

Business Certification

**Leisure & Outdoor Furniture
Association**

YEAR 1

1 January 2020 to 31 December 2020



Measure



Engage



Communicate





Total carbon EMISSIONS

5.1
tCO₂e total emissions

**Total emissions equivalent to
5 flights from London to New York**

3.1
tCO₂e per employee



Building
1.3 tCO₂e

Used enough electricity to power **2** UK homes for one year.



Travel
3.5 tCO₂e

Travelled **0.1** time around the world.



Waste
0.2 tCO₂e

Produced waste that weighs the same as **0.1** London buses.



Water
0.02 tCO₂e

38 Litres per employee per day.



Procurement
0.03 tCO₂e

22 sheets of paper used per day.



Home office
0.1 tCO₂e

Used enough energy to power **0.03** UK homes for one year.



Step one.

MEASURE





Total carbon footprint.



Reporting year:

1 January 2020 – 31 December 2020.

Reporting Boundary:

Telford Office – Suite 7 Pemberton House, Stafford Park 1, Telford TF3 3BD

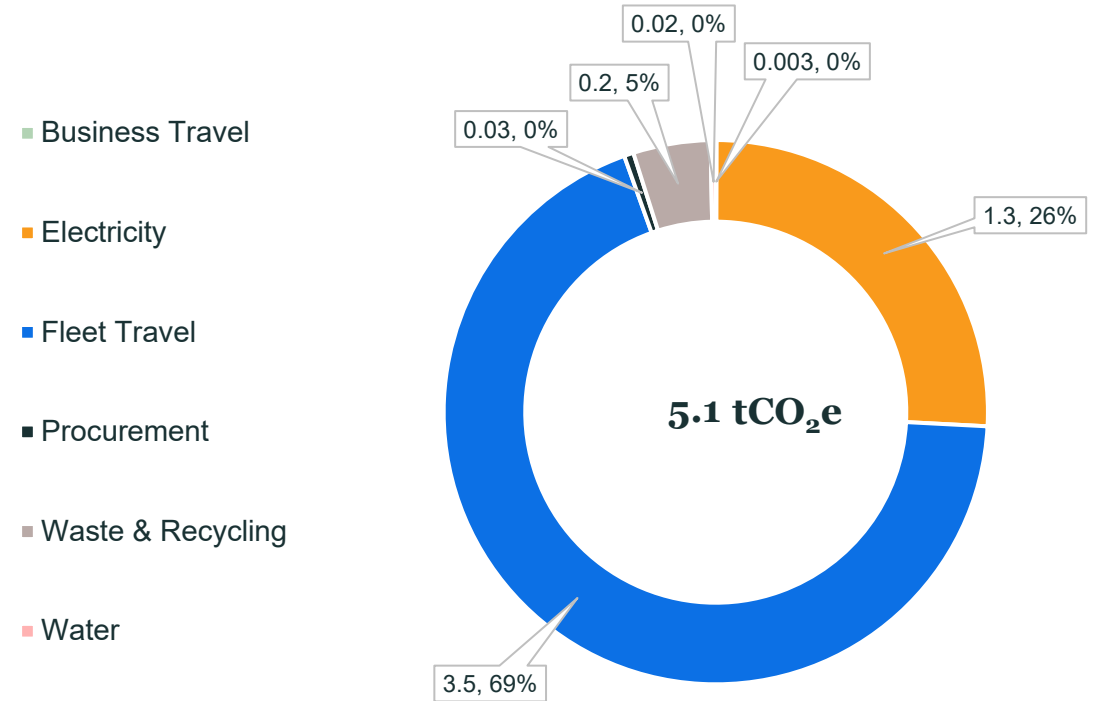
Emissions measured:

Electricity, T&D losses, homeworking energy (not included in total footprint), fleet, business travel, waste, water, paper.

Highlights:

Carbon footprint (tCO₂e): **5.1**
Per employee (tCO₂e): **3.1**
Next reduction target: **5%**
Data quality score: **14 out of 16**

Carbon footprint by emission source for year ending 2020, tCO₂e



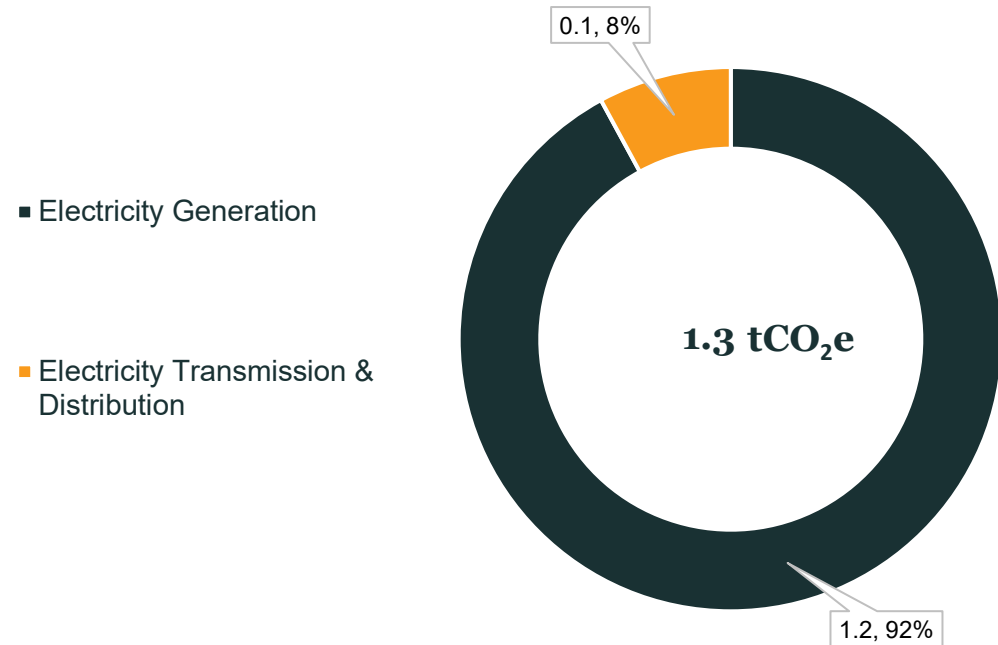


Carbon footprint.

BUILDINGS

Buildings	tCO ₂ e	%
Electricity Generation	1.2	92.1%
Electricity Transmission & Distribution	0.1	7.9%
Total	1.3	100.0%

Building emissions for year ending 2020, tCO₂e



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

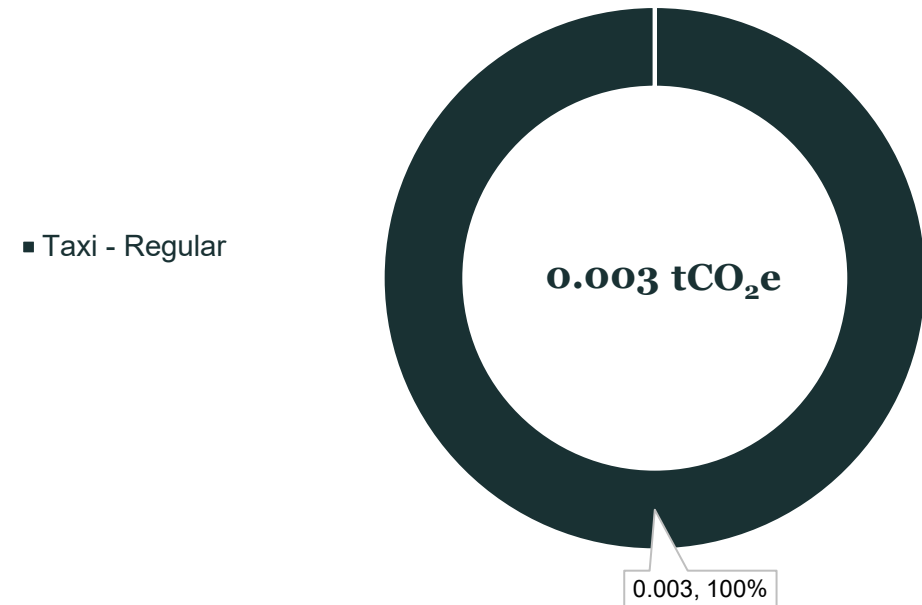


Carbon footprint.

Business TRAVEL

Business Travel	tCO ₂ e	%
Taxi - Regular	0.003	100.0%
Total	0.003	100.0%

Business travel emissions for year ending 2020, tCO₂e



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

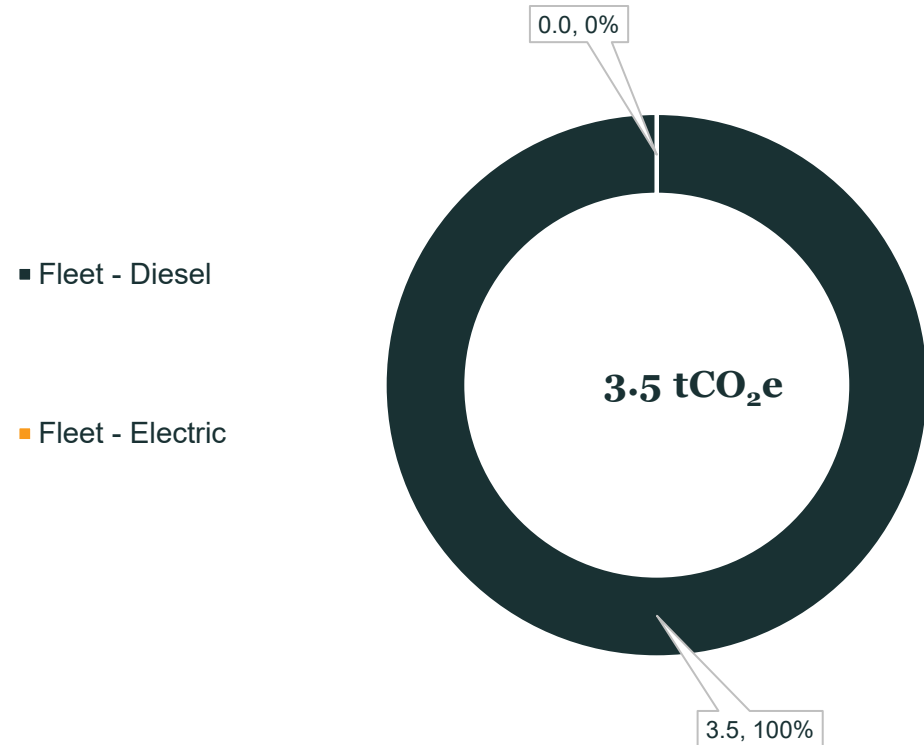


Carbon footprint.

Fleet TRAVEL

Fleet Travel	tCO ₂ e	%
Fleet - Diesel	3.5	100.0%
Fleet - Electric	0.0	0%
Total	3.5	100%

Fleet travel emissions for year ending 2020, tCO₂e



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

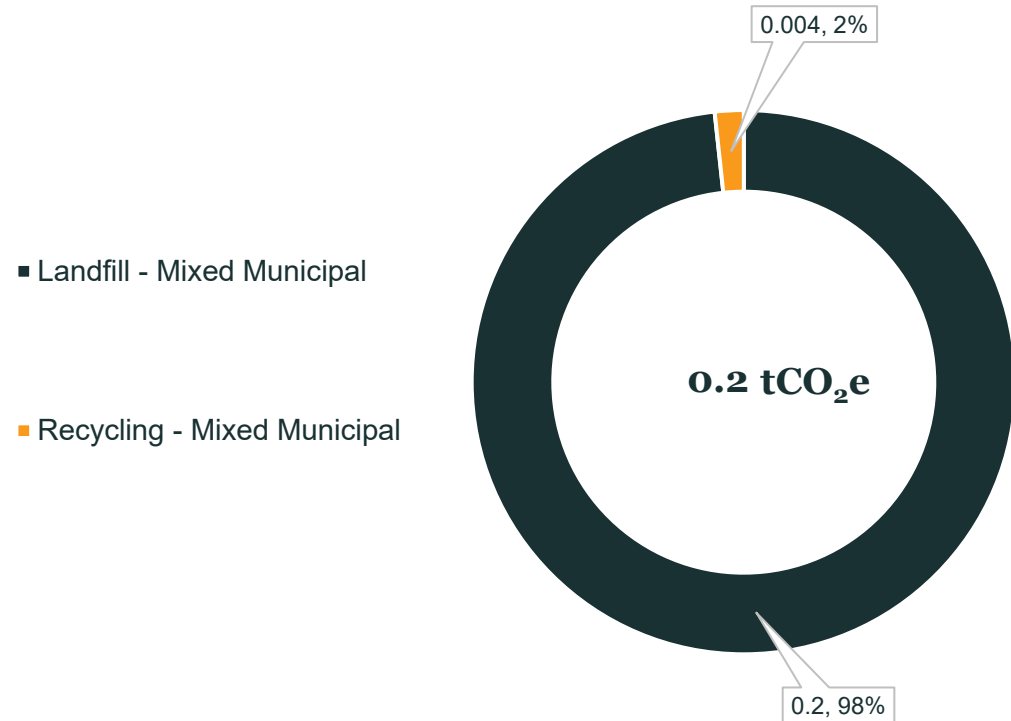


Carbon footprint.

WASTE

Waste & Recycling	tCO ₂ e	%
Landfill - Mixed Municipal	0.2	98.3%
Recycling - Mixed Municipal	0.004	1.7%
Total	0.2	100.0%

Waste emissions for year ending 2020, tCO₂e



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

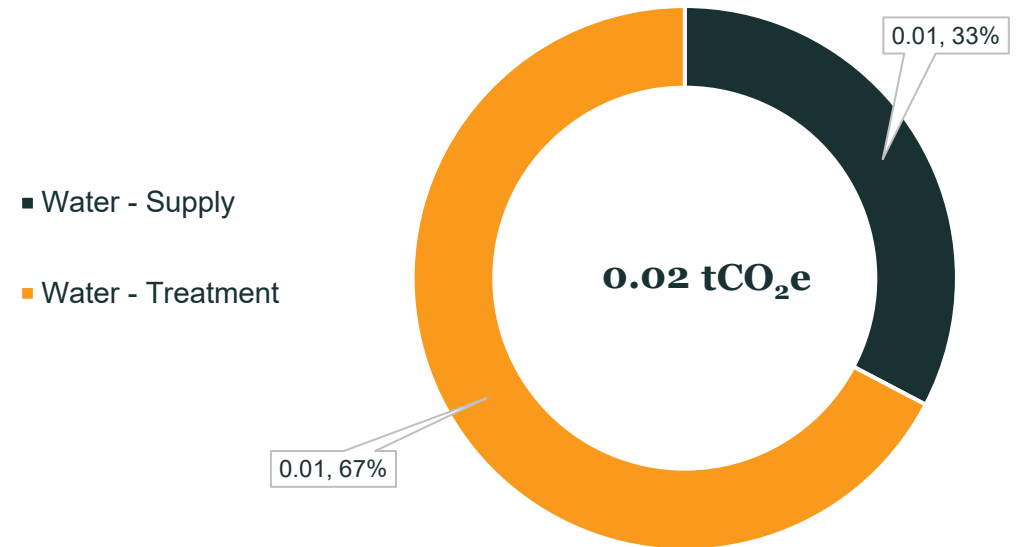


Carbon footprint.

WATER

Water	tCO ₂ e	%
Water - Supply	0.01	32.7%
Water - Treatment	0.01	67.3%
Total	0.02	100.0%

Water emissions for year ending 2020, tCO₂e



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

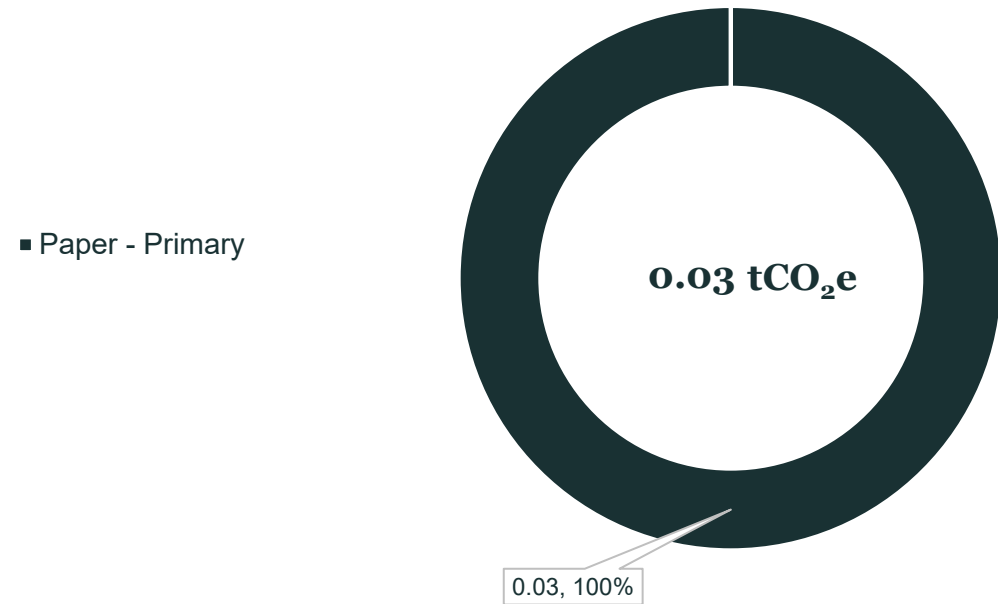


Carbon footprint.

PROCUREMENT

Procurement	tCO ₂ e	%
Paper - Primary	0.03	100.0%
Total	0.03	100.0%

Procurement emissions for year ending 2020, tCO₂e



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

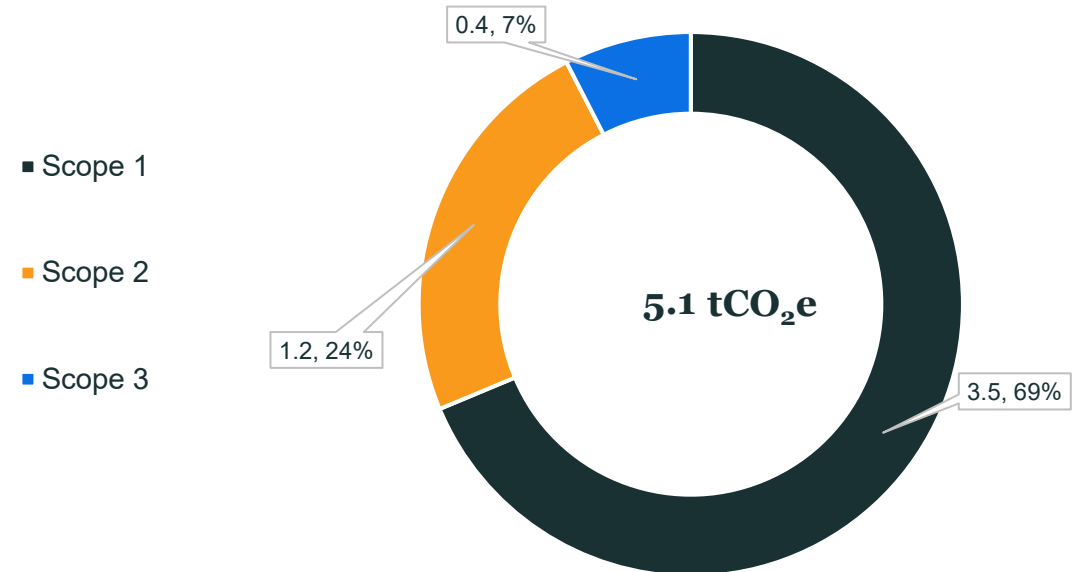


Total carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	3.5	68.7%
Scope 2	1.2	23.7%
Scope 3	0.4	7.6%
Total	5.1	100.0%

Total carbon emissions by Scope for year ending 2020, tCO₂e



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



Carbon footprint.

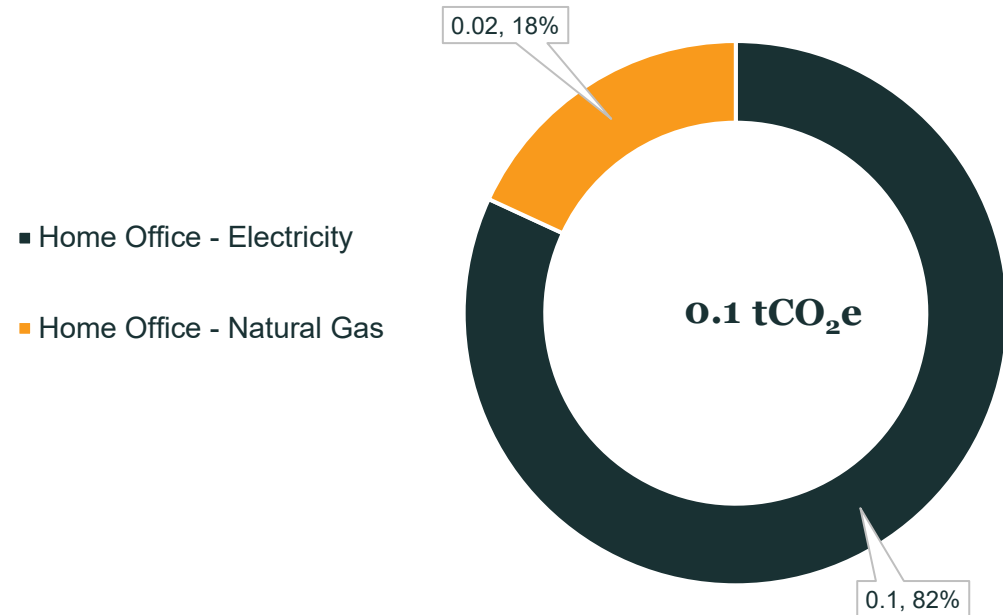
HOME OFFICE

Notes:

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

Home Office	tCO ₂ e	%
Home Office - Electricity	0.1	81.9%
Home Office - Natural Gas	0.02	18.1%
Total	0.1	100.0%

Home Office emissions for year ending 2020, tCO₂e



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



Looking ahead Targets for next year.



Total carbon footprint
5.1 tCO₂e



Total carbon reduction (5%)
0.25 tCO₂e



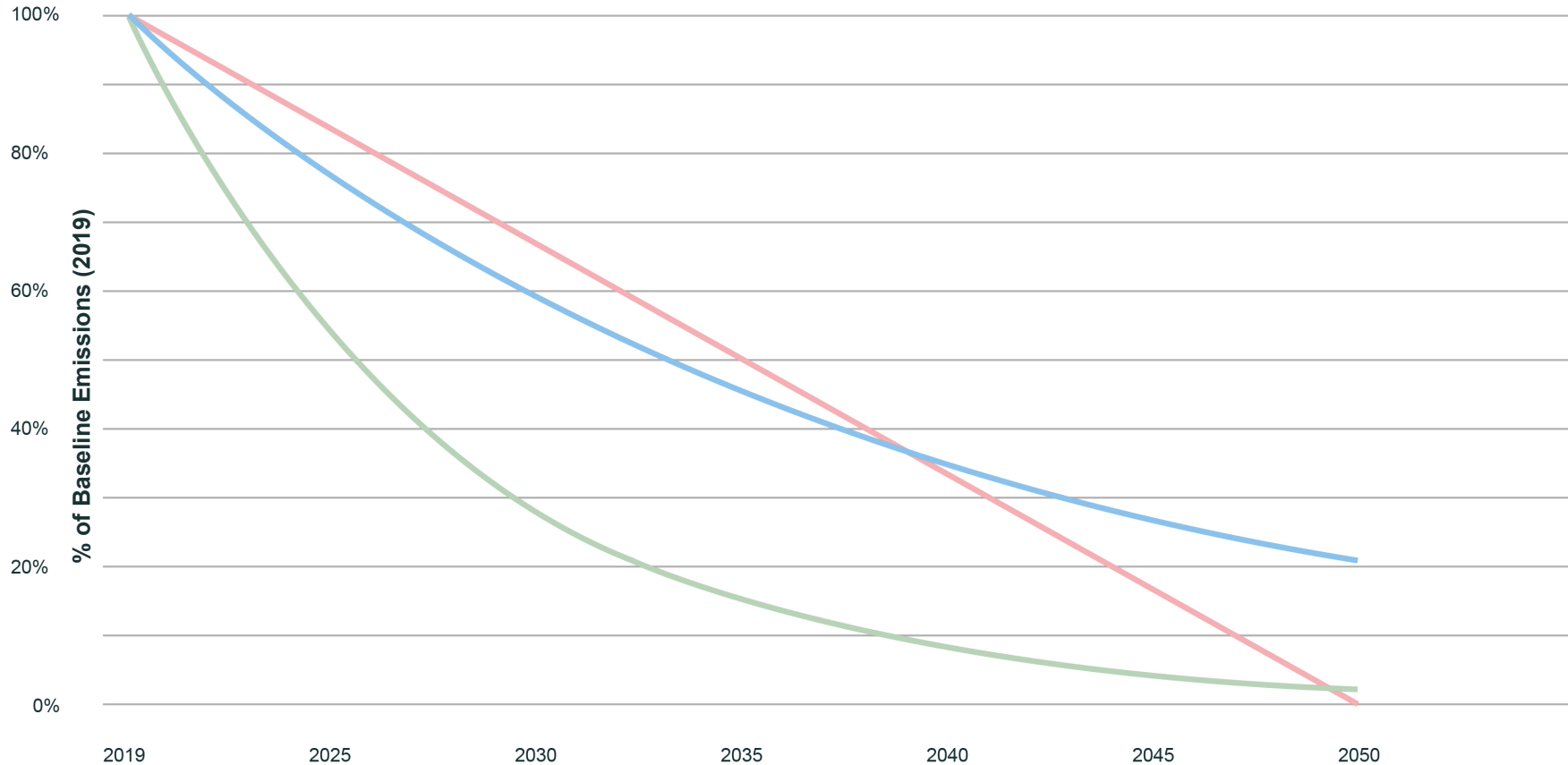
Carbon reduction per employee (5%)
0.13 tCO₂e





Target setting.

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



Planet Mark 5% annual reduction

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

Planet Mark 12% annual reduction

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

Net Zero 2050



Step two.

ENGAGE





Workshops.

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

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



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



The Eden Project

PARTNERSHIP

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

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future. We contribute 5% of Business Certification fees to the Eden Project.

As part of your certification with the Planet Mark, up to 12 people can visit the Eden Project for free – please get in touch to arrange your Eden Project visit, and inspire and encourage positive action.

Planet Mark is a registered charity (No. 1043927) and a limited liability company (No. 02062812). It is authorised by the Financial Conduct Authority (No. 120043). Planet Mark is a member of the Association of Business Certification Bodies (ABCBS). Planet Mark is a member of the Association of Business Certification Bodies (ABCBS). Planet Mark is a member of the Association of Business Certification Bodies (ABCBS).





Cool Earth

PARTNERSHIP

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

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





Step three.

COMMUNICATE



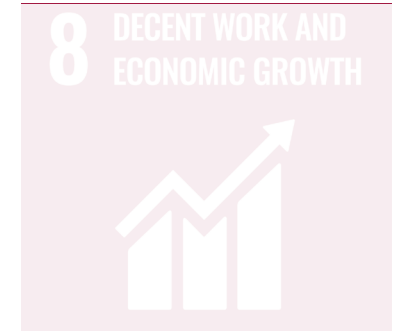
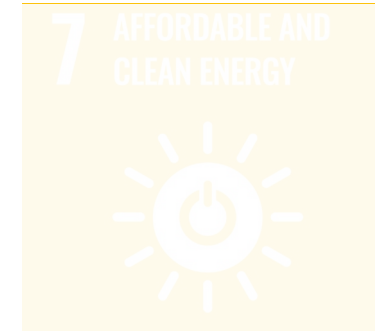
Communicating your international influence.

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

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 6 SDGs addressing 18 SDG targets.

Contributing towards

6 SDGs





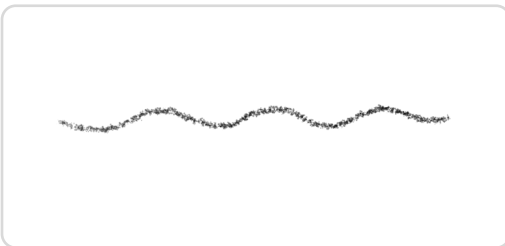
SDG alignment.



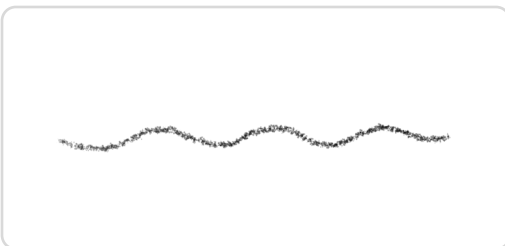
6 CLEAN WATER AND SANITATION

- 6.3 – 100% of water treated
- 6.6 – Acre of rainforest protected

7 AFFORDABLE AND CLEAN ENERGY



8 DECENT WORK AND ECONOMIC GROWTH



9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

- 9.4 – 50% of fleet that is electric or hybrid

11 SUSTAINABLE CITIES AND COMMUNITIES

- 11.6 – Measured carbon emissions
- 11.6 – 26% of waste recycled
- 11.4 – Donation to the Eden Project
- 11.4 – Acre of rainforest protected

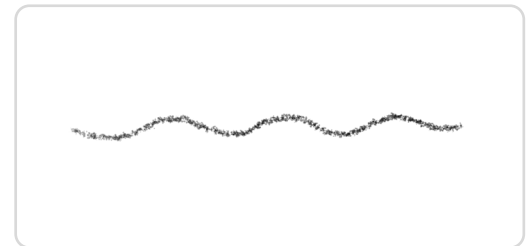
12 RESPONSIBLE CONSUMPTION AND PRODUCTION

- 12.6 – Measured carbon emissions
- 12.5 – 26% of waster recycled

13 CLIMATE ACTION

- 13.3 – Acre of rainforest protected, storing 260 tCO₂
- 13.3 – Donation to the Eden Project

14 LIFE BELOW WATER



15 LIFE ON LAND

- 15.2 – Acre of rainforest protected, storing 260 tCO₂



Data Report.

APPENDIX





Sources.

Source	Scope	Unit	Current		% total carbon footprint
			1 January 2020 to 31 December 2020		
			Amount	tCO ₂ e	
Building					
Electricity (location based)	2	kWh	5180.5	1.2	24%
Transmission and distribution losses	3	kWh	5180.5	0.1	2%
Waste					
Landfill	3	tonnes	0.5	0.2	5%
Recycled	3	tonnes	0.2	0.004	0%
Water					
Water supply	3	m ³	14.9	0.01	0%
Water treatment	3	m ³	14.9	0.01	0%
Travel					
Vehicle - fleet - diesel	1	litre	1373.1	3.5	69%
Vehicle - non-fleet - electric	3	km	5702.2	0.00	0%
Taxi	3	km	12.6	0.003	0%
Procurement					
Paper - Primary Content	3	tonnes	0.03	0.03	1%
Total		tCO₂e		5.1	
No. employees		Number	1.7		
Total per employee		tCO₂e	3.1		
Turnover £m		£m	0.05		
Total per £m		tCO₂e	110.3		
Total floor space		m²	1087.0		
Building emissions per m ²		tCO₂e	0.001		

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	Leisure & Outdoor Furniture Association
Sector	Trade Association
Reporting Period	1 January 2020 to 31 December 2020
Year Of Certification	1st
Reporting Boundary	Telford Office – Suite 7 Pemberton House, Stafford Park 1, Telford, TF3 3BD
Emission sources included	Electricity, T&D losses, homeworking energy (not included in total footprint), water, waste, fleet, business travel, paper
Total FTE Employees (annual average no.)	2
Total Internal Floorspace (m²)	1,087.00
Data Collection Lead	Gina Hinde, Marketing Manager – gina@lofa.com
Current Conversion Factor	Carbon: BEIS 2020
Methodology	We follow the GHG Protocol for Corporate Emission 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	Joanne Rowley, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark
Date	12 May 2021



About this report – 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	Invoice for billing period 13/03/20 – 18/06/20 has been extrapolated to cover the start of the reporting period. The invoice for billing period 22/09/20 – 14/12/20 has been extrapolated to cover the end of the reporting period. Your electricity consumption is shown in the carbon footprint as Purchased electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions).	Telford
Homeworking energy	3	kWh	Secondary source – Planet Mark homeworking energy calculation tool	Estimated	Includes additional home electricity and natural gas consumption as a result of working from home. We only include the annual average number of employees who work from home at least two days a week. Estimations are based on Typical UK domestic consumption for electricity and gas as calculated by Ofgem in 2020 (source: https://www.ofgem.gov.uk/gas/retail-market/monitoring-data-and-statistics/typical-domestic-consumption-values) and the additional consumption as a result of 1 person working from home 5 days a week as calculated by Uswitch in 2020 (source: https://www.uswitch.com/media-centre/2020/03/stay-home-britons-spend-extra-52-million-week-energy-bills/). When a company has no access to the office due to Covid-19 lockdown we assume employees are working from home 5 days a week (i.e. 100% of the estimated additional consumption).	Telford
Landfill	3	tonnes	Secondary source – client estimate	Unverified	Client has provided waste information based on one bin bag per week when working in the office. Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'.	Telford
Recycled	3	tonnes	Secondary source – client estimate	Unverified	Client has provided information roughly based on one bin bag per week when working in the office. It has been confirmed that recycling waste including plastic, tin cans, milk bottles etc. is taken home. Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'.	Telford

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
Water Supply and Treatment	3	m ³	Secondary source - benchmark	Estimate	A benchmark of 40 litres per day per member of staff has been used (source: https://www.bsria.com/uk/news/article/technical-answers-building-performance-and-building-regulations-and-sustainable-refurbishment/). Water supply has been calculated for the days during the year that they were working in the office. Water Treatment volume has been calculated on the assumption that it is the same volume as the water supply.	Telford
Vehicle – fleet - diesel	1	litres	Primary source – expense claims	Actual	Costs of fuel purchases have been provided, this has been converted in to litres of fuel using the weekly average pump price for diesel in pence per litre for 2020 (source: https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-weekly-statistics)	Telford
Vehicle – non fleet - electric	3	km	Secondary source – client estimate	Estimate	An estimated figure has been provided for how far the member of staff has travelled to and from work for the times that they were in the office during 2020.	Telford
Taxi	3	km	Primary source – expense claims	Actual	Only cost per trip available. We assumed £3.33 per mile source: https://tfl.gov.uk/modes/taxis-and-minicabs/taxi-fares/tariffs .	Telford
Paper	3	tonnes	Primary source - invoices	Actual	None	Telford
Employees		No.	Primary source – from Marketing Manager	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Telford
Turnover		£	Secondary source – data submission form	Assumed actual	None	Telford
Office		m ²	Secondary source – data submission form	Assumed actual	None	Telford



About this report.

Data Quality.

Data quality score

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

	1 Jan 2020 – 31 Dec 2020	Definition
Relevance of boundary	4	Boundary accurately reflects the entire business carbon footprint for the studied period.
Data completeness	4	12 months of data, all GHG emission sources within the boundary accounted for, full disclosure of exclusions.
Transparency	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
Data accuracy	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
Total score	14 / 16	

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

- To provide origin and destination information for business journeys.



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