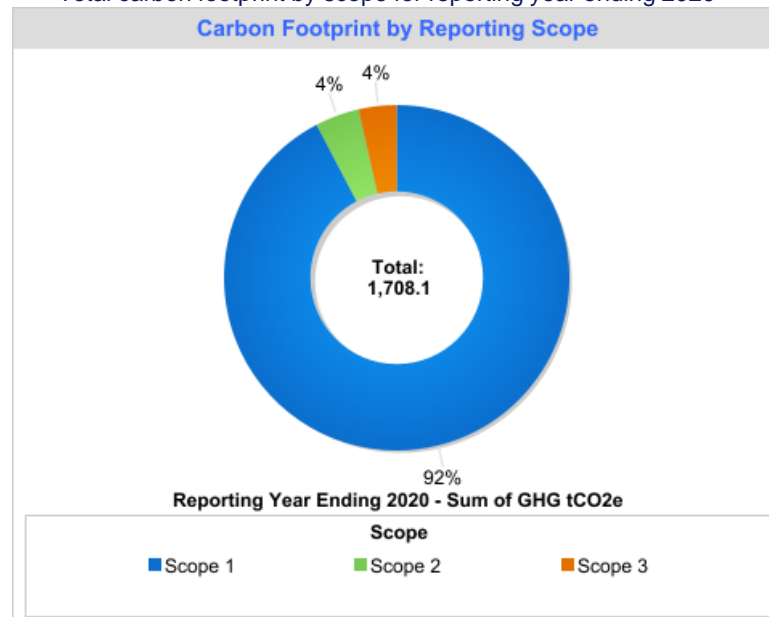
Greenhouse gas emissions are categorised into three groups or 'scopes' by the most widely-used international accounting tool, the Greenhouse Gas (GHG) Protocol.

- **Scope 1** covers direct emissions from owned or controlled sources
- **Scope 2** covers indirect emissions from the generation of purchased energy
- **Scope 3** covers other indirect emissions related to the value chain of an organisation.

tCO ₂ e	YE 2019	YE 2020	YE 2020 Normalised	% change*
Scope 1: Fleet, natural gas	1,219.6	1,577.2	1,577.2	29.3%
Scope 2: Electricity	68.3	70.3	49.3	-27.7%
Scope 3: Business travel and T&D losses	54.6	60.7	58.9	7.8%
Total	1,342.5	1,708.1	1,685.4	25.5%

*Year- on- year comparison was normalised to exclude Thurrock (Logistics City) emissions from YE2020 footprint as this site was reported for the first time in 2020.

Total carbon footprint by scope for reporting year ending 2020





Carbon footprint - 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.

	YE2019	YE2020	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data completeness	2	3	12 months of data, all GHG emission sources within the boundary accounted for, full disclosure of exclusions.
Transparency	3	3	Data collection procedure clearly disclosed with clear audit trail (invoices provided) and full disclosure of assumptions.
Data accuracy	3	3	Efforts made to minimise uncertainties. No estimated meter readings and minimal estimated/sampled data.
Consistency	2	3	Consistent or consistently improved methods, boundary and data completeness to allow for meaningful comparisons between years.
TOTAL SCORE (out of 20)	13 out of 20 (65%)	15 out of 20 (75%)	

Target data
quality
improvement
**5
points**

Recommendations for data quality improvements:

- to supply better supporting evidence of type of fuel and vehicles



Carbon footprint – Caveats (i)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 & 3	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission & Distribution losses (Scope 3 emissions) .	London, Manchester, Glasgow, Croydon, Birmingham, Logistics City
Natural Gas	1	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation to match reporting period	<p>Please refer to omissions and estimations slide for data interpolation and or extrapolation details.</p> <p>London/Silvertown: the SMART meter records zero consumption for a number of months, including through the winter. This was assumed to be an invoicing and meter error, therefore the consumption was estimated based on the meter readings provided.</p> <p>Glasgow: there was a big gas consumption drop with no obvious reason. A further internal investigation might be needed.</p>	London, Manchester, Glasgow, Croydon, Birmingham
Vehicle - Fleet	1	litres	Primary source - fuel report from Shell	Actual	<p>Type of fuel isn't available, but according to Restore Harrow Green, most of the vehicles are Diesel, therefore, the conversion factor used was the Diesel one.</p> <p>The increase of fleet was explained by the client: "Also in relation to Covid, our vehicles, especially the ones that drop off staff to job sites couldn't carry full capacity due to government guidelines. As such multiple vehicles would have been needed. Eg. 8 staff could have previously used 1 minibus, under government guidelines with covid, they would have had to take 2 minibuses doubling our fuel spend. "</p>	Company wide (data provided is not split by site)
Vehicle - Non-Fleet - Average	3	km	Secondary source - data submission form	Assumed actual	Type of fuel isn't available, therefore, the conversion factor used was the average one.	Company wide (data provided is not split by site)

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.



Carbon footprint – Caveats (ii)

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Air	-	-	none	-	It wasn't reported any travel by air during the reporting period	Company wide (data provided is not split by site)
Rail	3	pkm	Primary source - data submission form (data extracted from expense claim report)	Actual cost, estimated distance	Estimated based on cost of 20p/mile travelled. Source: http://www.whatprice.co.uk/travel/train-prices.html	Company wide (data provided is not split by site)
Taxi	3	pkm	Primary source - data submission form (data extracted from expense claim report)	Actual cost, estimated distance	Only cost per trip available. We assumed £3.27 per mile source: https://tfl.gov.uk/modes/taxis-and-minicabs/taxi-fares/tariffs . We also restated YE2017 miles to use the same £3.27 per mile assumption instead on of £5 per mile previously used.	Company wide (data provided is not split by site)
Employees	-	no.	Secondary source- data submission form	Assumed Actual	Number of employees that at the end of the reporting period, it was used on their latest submission to the office of national stats and the same figures were used in this report.	London, Manchester, Glasgow, Croydon, Birmingham, Logistics City
Office	-	m ²	Secondary source- data submission form	Assumed Actual	None	London, Manchester, Glasgow, Croydon, Birmingham, Logistics City
Restatement	Last year's carbon footprint has been restated to include scope 3 emissions from Electricity transmission & distribution losses. YE2019 FTE was restated to reflect more accurate data. YE2019 Birmingham electricity emissions was restated to reflect more accurate estimation based on new data provided.					
Normalisation	Year- on- year comparison was normalised to exclude Thurrock (Logistics City) emissions from YE2020 footprint as this site was reported for the first time in 2020.					



Carbon footprint - Caveats; adjusted data

Data for the periods shown below has been interpolated or extrapolated as indicated in the table

Source	Office/Site	Data Source	Data Accuracy	Actual to/from dates as per invoice			Adjusted to/from dates to match reporting period			Comment
				Date from	Date to	No. Days	Date from	Date to	No. Days	
Electricity	Silvertown	Invoices	Actual meter read	01/06/2019	30/06/2019	30	01/06/2019	31/07/2019	61	Extrapolated
Electricity	Manchester	Invoices	Mixed (actual & est)	20/06/2019	18/09/2019	91	01/06/2019	18/09/2019	110	Extrapolated
Electricity	Manchester	Invoices	Estimated	20/03/2020	30/06/2020	103	20/03/2020	31/05/2020	73	Interpolated
Electricity	Croydon	Invoices	Actual meter read	02/03/2020	01/06/2020	92	02/03/2020	31/05/2020	91	Extrapolated
Electricity	Glasgow	Invoices	Mixed (actual & est)	14/03/2020	10/06/2020	89	14/03/2020	31/05/2020	79	Interpolated
Natural Gas	Silvertown	Invoices	Mixed (actual & est)	30/06/2019	19/09/2019	82	01/06/2019	19/09/2019	111	Extrapolated
Natural Gas	Silvertown	Invoices	Actual meter read	01/04/2020	31/07/2020	122	01/04/2020	31/05/2020	61	Interpolated
Natural Gas	Croydon	Invoices	Actual meter read	29/07/2019	01/09/2019	35	01/06/2019	01/09/2019	93	Extrapolated
Natural Gas	Croydon	Invoices	Actual meter read	02/05/2020	01/06/2020	31	02/05/2020	31/05/2020	30	Interpolated



About this report



Company Name	Restore Harrow Green
Sector	Commercial removals
Reporting Period	1st June 2019 - 31st May 2020
Year Of Certification	7th
Reporting Boundary	London, Manchester, Glasgow, Croydon, Birmingham, Logistics City
Emission sources included	Electricity, transmission and distribution losses, natural gas, fleet and business travel
Total Employees (annual average no.)	270
Total Internal Floorspace (m ²)	13,360.00
Data Collection Lead	Sharon Sales, Executive Assistant - sharon.sales@restore-harrowgreen.com
Significant Reporting Changes	Logistics City site is included for the first time this year
Baseline Conversion Factor	BEIS 2019
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 The 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 The Planet Mark Certification
Prepared by	Isabella Valencio, Sustainability Consultant, The Planet Mark
Checked by	Leonardo Fagundes, Data Analyst, The Planet Mark
Date:	27 November 2020



eden project

Restore
Harrow Green



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