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Vaccination UK

Carbon Accounting Report

For the year ended 31 December 2023

Vaccination UK

August 2024

Contents

Report purpose

The purpose of this report is to provide Vaccination UK Limited with the knowledge and tools to understand their emissions, informing smarter choices towards a lighter footprint.

This report provides a detailed analysis of the historical carbon footprint of Vaccination UK Limited for the years ending 31st December 2022 and 2023.

The footprint calculated is reliant on the data provided, Flotilla do not provide assurance or verification of the data collected.

A review meeting will be scheduled with you to discuss the contents of this report, so that we can answer any of your questions.

For a glossary of terms, details of the scope and boundary of this report, our methodology and accreditations, please refer to the appendices.

Carbon footprinting key terms

See the glossary in Appendix 1 for a full list of all terms used throughout this report.

Greenhouse gases (GHG)
Greenhouse gas emissions are the release of gases into the atmosphere that trap heat from the sun, causing the planet to warm. These gases act like a blanket, allowing sunlight to enter but preventing some of the Earth's heat from escaping back into space. There are 7 GHGs stated in the GHG protocol:

- Carbon dioxide (CO2)
- Methane (CH4)
- Nitrous oxide (N2O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulphur hexafluoride (SF6)
- Nitrogen trifluoride (NF3)

tCO2e
Different activities produce different gases. For carbon accounting purposes, greenhouse gases are converted into CO2 equivalents for easier reporting and comparison. We refer to your business carbon footprint as 'tCO2e', which is short for 'tonnes of carbon dioxide equivalent'.

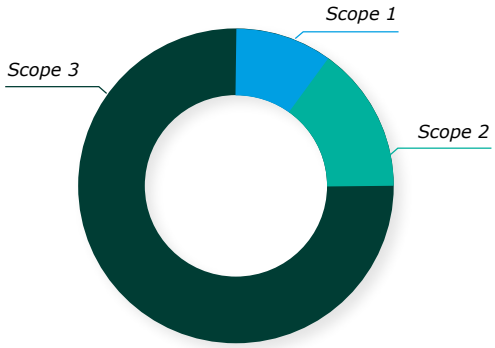
Baseline year
A reference point against which emissions reductions are measured. This is used by Flotilla in creating a Net Zero plan and determining reduction targets.

Scopes 1, 2, and 3
Carbon footprint measures are categorised into three scopes: 1, 2 and 3.

Scope 1
Direct emissions from sources that own or control.

Scope 2
Indirect emissions from electricity, steam, heat or cooling

Scope 3
All other indirect emissions from activities of the organisation



Net Zero
Net Zero is a target set by businesses and countries with the aim of limiting global temperature rises to 1.5c. Put simply, Net Zero means reducing GHG emissions to as close to zero as possible with any remaining emissions re-absorbed from the atmosphere. To achieve Net Zero, following science-based targets, a business must:

- Measure emissions across their value chain
- Focus on deep, rapid emission cuts, ideally halving emissions by 2030, and reducing by at least 90% by 2050
- Remove remaining hard-to-abate emissions from the atmosphere via carbon removal solutions.

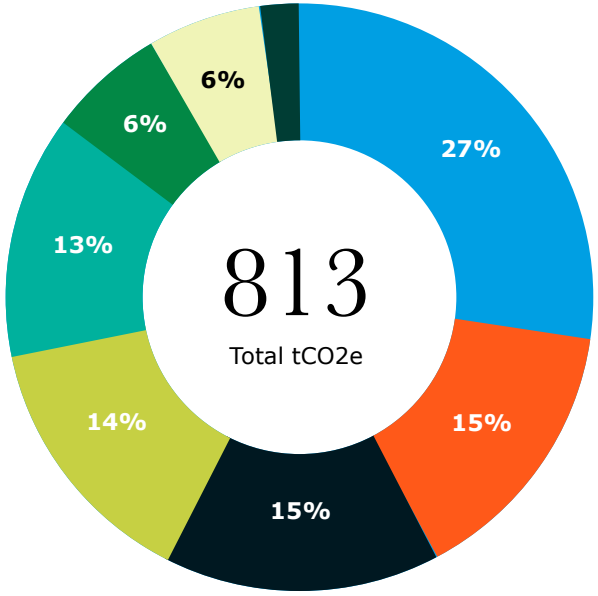
Section 1

Measure

Understanding your impact today empowers you to make positive change tomorrow.

Your carbon footprint in your baseline year

A breakdown of your emissions in the year ended 31st December 2022, your baseline year.



- Business travel (27%)
- Technology (15%)
- Professional fees (13%)
- Consumables (6%)
- Facilities (15%)
- Commuting (14%)
- Energy (6%)
- Subsistence & hotels (2%)

Scope 1
2%
14 tCO2e

Scope 2
5%
38 tCO2e

Scope 3
94%
761 tCO2e

Key insights

- The total carbon footprint for 2022 was 843.3 tCO2e, with the majority (93.8%) coming from **Scope 3** emissions.
- **Scope 1** emissions (direct from company-controlled sources) were 13.9 tCO2e, all from gas use in the office.
- **Scope 2** emissions (indirect from energy) totaled 38.3 tCO2e, all from non-renewable electricity use.
- **Scope 3** emissions were the largest contributor at 791.1 tCO2e, driven by travel (336.9 tCO2e), supply chain activities (248.9 tCO2e), and facilities (175.4 tCO2e).
- Travel, including business travel and commuting, accounted for 336.9 tCO2e, with privately owned cars for commuting being a significant factor.
- Major opportunities for emission reductions lie in transitioning to renewable energy, optimising supply chain management, and reducing travel-related emissions through sustainable practices.

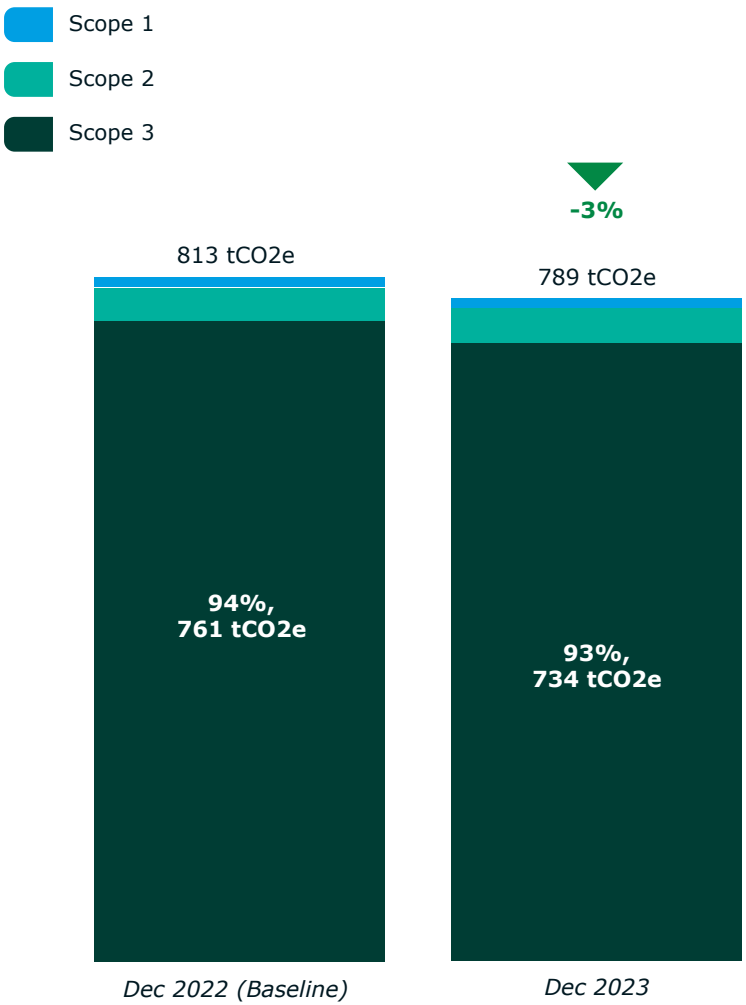
813 tCO2e is the equivalent of **driving around the world 112 times** in an average-sized petrol car

813 tCO2e is the equivalent of **83 return flights between the UK and Hong Kong**

813 tCO2e is the equivalent of **0.8 tCO2e per FTE**

Estimated data was used per GHG Protocol best practices due to the absence of activity data. Providing activity data in the future will improve accuracy.

Your carbon footprint by scope



Scope 1: Heating and Company Cars

2022: Scope 1 emissions totalled 13.9 tCO2e, primarily from gas usage in your offices. No emissions were attributed to company-owned vehicles.

2023: Scope 1 emissions remained constant at 13.9 tCO2e, indicating no change in gas consumption or vehicle usage. This area represents 1.7% of total emissions in 2023, unchanged from 2022.

Scope 2: Electricity and heating

2022: Scope 2 emissions were 38.3 tCO2e, all from standard, non-renewable electricity usage in your offices, making up 4.5% of your total emissions.

2023: Scope 2 emissions increased slightly to 40.9 tCO2e. This rise reflects a slight increase in electricity consumption, maintaining a similar share of total emissions at 5.2%.

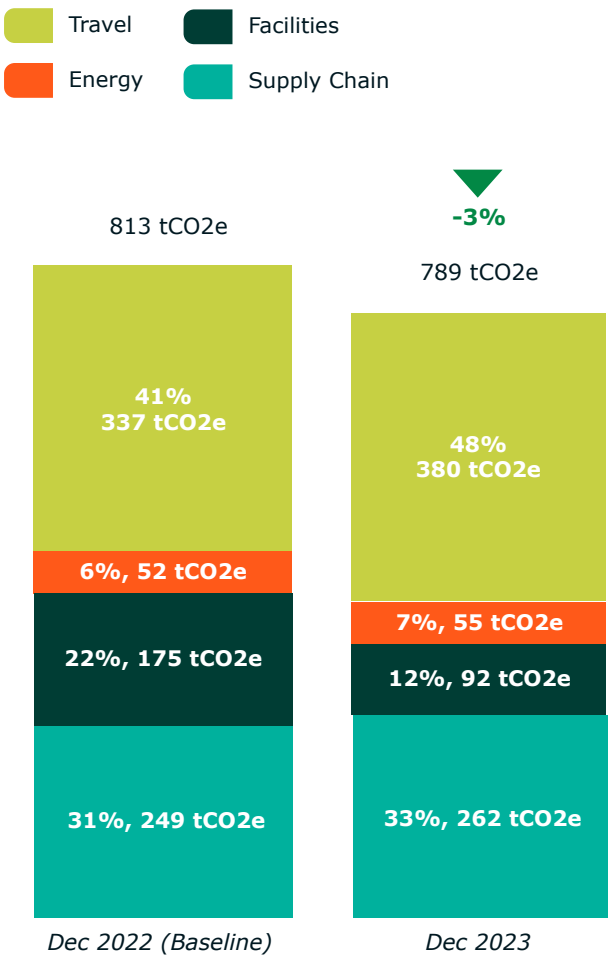
Scope 3: Value chain

2022: Scope 3 emissions were 761.2 tCO2e (93.6% of total emissions), driven by significant contributions from travel (336.9 tCO2e), supply chain activities (248.9 tCO2e), and facilities (175.4 tCO2e).

2023: Scope 3 emissions decreased to 733.8 tCO2e, representing a 3.6% reduction year-over-year. Notable reductions were seen in facilities and technology, while travel emissions slightly increased, particularly from business travel and commuting. Scope 3 now accounts for 93% of total emissions.

Estimated data was used per GHG Protocol best practices due to the absence of activity data. Providing activity data in the future will improve accuracy.

Your carbon footprint by key impact area



Travel:
2022: Travel-related emissions were 336.9 tCO2e, with the largest contributions from privately owned cars (213.9 tCO2e) and business travel (219.3 tCO2e).
2023: Travel emissions increased to 379.9 tCO2e, a 12.8% rise. The key drivers were a rise in business travel emissions to 235.2 tCO2e and commuting emissions, which grew by 23% to 144.6 tCO2e. This suggests higher activity in business operations and employee commuting.

Energy:
2022: Energy emissions totalled 52.2 tCO2e, mostly from standard electricity use (38.3 tCO2e), with gas usage in the office contributing 13.9 tCO2e.
2023: Energy emissions slightly increased to 54.7 tCO2e, reflecting a 4.8% increase in standard electricity use, now totalling 40.9 tCO2e. Gas usage remained consistent, indicating stable energy demand with a slight increase in electricity consumption.

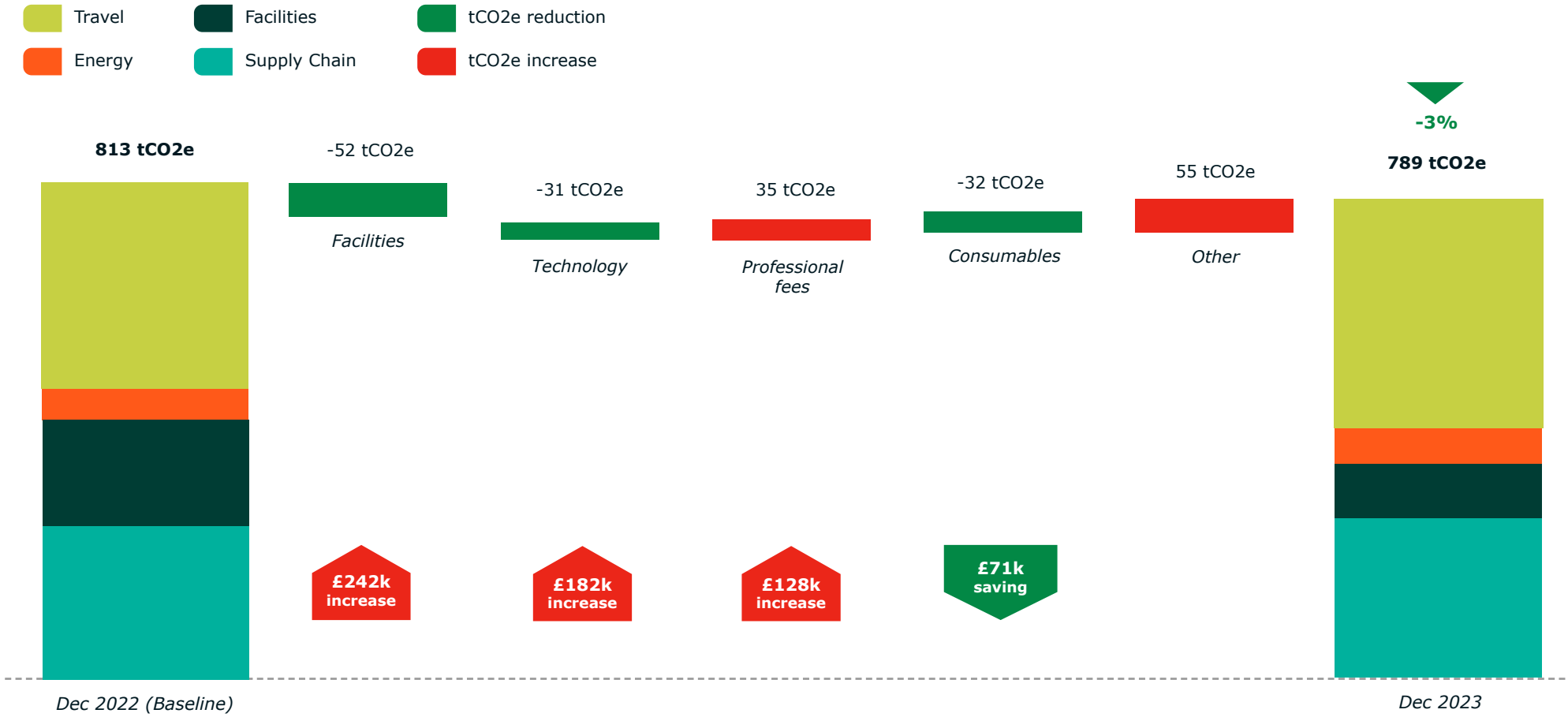
Facilities:
2022: Facilities-related emissions were 175.4 tCO2e, largely from furniture (63.3 tCO2e), office maintenance and cleaning (35.1 tCO2e), and leased office equipment (3.3 tCO2e).
2023: Facilities emissions saw a significant reduction to 91.8 tCO2e, a 47.7% decrease. The most substantial drops were in office maintenance and cleaning (down to 14.2 tCO2e) and consumables like printing and stationery, which decreased by 62.9% to 18.7 tCO2e.

Supply Chain:
2022: Supply chain emissions were 248.9 tCO2e, with technology-related activities contributing 123.5 tCO2e. Technology accounted for 49.6% of the supply chain emissions, making it a significant contributor.
2023: Supply chain emissions increased by 5.3% to 262.1 tCO2e. Despite this, technology-related emissions decreased by 25% to 92.7 tCO2e, now comprising 35.4% of the total supply chain footprint. However, this reduction was offset by increases in other areas: Professional fees rose by 32.3% to 142.4 tCO2e, now making up 54.4% of the supply chain emissions. Insurance emissions surged by 61.7% to 113.0 tCO2e, accounting for 43.1% of the supply chain footprint.

Estimated data was used per GHG Protocol best practices due to the absence of activity data. Providing activity data in the future will improve accuracy.

Carbon footprint trends explained

Understanding the movements in your emissions over time helps to draw out the key areas of impact, their magnitude on your footprint, and how financial decisions can have a significant impact on your footprint.



Estimated data was used per GHG Protocol best practices due to the absence of activity data. Providing activity data in the future will improve accuracy.

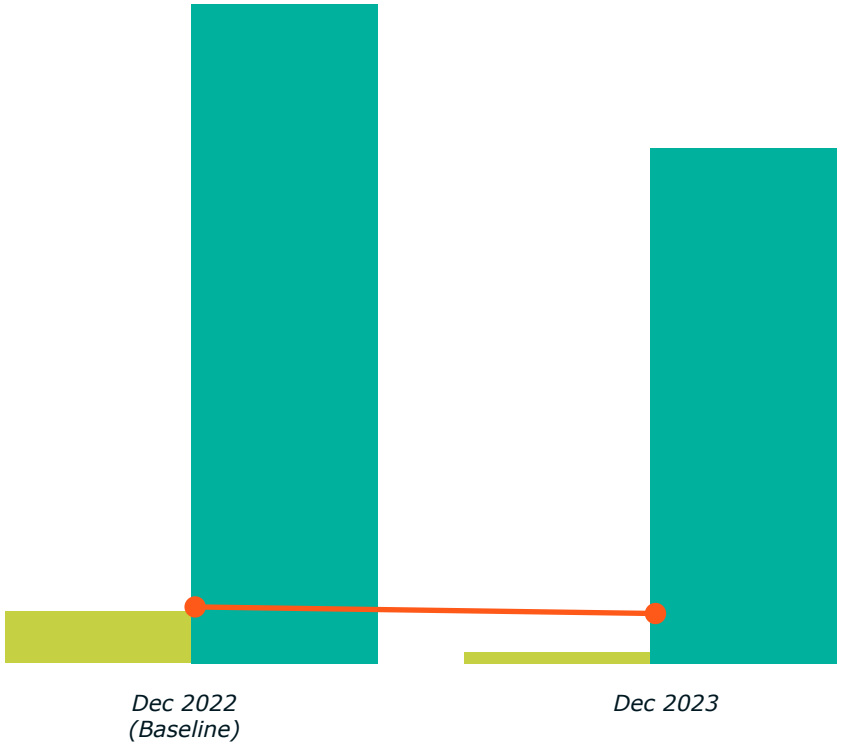
Benchmarking and accounting for growth

As your business grows, your business' carbon footprint is also likely to grow. We use carbon intensity ratios to help us adjust for changes in the business, so we can monitor underlying trends in your emissions.

If your business is a people-based business, your footprint per employee (tCO2e per FTE) will be your main performance indicator. Otherwise, your main performance indicator will be your footprint as a proportion of your turnover (tCO2e per £m turnover).

This chart enables you to see how your footprint has changed over time.

We have shown the industry average footprint per FTE, so you can see how you compare to your peers.



	Dec 2022 (Baseline)	Dec 2023
tCO2e	5.3	1.0
Flotilla's average tCO2e per FTE	5.6	5.3
tCO2e per £m turnover	74.3	57.9

Dual Reporting of your current footprint

Scope 2 electricity emissions can be measured in two ways. Here, we dual report your latest year (year to December 2023).

You do not yet have a green electricity tariff so your Market-based footprint is the same as your Location-Based footprint

Location-based method
This method shows your worst-case (highest) footprint.
Here, we assume every kWh of electricity which is purchased from the grid has the same carbon intensity, no matter what electricity tariff you purchase.

We show your footprint using this method so that we retain a focus on reducing energy usage, not just on switching to a greener tariff, which critically can support meaningful cost and CO2e reduction.

Market-based method
If you purchase electricity through a green (renewable) tariff we can reduce your footprint using this method as you can, in line with the GHG Protocol, claim zero emissions from purchasing green electricity.

This method incentivises the switch to renewable electricity tariffs but does not address the cost implication of reducing usage.
If you chose to publish your footprint using the market-based method you should also report the location-based equivalent alongside it.

Employee impacts and attitudes

Learnlight's employees were surveyed in May 2024. This included information on commuting habits, informing the carbon footprint. They also had the opportunity to share their views on the net zero project.

Top employee suggested actions

Improve waste & recycling practices (facilities)	*79 Votes*	1
Reduce unnecessary business travel (governance)	*57 Votes*	2
Focus on energy-efficient behaviours in the office (energy)	*55 Votes*	3
Implement a Cycle to Work Scheme (including e-bikes) (travel)	*21 Votes*	4
Investigate potential for onsite solar (energy)	*19 Votes*	5

Other specific employee suggested actions

- Work from Home: Option to work from home at least one day a week, particularly on administrative days. This would reduce commuting, lower carbon footprints, and potentially decrease the need for office space.
- Electric Vehicle Incentives: A work-supported car lease scheme or salary sacrifice programs to enable staff to get electric vehicles. Suggestions also included installing electric vehicle charging points at offices.
- Car Sharing and Pool Cars: Encouraging car sharing for work-related travel, particularly to remote locations or schools. The idea of having electric pool cars available for shared use was also frequently mentioned.
- Reduce Paper and Improve Recycling: Excessive use of paper, suggest reducing it by moving towards digital systems.
- Improving recycling facilities, particularly for cardboard, paper, and plastic waste, both in offices and during fieldwork.
- Training and Meeting Locations: Reducing travel for training and meetings by holding sessions locally or conducting them remotely to cut down on travel emissions and costs.

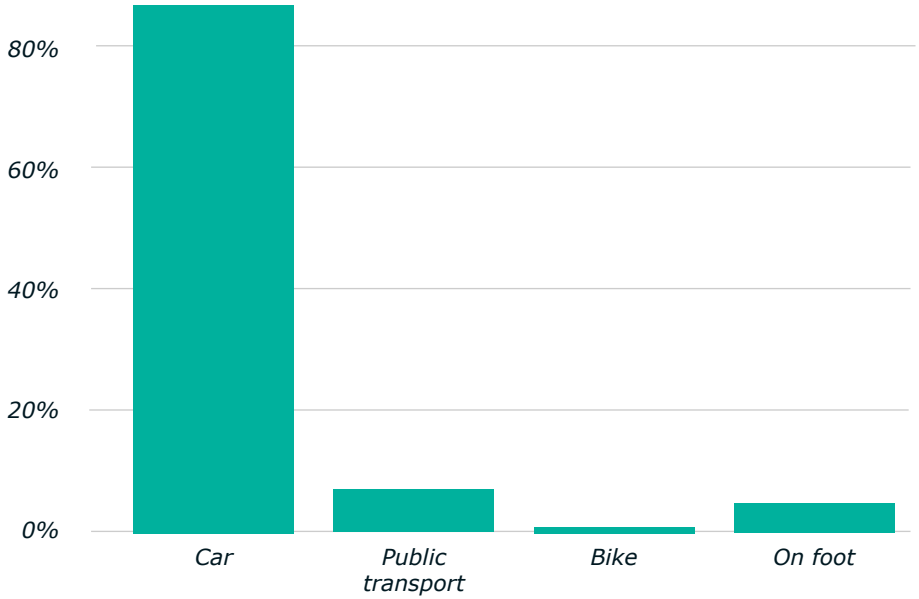
Employee commuting

Employees were asked how they travel to work in July 2024.

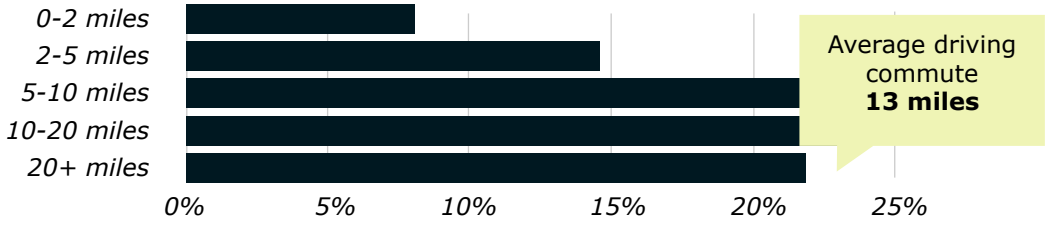
Employee commuting accounted for around **18%** of your total emissions in your latest reporting year.

How often do you work from home?
6% of working days are WFH, according to the employee survey.
94% are spent in the office.

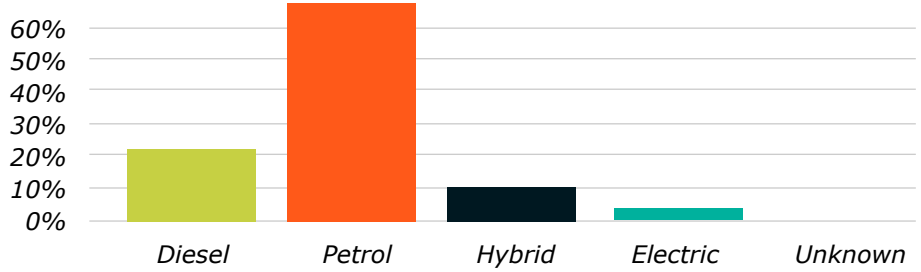
How do you travel to the office?



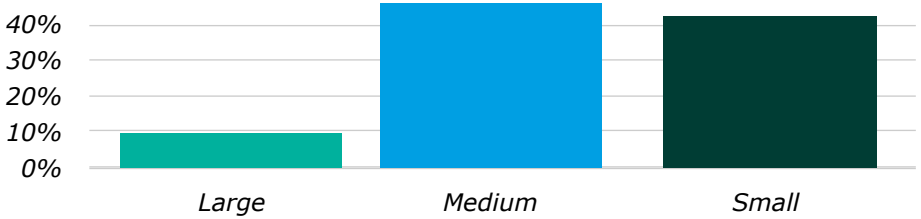
How far is your drive to work (one way)?



What car do you drive?



How big is your car?



Key takeaways and next steps

Baseline footprint

In 2022, Vaccination UK Limited's baseline carbon footprint was 843 tCO2e, equating to 5.4 tCO2e per full-time employee (FTE), slightly above the SME office-based average of 5.3 tCO2e per FTE. A significant portion of this footprint—25%—was attributed to privately owned vehicles used for work purposes, while employee commuting by car contributed 14%. Additionally, computer services, including software licenses, accounted for 13% of the total emissions.

Footprint by Scope

The majority of Vaccination UK Limited's emissions, 94% in 2022 and rising to 95% in 2023, were Scope 3 (value chain) emissions. Thanks to electric heating in two offices, Scope 1 emissions (primarily from gas usage) were kept low, constituting just 2% of the total emissions. Scope 2 emissions, stemming from non-renewable electricity, made up 5% of the overall footprint.

Year on Year

Between 2022 and 2023, Vaccination UK Limited's carbon footprint increased by 35%, rising by 299 tCO2e to a total of 1,142 tCO2e. This increase was primarily driven by higher gas consumption in offices, increased use of standard electricity, and electricity consumption related to remote working.

Employees

The Flotilla employee survey saw a 77% participation rate, with a strong majority (77%) of employees expressing their desire to help Vaccination UK Limited become more sustainable. Commuting was a significant contributor, accounting for 14% of the company's emissions. Notably, 99% of commuting emissions were due to car travel, with the average commute being 12.99 miles, and 88% of the vehicles used were petrol or diesel-powered.

Key impact area breakdown - Travel

		Dec 2022 (Baseline)		*Dec 2023*		*Year on year*	
		tCO2e	Spend	tCO2e	Spend	tCO2e	Spend
1	Privately owned unknown cars	213.9	£350	224.5	£377k	10.6 (5%)	£26.2k (7%)
2	Employees commuting by car	116.1	£0	142.8	£0	26.7 (23%)	£0 (-)
3	Taxis	1.5	£6.69k	5.0	£22.1	3.5 (230%)	£15.4k (230%)
4	Flights	3.3	£3.91k	4.4	£4.08k	1.1 (34%)	£170 (4%)
5	Employees commuting by public transport	1.5	£0	1.9	£0	0.4 (23%)	£0 (-)
6	Others	0.7	£1.51k	1.3	£4.29k	0.7 (104%)	£2.78k (184%)
	Total	**336.9**	**£363k**	**379.9**	**£407k**	**42.9 (13%)**	**£44.6k (12%)**

Key impact area breakdown - Energy

		Dec 2022 (Baseline)		*Dec 2023*		*year on year*	
		tCO2e	Spend	tCO2e	Spend	tCO2e	Spend
1	Standard electricity use	38.3	£0	40.9	£0	2.5 (7%)	£0 (-)
2	Gas use in the office	13.9	£0	13.9	£0	0.0 (-)	£0 (-)
3	Electricity usage (work from home)	0.0	£0	0.0	£0	0.0 (-)	£0 (-)
4	Gas use working from home	0.0	£0	0.0	£0	0.0 (-)	£0 (-)
5	Others	0.0	£0	0.1	£0	0.0 (-)	£0 (-)
	Total	**52.2**	**£0**	**54.7**	**£0**	**2.6 (5%)**	**£0 (-)**

Key impact area breakdown - Facilities

		Dec 2022 (Baseline)		*Dec 2023*		*year on year*	
		tCO2e	**Spend**	**tCO2e**	**Spend**	**tCO2e**	**Spend**
1	Furniture	63.3	£153k	47.8	£353k	-15.5 (-25%)	£201k (132%)
2	Printing & stationery	47.1	£141k	17.6	£73.4k	-29.5 (-63%)	-£67.6k (-48%)
3	Office maintenance & cleaning	35.1	£194k	14.2	£233k	-20.9 (-60%)	£38.6k (20%)
4	Rates	15.9	£88.3k	4.9	£56.6k	-11.0 (-69)	-£31.7 (-36%)
5	Waste	7.0	£25.8k	3.0	£12.4k	-4.0 (-57%)	-£13.4 (-52%)
6	Others	6.9	£19.1k	4.2	£63.9k	-2.7 (-39%)	£44.8 (235%)
	Total	**175.4**	**£621k**	**91.8**	**£792k**	**-83.6 (-48%)**	**£171k (28%)**

Key impact area breakdown - Supply Chain

		Dec 2022 (Baseline)		Dec 2023		year on year	
		tCO2e	**Spend**	**tCO2e**	**Spend**	**tCO2e**	**Spend**
1	Insurance	69.9	£555k	113.0	£642k	43.1 (62%)	£86.5k (132%)
2	Computer services incl software licences	105.7	£772k	77.3	£921k	-28.3 (-27%)	£149k (19%)
3	Financial services incl accounting, auditing	28.7	£232k	17.6	£215k	-11.1 (-39%)	-£17.1k (-7%)
4	Restaurants and Subsistence	4.7	£12.4k	14.1	£22.7k	9.4 (200%)	£10.3k (83%)
5	Mobile, telephone & internet charges	13.5	£79k	11.4	£114k	-2.1 (-16%)	£34.7k (44%)
6	Others	26.3	£126k	28.7	£227k	2.3 (9%)	£101k (79%)
	Total	**248.9**	**£1.78m**	**262.1**	**£2.14k**	**13.3 (5%)**	**£364k (20%)**

Appendices

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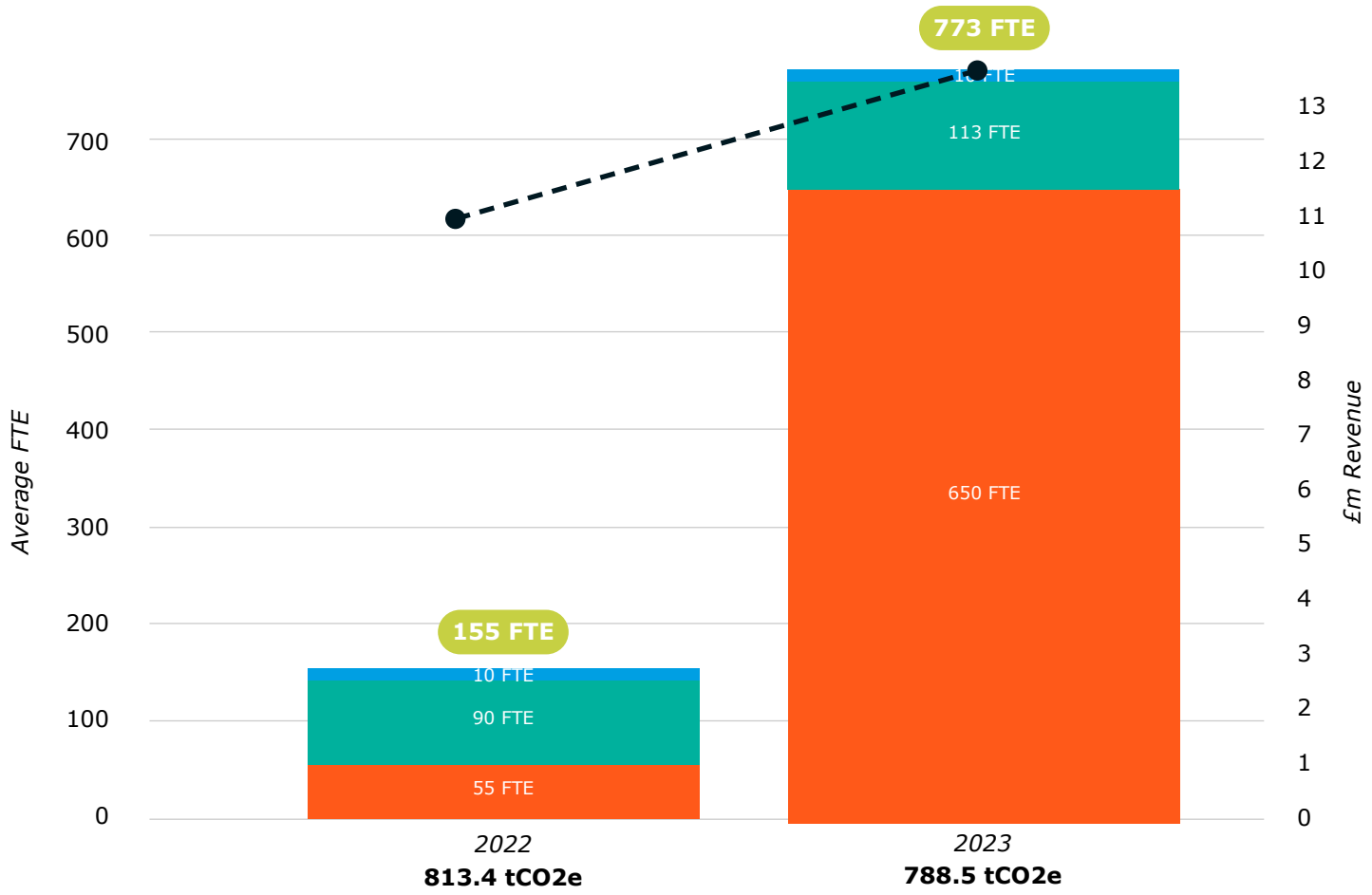
Boundary of reporting

We have set out which locations are in scope for your carbon report in each comparative period.



Specific Exclusions

For the full list of items included in the carbon footprint see Appendix 4.

Appendix 2 - Glossary

Key terms explained

Term	Description
Baseline	*A reference point against which emissions reductions are measured.*
Boundaries	*GHG accounting and reporting boundaries can have several dimensions, i.e. organizational, operational, geographic, business unit, and target boundaries. The inventory boundary determines which emissions are accounted and reported by the company*
Carbon dioxide (CO2)	*The most significant GHG, primarily emitted from burning fossil fuels like coal, oil, and natural gas. CO2 traps heat efficiently and remains in the atmosphere for centuries.*
Carbon footprint	*The total amount of GHG emissions produced by an individual, organization, event, or product. Measured in metric tonnes of carbon dioxide equivalent (CO2e).*
Carbon neutral	*Investing in offset projects that reduce GHG emissions elsewhere, in order to counter-balance GHG emissions generated by the business.*
CO2-equivalent (CO2e)	*The amount of CO2 that would cause the same integrated radiative forcing over a given time horizon as an emitted amount of another GHG or mixture of GHGs. Conversion factors vary based on the underlying assumptions and as the science advances.*
Consolidation approach	*Refers to how an organization sets boundaries for GHG accounting. Types include equity share approach, financial control, and operational control.*
Dual reporting	*The disclosure of two separate Scope 2 electricity emissions figures: one based on the average grid emissions (location-based) and another based on the company's specific energy contracts (market-based).*
Emission factor	*A value that represents the average amount of GHG emissions produced per unit of activity, such as the amount of CO2 emitted per kilowatt-hour of electricity generated.*
Emission scopes	*The GHG Protocol Corporate Accounting and Reporting Standard classifies an organisation's GHG emissions into three scopes. Scope 1 emissions are direct emissions from owned or controlled sources. Scope 2 emissions are indirect emissions from the generation of purchased energy. Scope 3 emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the reporting organization, including both upstream and downstream emissions.*

Appendix 2 - Glossary

Key terms continued

Term	Description
GHG Protocol	*Comprehensive global standardised frameworks to measure and manage GHG emissions from private and public sector operations, value chains, and mitigation actions. The GHG Protocol supplies the world's most widely used GHG accounting standards. The Corporate Accounting and Reporting Standard provides the accounting platform for virtually every corporate GHG reporting program in the world.*
Greenhouse gases (GHG)	*Greenhouse gases (GHGs) are atmospheric gases that absorb and re-emit heat radiation, creating a warming effect on the planet. This phenomenon, known as the greenhouse effect, is essential for maintaining Earth's habitable temperature. However, increased GHG concentrations due to human activities are causing an intensification of the greenhouse effect, leading to global warming and climate change.*
Hexafluoride (SF6)	*Man-made greenhouse gas used in electrical equipment, windows, and soundproofing. Extremely potent GHG (23,000x more effective than CO2), very long atmospheric lifespan (3,200 years).*
Hydrofluorocarbons (HFCs)	*Man-made synthetic greenhouse gases used in refrigerants, air conditioners, and foams. Thousands of times more effective at trapping heat than CO2, variable atmospheric lifespans.*
Intensity metric	*Expresses the amount of GHG emissions per unit of some activity or output. It helps normalize emissions and allows for better comparison and tracking of progress over time.*
Indirect emissions	*Emissions that are a consequence of the activities of the reporting entity but occur at sources owned or controlled by another entity.*
Key impact area	*Categories of emissions, aligned with business functions and suppliers. There are 4 key impact areas in the Flotilla report: Travel, Energy, Facilities, Supply Chain.*
Location-based method	*This figure calculates GHG emissions for electricity using average emissions intensity of the grid from which the company purchases electricity. In the UK this is the national grid.*
Market-based method	*This figure calculates GHG emissions for electricity using the specific energy contracts or instruments held by the company. It therefore shows lower emissions for renewable tariffs and higher emissions for non-renewable tariffs.*

Appendix 2 - Glossary

Key terms continued

Term	Description
Materiality	*The relevance of an ESG issue to a company's business.*
Methane (CH4)	*A potent GHG released from natural sources like wetlands and human activities like livestock farming, landfills, and energy production. Methane traps heat about 25 times more effectively than CO2 but has a shorter lifespan in the atmosphere (around 12 years).*
Nitrogen Fluoride (NF3)	*Man-made greenhouse gas used in electronics and semiconductor production. Highly potent GHG (7,200x more effective than CO2), very long atmospheric lifespan (740 years).*
Nitrous Oxide (N2O)	*Emitted during fertilizer use, land clearing, and combustion processes. It's less abundant than CO2 and methane but traps heat about 300 times more effectively than CO2 and persists in the atmosphere for over 100 years.*
Operational boundary	*Operational boundaries outline the specific activities and emissions sources that an organization includes within its GHG inventory. They define which emissions fall under Scope 1 (direct emissions) and Scope 2 (indirect emissions associated with purchased energy) for reporting purposes.*
Perfluorocarbons (PFCs)	*Man-made synthetic gases used in semiconductors, electronics, and some industrial applications. Extremely potent GHGs (thousands of times more effective than CO2), very long atmospheric lifespans (thousands of years).*
Scope 1 emissions	*Direct GHG emissions that occur from sources owned or controlled by the reporting company—i.e., emissions from combustion in owned or controlled boilers, furnaces, vehicles, etc.*
Scope 2 emissions	*Indirect GHG emissions from the generation of purchased or acquired electricity, steam, heating, or cooling consumed by the reporting company. Scope 2 emissions physically occur at the facility where the electricity, steam, heating, or cooling is generated.*
Scope 3 emissions	*All other indirect GHG emissions (not included in Scope 2) that occur in the value chain of the reporting company. Scope 3 can be broken down into upstream emissions and downstream emissions: Upstream emissions include all emissions that occur in the life cycle of a material/product/service up to the point of sale by the producer, such as from the production or extraction of purchased materials. Downstream emissions include all emissions that occur as a consequence of the distribution, storage, use, and end-of-life treatment of the organization's products or services.*

Appendix 3 - Methodology and scope

Methodology

Flotilla's carbon accounting platform is developed in accordance with the Greenhouse Gas (GHG) Protocol which provides the world's most widely used accounting standards. The report issued covers scope 1, 2 and 3 in line with this protocol. The GHG Protocol principles of relevance, completeness, consistency, transparency and accuracy have been followed throughout.

Our reporting is designed to align to the Government's SECR (Streamlined Energy and Carbon Reporting) guidelines which are compulsory for large organisations. This in turn is aligned with the ISSB (International Standards Sustainability Board) upcoming regulations IFRS S1 and IFRS S2.

Our methodology has been reviewed and endorsed by Prof Piers Forster, Climate Scientist at Leeds University and Interim Chair of the Climate Change Committee (CCC). Piers has served on the CCC since December 2018. He is founding Director of the Priestley International Centre for Climate and has acted as lead author for several Intergovernmental Panel on Climate Change (IPCC) reports.

The data collection process gives the option of providing activity data or spend data.

Activity data allows a more accurate footprint as it measures the activities themselves. For example, activity data for electricity use would be kWh. Spend data can be retrieved directly from the company's financial accounting systems and indicates the total spend in specific categories.

Appendix 3 - Methodology and scope

Methodology

Both activity data and spend data are converted to emissions of carbon dioxide equivalent using relevant emission factors such that: Emissions = Business Data x Emission factor.

The primary source of activity emission factors is the annual UK government factors, additional data collected from ONS and DEFRA is utilised.

We have captured the full impact of your business operations using the data collection sheet you completed, and also the activities of the employees from the employee questionnaire, which are often missed despite forming a significant proportion of a business' carbon footprint. See Appendix 4 for the full details of the activities included.

The footprint calculated by Flotilla may omit specific operations when the associated footprint is immaterial (<5% of the total footprint). Any such omissions would be detailed in Appendix 4.

It is important to note that it is impossible to accurately guarantee the impact of all activities; as referenced herein, certain calculations are based on the information provided, the current available conversion data, and governmental resources. See Appendix 4 for details of estimation in carbon accounting and in this methodology.

When developing Net Zero forecasts we follow science-based targets to align to the targets as set out in the Paris Agreement, which limit global temperature rises to below 1.5 degrees above pre-industrial levels.

Appendix 4 - Operational boundary

Your Flotilla footprint is calculated using operational control. Throughout the data collection process you provided us data on your operations. Below is the full list of activities captured within this report.

SCOPE 1	SCOPE 2	SCOPE 3	
▸ Gas use in the office	▸ Standard electricity use	▸ Advertising & marketing ▸ Car Parking ▸ Computer hardware & equipment ▸ Computer services incl software licences ▸ Electricity usage (work from home) ▸ Employee commuting ▸ Financial services incl accounting, auditing ▸ Flights ▸ Furniture ▸ Gas use working from home ▸ Hotels & accommodation ▸ Insurance ▸ Leased office equipment ▸ Legal fees ▸ Mobile & telephone equipment	▸ Mobile, telephone & internet charges ▸ Office maintenance & cleaning ▸ Other professional fees ▸ Postage ▸ Printing & stationery ▸ Privately owned unknown cars ▸ Rates ▸ Restaurants and Subsistence ▸ Staff training ▸ Taxis ▸ Trains ▸ Waste ▸ Water

Appendix 5 - Estimation

Estimation and uncertainty in carbon footprinting

Carbon footprinting, like any measurement, comes with its share of uncertainty. These uncertainties can arise from a variety of factors, making it crucial to understand their existence and potential impact. Here are some key reasons why carbon footprint calculations can be uncertain:

Activity data: Measuring our activities that generate emissions, like fuel usage or electricity consumption, isn't always precise. Estimations or incomplete records can lead to inaccuracies in footprint calculations.

Emission factors: Emission factors, which convert activities into their equivalent carbon emissions, can vary depending on factors like location or specific technology used. Flotilla use the UK government factors as a primary source which are regarded amongst the most reliable in the UK. However, there remains estimation in the emission factor which considers the UK average emissions by activity.

Where primary activity data could not be collected, the following assumptions and estimations were used by Flotilla:

Employee survey: The footprint associated with employees (homeworking and commuting) has been derived using an employee survey. This is extrapolated across the employee population when a response rate of 100% is not obtained.

Working day: There is an assumption that for a full time employee there are 8 hours in a working day for 48 weeks a year. The number of days an employee works is collected within the employee survey.

Public transport: The employee survey details commute by public transport but not by transport type and thus an average of the UK government emission factors for public transport is used.

Appendix 6 - Flotilla Accreditations

Trust Flotilla with your carbon accounting and net zero journey

> *"The Flotilla carbon accounting platform enables real, evidence-driven change. With science-based measurement and reporting, Flotilla allows businesses to take an honest look at their emissions, set achievable goals, make wise data-led decisions and become genuinely sustainable."*
>
> **Professor Piers Forster**
>
> Founder Director of the Priestley International Centre for Climate, University of Leeds, IPCC Sixth Assessment Report, Lead Author, Nobel prize winner for climate action

> *"The United Nations Climate Change Initiative is pleased to recommend Flotilla's science-based carbon reduction service, supporting businesses on their crucial journey to net zero. The Flotilla approach creates positive action throughout the entire ecosystem of a company, involving, motivating and empowering every individual to drive meaningful change."*
>
> **Miguel Naranjo**
>
> Programme Officer - UN Climate Change

Our accreditations:

Carbon Accounting Alliance
Collaboration in climate action

Certified B Corporation

Information Security Management System ISO 27001 Certified

Royal House, 110 Station Parade, Harrogate HG1 1EP

Flotilla Group Limited

getintouch@flotillaworld.com