advania

Carbon Reduction Plan
PPN 06/21

Reporting period: 1st January 2023 – 31st December 2023

www.advania.co.uk

Table of Contents

Executive Summary

This Carbon Reduction Plan has been developed in response to Procurement Policy Note (PPN) 06/21, which specifies how Advania UK (hereafter referred to as Advania) should have a plan to manage greenhouse gas (GHG) emissions and demonstrate a commitment to Net Zero emissions by 2050 to be eligible for Government contracts. While Advania is compliant with the Net Zero 2050 target, it has set an ambitious internal target to achieve Net Zero by 2045. Advania is committed to achieving Net Zero by 2045 and implementing this Carbon Reduction Plan whilst providing a wide range of carbon reduction initiatives in the delivery of contracts.

Emissions have been quantified following PPN 06/21 Technical Standard and ISO 14064-1:2019. This Carbon Reduction Plan reports on emissions between 1st January 2023 – 31st December 2023. The year 2023 has been established as a new base year as emissions were quantified in alignment with ISO 14064-1 for the first time, resulting in an improved and updated GHG quantification process. Furthermore, the reporting boundaries for 2023 were expanded and additional emission sources have been included. Updating the baseline to 2023 ensures consistency and meaningful comparability of GHG emissions data across future reporting periods.

Total market-based emissions for the reporting period were 947.29 tCO2e. Dual reporting has been applied to highlight emissions reductions resulting from the use of renewable energy. Market-based emissions figures reflect Advania's actual emissions, factoring in savings from renewable energy tariffs. Location-based emissions are a projection of what emissions would be in the absence of renewable energy. The use of renewable energy led to a saving of 16.93 tCO2e. Market-based emissions were not quantified in 2022.

GHG emissions by Scope in tCO2e for both 2022 and 2023:

Scope	2022	2023
1	21.00	22.77
2 (Location-based)	140.00	126.02
2 (Market-based)	-	109.09
3 (see Note 1)	369.00	815.43
Total emissions (location)	**530.00**	**964.21**
Total emissions (market)	-	**947.29**

Note 1: It is important to note that the significant increase in emissions in 2023 does not necessarily reflect the true difference in total emissions between the reporting periods. Rather, it is a result of the expanded scope of the reporting boundaries in 2023, which included additional emissions sources that were not quantified previously.

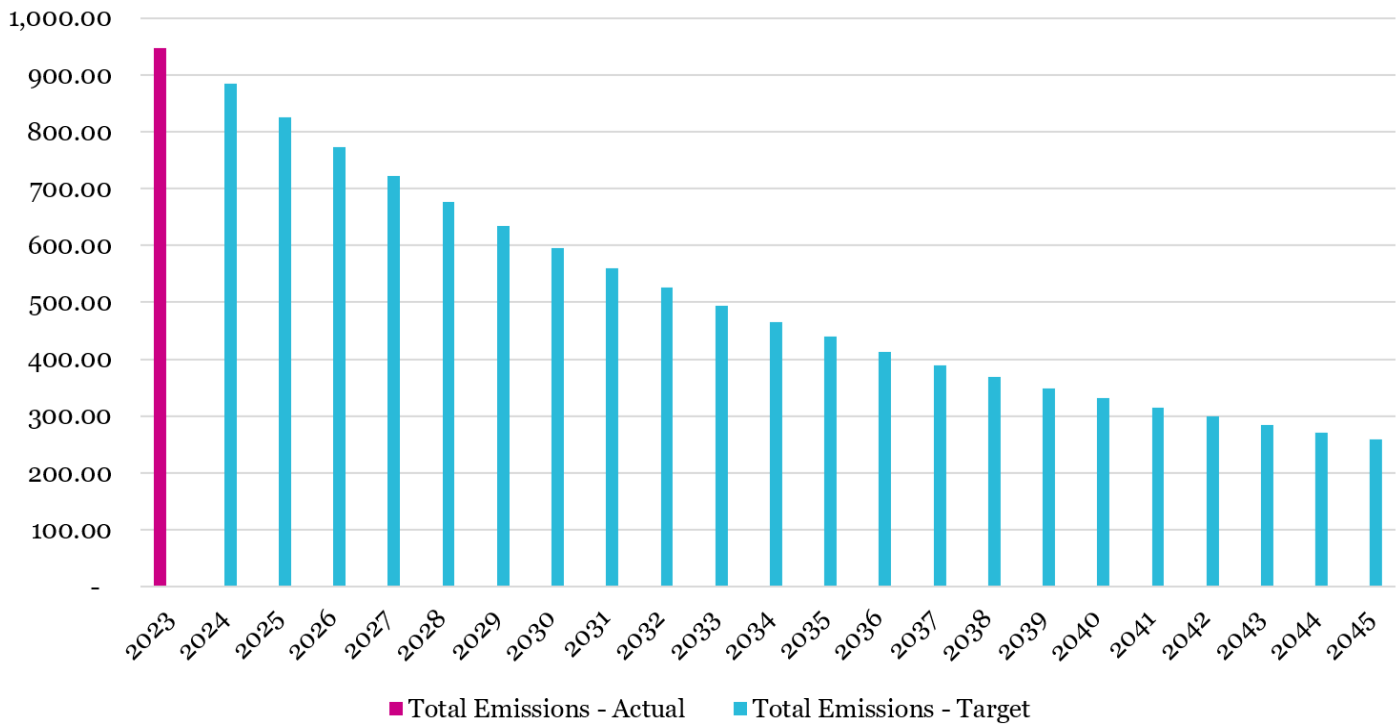
A GHG Inventory has been created as part of this project, this will be used to continually monitor GHG emissions across all measurable sources.

We have set a series of targets to reduce our emissions and achieve Net Zero before 2050, these can be viewed on page 21.

Based on these targets, we project that carbon emissions will decrease over the next five years to 677.23 tCO2e by 2028. This is a reduction of 28.51% from the 2023 base year.

Below is a summary of our forecasted carbon reduction pathway against the 2023 base year:

Advania Net Zero Pathway - tCO2e



Introduction

This Carbon Reduction Plan has been prepared in line with Procurement Policy Note (PPN) 06/21 guidance to support the UK Government's commitment to a 100% reduction of greenhouse gas (GHG) emissions (compared to 1990 levels) in the UK by 2050. This is also referred to as the 'Net Zero' target.

In line with PPN 06/21 guidance, Advania has taken steps to understand its environmental impact and carbon footprint relevant to the delivery of contracts as specified in the Public Contracts Regulations 2015.

Advania is committed to the following initiatives:

Making an organisational commitment to reducing emissions over time to achieve Net Zero before 2050

Annually quantifying and declaring emissions of GHGs defined within the Kyoto protocol; carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulphur hexafluoride (SF6) and nitrogen trifluoride (NF3), where relevant

Developing a Carbon Reduction Plan in line with PPN 06/21 Technical Standard for Completion of Carbon Reduction Plans outlining environmental management measures that will be applied in the performance of relevant contracts and wider business operations

Carbon reduction initiatives detailed in this report will be in effect during the delivery of relevant contracts unless stated otherwise. This document will be continually updated to reflect the progress of carbon reduction initiatives.

This Carbon Reduction Plan has been prepared in collaboration with leading sustainability experts Carbonology® Ltd and is based on the UK Government Template. Carbonology® Ltd will be working with Advania moving forward to support carbon reduction targets and monitoring on environmental performance.

This is Advania's third Carbon Reduction Plan, building on their commitment to annually review and re-quantify emissions every 12 months to meet Government requirements of the reporting period of a Carbon Reduction Plan being less than 12 months from the date of commencement of the procurement of a contract. If the reporting period is more than 12 months from the date of commencement of the procurement, Advania will provide a justifiable reason as to why this has occurred.

Full details of how this Carbon Reduction Plan meets the requirements is specified within the Guidance on adopting and applying the PPN 06/21 – Selection Criteria can be found in the Annexe.

Background to Advania

We are a leading technology service business and managed services provider. Our goal is to empower people to create sustainable value through technological innovation. We offer services in consultancy, IT infrastructure and integration and Cloud services. Additionally, we are one of Microsoft's leading partners in the UK, specialising in Azure Security and Microsoft 365.

We are a fast-growing business, with close to around 1,000 employees spread across the UK and South Africa.

Commitment to Achieving Net Zero

Advania is committed to achieving Net Zero emissions for UK operations by 2050 at the latest, in alignment with the UK Government target. While also implementing measures to achieve this goal as early as practically possible. Advania UK have their own internal Net Zero target of 2045. This will be achieved via our Carbon Reduction Plan to reduce emissions relative to the baseline period (1st January 2023 – 31st December 2023).

Emissions have been quantified following ISO 14064-1:2019 and compiled in a GHG Inventory, with sources sub-divided into Scope 1, 2 and 3 as defined in the GHG Protocol. UK emission conversion factors from DEFRA have been used to calculate and convert activity data to tCO2e and other relevant GHGs.

Reporting Boundaries

This Carbon Reduction Plan covers all of our operational facilities in the UK and our office in Cape Town, South Africa.

In line with ISO 14064-1:2019, the control approach has been taken, covering facilities and activities that Advania has operational control over. The staff headcount during the reporting period was 822.

Emissions are categorised at the facility level and subdivided where data allows.

**T&D refers to Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it). This is proportional to kWh consumption.*

Direct and Indirect GHG Emissions Categorisation Summary (From ISO14064-1 Annexe B)	Scope	Included/Excluded
Category 1: Direct GHG emissions and removals	1	Included • Stationary combustion of gas • Diesel generator • Company owned vehicles
Category 2: Indirect GHG emissions from imported energy	2	Included • Purchased electricity generation
Category 3: Indirect GHG emissions from transportation	3	Included • Business travel • Commuting • Upstream transportation and distribution • Downstream transportation and distribution
Category 4: Indirect GHG emissions from services used by the organisation	3	Included • Transmission and distribution (T&D) * • Waste generated from operations • Water supply • Water treatment • Capital goods – purchased hardware • Purchased goods and services-servers
Category 6: Indirect GHG emissions from other sources	3	Included • Homeworking

GHG Emissions

Quantification Methodology

Emissions have been quantified in alignment with the following standards:

- **ISO 14064-1 Specification with guidance at the organisational level for the quantification and reporting of greenhouse gas emissions**
- **PPN 06/21 Technical Standard for the completion of Carbon Reduction Plans**
- **UK Environmental Reporting Guidelines**

Emissions have been quantified for Scope 1, 2 and 3 sources as defined in the GHG Protocol.

GHG emissions have been calculated in-line with ISO 14064-1 methodology and presented in a GHG Inventory displaying specific sources of emissions. UK Government conversion factors from DEFRA have been used to convert activity data into kilograms of carbon dioxide equivalent (kgCO2e) as well as directly into kg of carbon dioxide (CO2), methane (CH4) and nitrous oxide (N2O) where appropriate. Emissions are calculated by multiplying the metric (e.g., kWh or km travelled) by the appropriate conversion factor. Conversion factors are based on the global warming potential of these gases.

$$tCO2e = \frac{\text{activity data x emission factor}}{1000}$$

Significance Policy

Advania considers its significant emission sources to be:

- Those required under mandatory reporting such as with PPN 06/21
- Those with accessible activity data, enabling emissions quantification
- Those that produce the largest quantities of tCO2e
- Those with the potential to achieve the greatest emissions reductions

Advania have converted all available activity data to GHG emissions where it has been practical to do so. No data have been intentionally excluded.

Emissions Summary

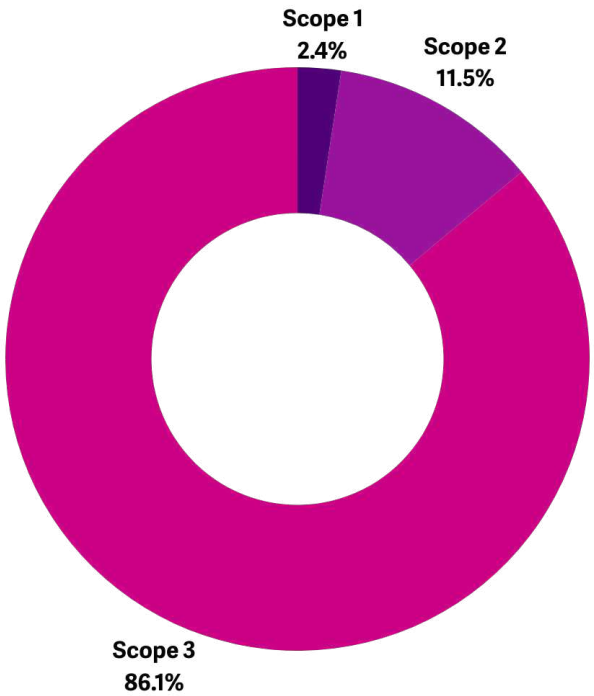
The following table presents the emissions results in tCO2e for each Scope and emissions source, total market-based emissions in 2023 were 947.29 tCO2e. More information on how each emission source was quantified can be found under Assumptions and Estimates.

Emissions per Full-Time Equivalent (FTE) staff in the reporting period were 1.15 tCO2e. This intensity measure will be quantified annually to effectively monitor our emissions performance as the company grows. While it is possible that our total absolute emissions will increase in the short term, this intensity metric will help gauge the effectiveness of our emissions reduction initiatives.

Scope	Source	tCO2e
1	Gas	4.68
	Diesel Generator	11.88
	Company Cars	6.20
Total Scope 1		**22.77**
2	Purchased electricity (location-based)	126.02
	Purchased electricity (market-based)	109.09
Total Scope 1 & 2 (location-based)		**148.79**
Total Scope 1 & 2 (market-based)		**131.86**
3	Business travel - grey fleet	84.14
	Business travel - rail	14.24
	Business travel - taxi	2.58
	Business travel - air	158.80
	Business travel - hotels	12.43
	Commuting	146.00
	Upstream transportation and distrubution	45.13
	Downstream transportation and distrubution	16.15
	Capital goods - purchased hardware	131.59
	Water supply	0.41
	Water treatment	0.46
	Waste generated in operations	1.05
	Homeworking	177.92
	Purchased goods and services - servers	14.13
	Electricity T&D	10.40
Total Scope 3		**815.43**
Total Emissions (location-based)		**964.21**
Total Emissions (market-based)		**947.29**
FTE Staff		**1.15**

Percentage of Total Emissions by Scope in 2023 - tCO2e

Scope 3 sources were responsible for the majority of total emissions at 86.08%. Scope 1 and 2 were responsible for 2.40% and 11.52% respectively.



Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases (GHGs) that have been produced in the past and are the reference point against which emissions reductions can be measured.

The baseline period for the quantification of GHG emissions is from 1st January 2023 to 31st December 2023. This period will serve as the base year until a review is required. All future reporting periods will follow a calendar year format unless specified otherwise.

Baseline and Current Reporting Year: 2023

Baseline and Current Reporting Year: 2023 (1st January - 31st December)

Additional Details Relating to the Baseline Emissions Calculations:

The year 2023 was Advania's third period of emissions reporting. Several changes were made to the reporting boundaries compared to the previous year, including the addition of emissions sources such as electricity transmission & distribution, staff homeworking, rail travel, air travel, hotel stays, water supply, and water treatment, purchased goods and services and capital goods. The base year has been reset from 2020 to 2023 due to the expanded scope of emissions reporting in 2023. Updating the baseline to 2023 ensures consistency and facilitates meaningful comparability of GHG emissions data across future reporting periods.

Baseline and Current Reporting Year Emissions:

EMISSIONS	TOTAL (tCO2e)
Scope 1	**22.77**
Scope 2	(Location-based) **964.21** (Market-based) **947.29**
Scope 3 (Included Sources)	**815.43** Waste generated in operations: **1.05** Business Travel (road, rail, air, hotels): **272.20** Employee commuting: **146.00** Transmission and distribution losses (T&D): **10.40** Water Supply: **0.41** Water treatment: **0.46** Purchased goods and services: **14.13** Capital goods: **131.59** Homeworking: **177.92** Upstream transportation and distribution: **45.13** Downstream transportation and distribution: **16.15**
Total Emissions	(Location-based) **655.00**

Assumptions and Estimates

Emissions were calculated using DEFRA conversion factors. A conservative approach was taken in all instances where an assumption or estimate was required. Overall, few estimates were required as detailed and up to date activity data were provided. The overall uncertainty of results was judged to be low due to the provision of detailed activity data.

Utilities

Activity data for electricity consumption were available for all sites, provided in the form of meter readings. Gas was only in use at the Manchester and Reading sites, with meter readings supplied for each.

Water consumption data were available for the Sheffield, Reading, Cardiff, London and Cape Town sites. For sites lacking data, estimates were made based on the water consumption per capita at the London site, extrapolated by the headcount at sites with no data.

Activity data were multiplied by the corresponding emission conversion factors for gas combustion, electricity generation, electricity transmission and distribution, water supply and water treatment.

Business Travel

Emissions from Advania's grey fleet and staff commuting were quantified based on company mileage records. The data included details on each staff member's vehicle and fuel type, enabling the use of vehicle-specific conversion factors. This approach was also applied to the six company-owned vehicles in use during the reporting period.

For air travel, data were provided on the departure and arrival destination for each flight, along with the class used for each journey. Distances were estimated using an online tool and multiplied by appropriate conversion factors (With RF) to quantify the share of emissions for each passenger per flight.

Data were supplied on rail travel, providing the departure and arrival of destinations for each journey for a portion of the data. However, it was not possible to calculate the distances for all rail journeys due to incomplete journey details for a significant portion of the data. Spend data was also provided, this facilitated an estimate on the average cost of rail travel per km (£). This average value was used to estimate the distances travelled for journeys where journey details were absent. The distances identified and estimated were then multiplied by the 'National rail' conversion factor. The unit passenger.km was used in both instances to allow for the quantification of emissions of individual passengers per journey.

Spend data on taxi journeys were provided, research was conducted to identify the average cost per km (£) of taxi journeys in the UK. The average cost per km was then used to estimate the total distances travelled. The 'Regular Taxi' conversion factor was applied, using passenger.km to quantify the emissions of individual passengers per journey.

A record of the number of nights that staff stayed in hotels was provided, along with the location of the hotels. Location-specific conversion factors were applied to quantify the emissions of each hotel stay.

Commuting & Homeworking

Data used to quantify commuting emissions were gathered via an online survey. Staff responded to the survey, providing information on commuting distances, methods of commuting, number of commuting days per week and homeworking patterns. The data was used to estimate total annual commuting distances for each member of staff. Vehicle-specific conversion factors were applied to quantify emissions for each member of staff, quantification accounted for annual leave and bank holidays to avoid overestimating emissions. The survey received a response rate of 15.69%, results were extrapolated to estimate emissions of 100% of staff.

The survey also collected data on the total number of homeworking days per week, allowing for an estimation of total homeworking hours per year. It was assumed that employees worked standard 8-hour days, with annual leave and bank holidays accounted for. It was assumed that central heating systems in staff homes were switched off for five months of the year. Emissions from the use of office equipment and from heating were combined to produce a total homeworking emissions figure. Results were then extrapolated to estimate emissions for 100% of staff.

Waste

Data were provided on the collection frequency of general waste and recycling bins at each site, along with the total weight of waste collected from the Milton Keynes site. This total weight served as the basis for estimating the waste produced at sites where weight data were unavailable. This value was then scaled by the respective headcounts at each site to estimate total waste production. It was then possible to estimate total emissions from waste.

Upstream and Downstream Transportation

A spend-based approach was used to estimate emissions from the upstream and downstream transportation of goods due to the unavailability of activity data on delivery weights and distances. The total spend on freight services for both upstream and downstream transportation was provided. This spend data was then multiplied by the ‘Postal and courier services’ conversion factor.

The conversion factor was obtained from DEFRA spend-based emission conversion factors from 2020. Inflation rates provided by the Bank of England were used to account for inflation.

Capital Goods

Data on the total number of hardware products purchased in 2023 were provided. The data included a breakdown of the quantities of desktop computers, laptops, tablets, mobile phones, monitors and printers purchased. Lifecycle emission factors for each type of electrical product were used to estimate the total GHG emissions associated with the lifecycle of each product.

Purchased Goods and Services

Emissions from the use of Microsoft Azure Cloud Services were provided in kg CO2e upon request, results were converted into tCO2e.

Electricity consumption data were provided for a range of additional servers. This data was multiplied by conversion factors for electricity generation and electricity transmission and distribution to quantify the associated emissions.

Generators

One diesel generator is used at the Cape Town site. Data was supplied on the electricity generated in kWh. Emissions were quantified using the DEFRA conversion factor for diesel (average biofuel blend – kWh – Gross CV).

Carbon Reduction Initiatives

Reduction Targets and Forecasts

Below is a summary of our reduction targets and forecasted results. In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Our key reduction targets:

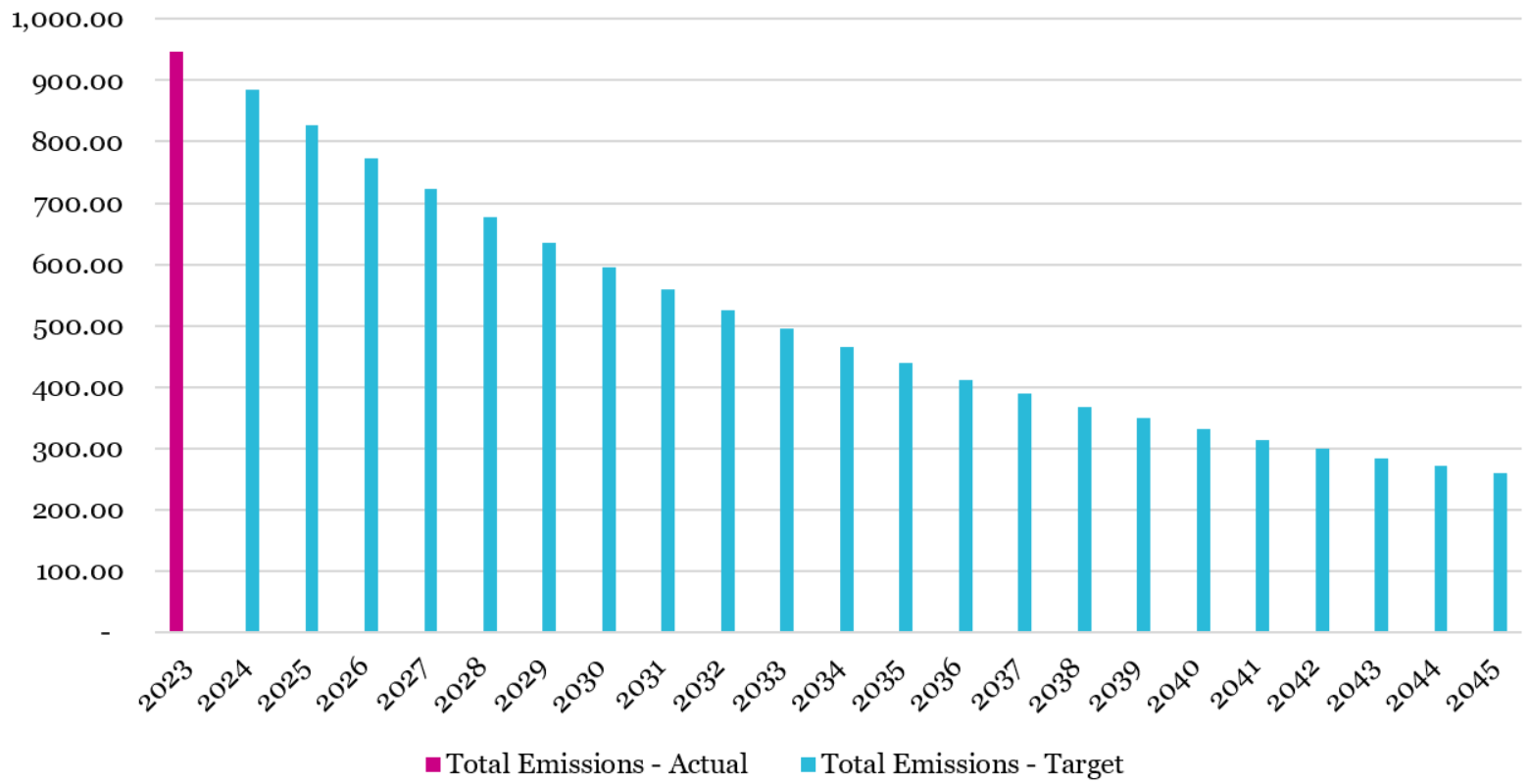
Targets set against the 2023 base year:

- **Reduce emissions from gas by 5% each year**
  - 1.09 tCO2e saving by 2028
- **Reduce emissions from company vehicles by 5% each year**
  - 1.40 tCO2e saving by 2028
- **Reduce emissions from electricity generation by 8% each year**
  - 37.19 tCO2e saving by 2028
- **Reduce emissions from grey fleet by 8% each year**
  - 28.69 tCO2e saving by 2028
- **Reduce emissions from air travel by 5% each year**
  - 35.92 tCO2e saving by 2028
- **Reduce emissions from commuting by 8% each year**
  - 49.77 tCO2e saving by 2028
- **Reduce emissions from capital goods 8% each year**
  - 44.86 tCO2e saving by 2028
- **Reduce emissions servers by 8% each year**
  - 4.82 tCO2e saving by 2028

Based on these targets, we project that carbon emissions will decrease over the next five years to 677.23 tCO2e by 2028. This is a reduction of 28.51% from the 2023 base year.

Forecasted progress against these targets is detailed in the graph below:

Advania Net Zero Pathway - tCO2e



Summary Of Initiatives

Below is a summary of carbon reduction initiatives that have been completed and will be in effect during the delivery of contracts:

- Completed Energy Savings Opportunities Scheme (ESOS) Phase 2 and Phase 3, identifying additional energy efficiency measures to review and implement where feasible
- Enhanced sustainability data collection and reporting to meet increasing environmental regulatory requirements
- Implemented hybrid working across the company to reduce emissions from commuting and business travel
- Conducted a comprehensive staff commuting and homeworking survey to accurately estimate emissions
- Virtual meetings prioritised over face-to-face meetings to reduce business travel
- Reduced the number of company cars annually since 2020
- Decreased printing company-wide
- Introduced an electric car salary sacrifice scheme
- Aligned our sustainability policy with our parent company's governance and additional objectives
- Created an Emissions Monitoring System to track GHG performance
- Improved methodology for capturing activity data and expanded the scope of emissions reporting

In the future we hope to implement further measures such as:

- **Employee Communication and Training:** We are reviewing options for training employees to better understand how they can contribute to reducing business emissions and support client carbon reduction goals
- **Improved Reporting:** We will review systems and suppliers to enhance emissions reporting capabilities and data granularity for proactive improvements
- **Sustainability Expertise:** Increasing internal resources dedicated to our ESG agenda and engaging with the Advania group sustainability working group, aligning with their reporting standards
- **Electric Car Scheme:** Reviewing our electric car scheme to encourage further adoption among employees
- **Company Car Policy:** Assessing the feasibility of transitioning to electric vehicles for the remaining cars in our fleet upon their renewal
- **Electric Vehicle Charging Points:** Assessing the feasibility of installing EV charging points at offices
- **Office Locations:** Exploring ways to minimise office carbon footprints, including installing LED low-energy light bulbs, motion sensors and smart meeting room controls
- **Energy Supplier:** Working with landlords to investigate switching to 100% renewable energy suppliers for all leased offices; currently, two offices are supplied with 100% renewable energy
- **Travel and Meeting Policy:** Reducing inter-office travel for meetings and encouraging the use of technology for meetings
- **Supplier Management:** Investigating the feasibility of assessing all suppliers to prioritise in line with the government greening initiative

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

Date: November 19th 2024

Annexe

Table 1. Features a Carbon Reduction Plan must contain as specified in Guidance on adopting and applying the PPN 06/21 – Selection Criteria

	Requirement	Advania Response
1	Carbon Reduction Plan submitted which confirms the supplier's commitment to achieving Net Zero by 2050	Advania is committed to achieving Net Zero by 2050 at the latest but is aiming to achieve this by 2045. Advania is committed to going beyond passive reductions presented by the market. Advania is committed to implementing this Carbon Reduction Plan as part of its business operations and quantifying emissions annually to gauge its success. The aims of this CRP will be integrated to Advania's Environmental Policy.
2	Carbon Reduction Plan submitted which contains emissions reported for all required Scopes (in accordance with the required methodology)	Advania has quantified and reported on 100% of Scope 1 and 2 emissions. Minimal estimates and assumptions were required. All Scope 3 categories as specified in PPN 06/21 requirements have been quantified and reported. Upstream and downstream transportation quantified on a spend-based approach instead of tonne.km.
3	Carbon Reduction Plan submitted which details environmental management and carbon reduction measures in effect during the delivery of the contract	This Carbon Reduction Plan outlines numerous environmental management and carbon reduction measures. Quantitative targets have been set and will be reviewed each year. All reduction initiatives will be in effect during the delivery of contracts unless specified otherwise.

4	Reporting period falls no more than 12 months prior to the date of commencement of the procurement	2023 reporting period has been included, thus making this CRP valid until the end of 2024. Emissions for 2024 onwards will be quantified and included in future Carbon Reduction Plans. Updates will be reflected in this document.
5	Carbon Reduction Plan not submitted	This Carbon Reduction Plan, or a summary version of it, will be submitted upon request for relevant contracts. If this Carbon Reduction Plan requires updates or amendments as a result of reasonable feedback from tendering processes, they will be made in time for submission deadlines.
6	Carbon Reduction Plan fails to confirm supplier's commitment to achieving Net Zero by 2050	See row 1. Advania are committed to Net Zero targets but acknowledge that the business has limited control over some Scope 3 sources.
7	Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes without explanation why	100% of Scope 1 and Scope 2 emissions quantified and reported. Required Scope 3 sources included. Advania have voluntarily reported some additional Scope 3 sources to present full company emissions from available data. Where quantification has been possible, no emissions have been intentionally excluded. Conservative estimates have been performed in some cases. No scope 1 fugitive emissions occurred within organisational boundaries.
8	Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why	See row 7.
9	Reporting period is more than 12 months from the date of commencement of the procurement	See row 5.

10	Reporting period is more than 12 months from the date of commencement of the procurement, but provides an acceptable explanation why	See row 5. If reporting period for contracts exceeds allowable time period, an acceptable explanation will be provided. Advania have adopted a new system for monitoring emissions. This will be continually updated to enable full visibility of emissions on a monthly basis for many sources.
11	Supplier fails to detail the environmental management measures in effect, including certification schemes or specific carbon reduction measures that will be in effect during the performance of the contract	Environmental management measures are detailed in the main body of this Carbon Reduction Plan, including those that have been completed and will be utilised in the delivery of contracts. Planned future initiatives are referenced and are not based off speculative technologies.

Table 2. Scope 3 emissions, table adapted from Technical standard for Completion of Carbon Reduction Plans. Full details of category descriptions can be found within this link. Scope 3 emissions are defined in the GHG Protocol.

Scope 3 Category	Minimum Boundary	Justification for Inclusion/Exclusion
4. Upstream transportation and distribution	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	**Included** Calculated via a spend-based approach.
5. Waste generated in operations	The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment Optional: Emissions from transportation of waste	**Included** Solid and liquid waste disposal included. Wastewater estimated to 95% of water supply by volume.

6. Business travel	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure	**Included** Business travel via rail, road and air included. Distance data collected from mileage records by staff on an individual basis. Emissions from hotel stays also included.
7. Employee commuting	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) Optional: Emissions from employee teleworking	**Included** Commuting emissions quantified based on commuting distance data gathered through a staff survey.
9. Downstream transportation and distribution	The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	**Included** Calculated via a spend-based approach.

Produced in collaboration with Carbonology® Ltd

The tech company *with people at heart*

e hello@advania.co.uk **w** advania.co.uk **t** 0333 241 7689