

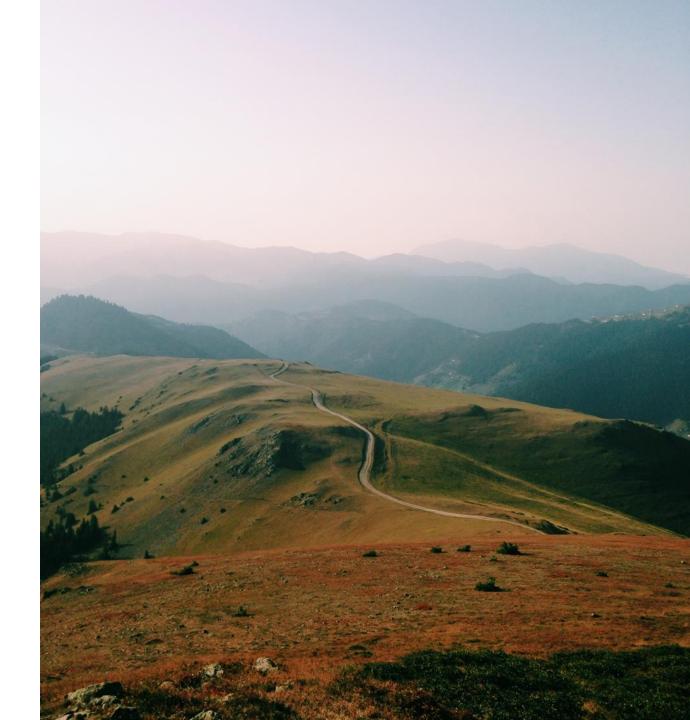
Business Certification

Significa

YEAR 1

01 January 2023 to 31 December 2023







Executive Summary

This is Significa's first year of business carbon footprint reporting and certification to The Planet Mark. It has calculated the carbon footprint of its Office (Rua Da Torrinha 154, 4050-609 Porto, Portugal) for the year ending December 2023 and set a target to reduce emissions by 5% annually. This year's footprint includes emissions from electricity, t&d losses, water, business travel, waste, paper.

The first year of certification to The Planet Mark is based on the commitment to continuous improvement in sustainability in its business operations by measuring and reducing its carbon footprint and engaging its stakeholders.

Significa's measured location-based carbon footprint in the year ending December 2023 was $14.9 \text{ tCO}_2\text{e}$. The carbon footprint per turnover was $10.3 \text{ tCO}_2\text{e}$ and the carbon footprint per employee was $0.5 \text{ tCO}_2\text{e}$. Scope 1 emissions account for 0.0%, location-based scope 2 emissions (electricity) account for 17.6% and scope 3 emissions (transmission and distribution losses, water, business travel, waste, paper) account for 82.4%.

Significa's measured market-based carbon footprint in the year ending December 2023 was 16.2 tCO₂e. Significa is procuring Axpo Energia Portugal (32% renewable) electricity which resulted in higher market-based emissions.

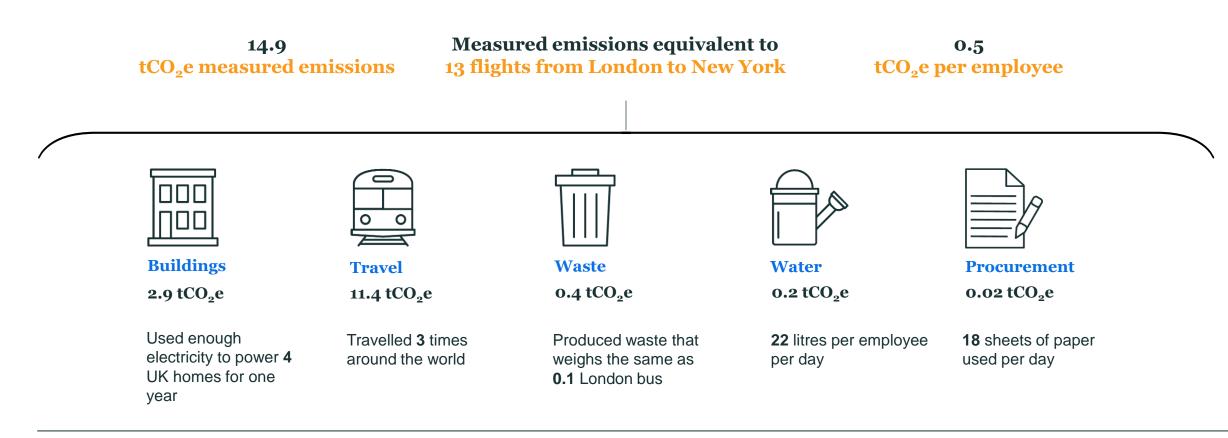
Significa provided original evidence of most emissions sources reported, which is a great achievement. Waste collection needed to be estimated due to a lack of data available as the office has no formal waste collection. Significa does not have natural gas in their office. Fleet was not measured as the business do not use owned vehicles. Significa has air-conditioning, but had no refrigerants added during the reporting period.

PlanetMark

It's more than a mark



Measured carbon EMISSIONS





Step one. MEASURE





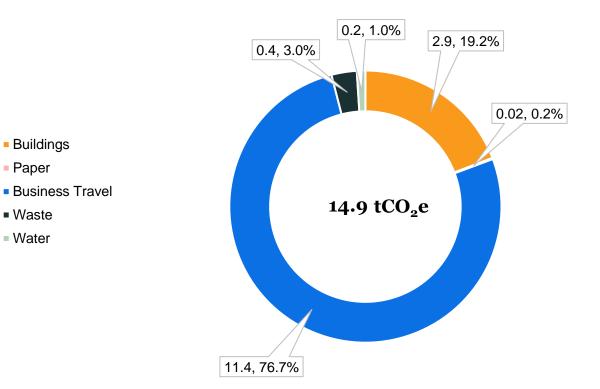
Measured carbon footprint. Location BASED

Carbon footprint by emission source for year ending 2023, tCO₂e

Buildings

Paper

Waste Water



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice)

Reporting year: 01 January 2023 to 31 December 2023

Reporting Boundary: Office (Rua Da Torrinha 154, 4050-609 Porto)

Emissions measured:

Electricity, T&D Losses, Water, Business Travel, Waste, Paper

Highlights:

Carbon footprint (tCO_2e) : 14.9 Per employee (tCO_2e): 0.5 5% Next reduction target: 15 out of 16 Data quality score:

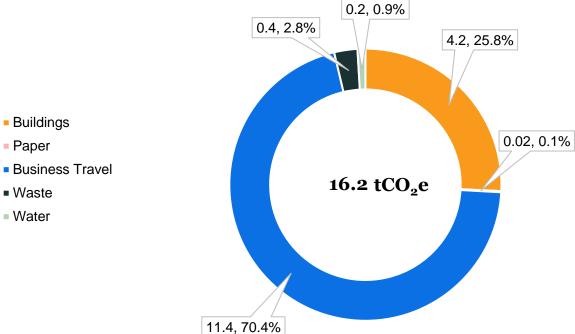


Measured carbon footprint. Market BASED

Carbon footprint by emission source for year ending 2023, tCO₂e

Paper

 Waste Water



Reporting year: 01 January 2023 to 31 December 2023

Reporting Boundary: Office (Rua Da Torrinha 154, 4050-609 Porto)

Emissions measured:

Electricity, T&D Losses, Water, Business Travel, Waste, Paper

Highlights:

Carbon footprint (tCO_2e) : 16.2 Per employee (tCO_2e): 0.5 5% Next reduction target: 15 out of 16 Data quality score:

Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice)



Market-based methodology.

What is market-based carbon footprint measurement?

The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.* For the purposes of year-to-year comparison and reduction, location-based value is used, to ensure consistency and adherence to Business Certification Scheme Rules.

If you have a green tariff:

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being "REGO-backed". These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.

If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier's fuel mix disclosure declaration. In some cases, this will be lower than the grid average emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

If you have on-site renewables:

If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions for the generated electricity which you consume on-site under both the market-based and location-based methods. Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the locationbased method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

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



Carbon footprint. BUILDINGS

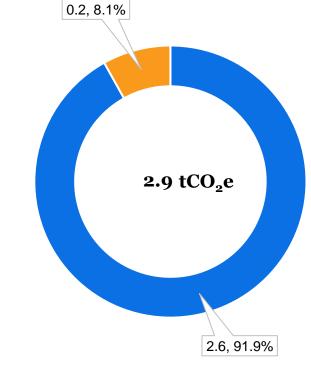
Buildings emissions for year ending 2023, tCO₂e

Electricity

Transmission and

Distribution Losses

Buildings	tCO ₂ e	%
Electricity	2.6	91.9
Transmission and Distribution Losses	0.2	8.1
Total	2.9	100.0



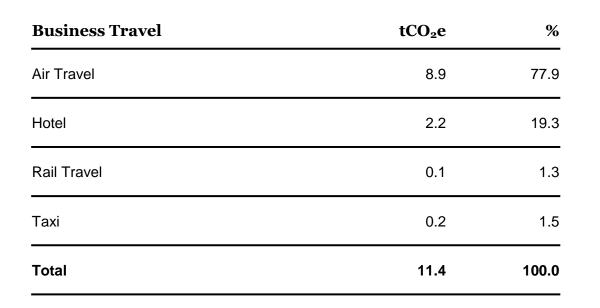


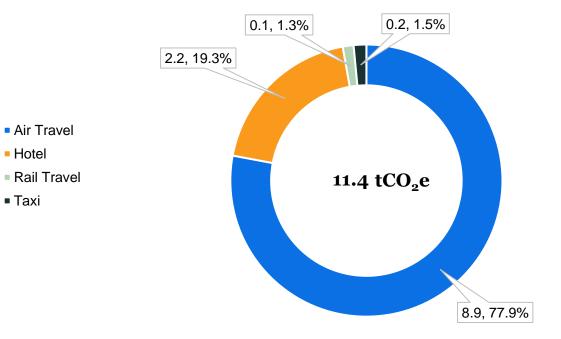
Carbon footprint. Business TRAVEL

Business travel emissions for year ending 2023, tCO₂e

Hotel

Taxi



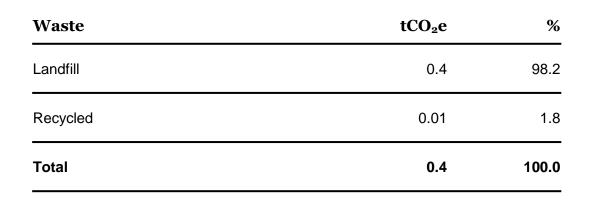


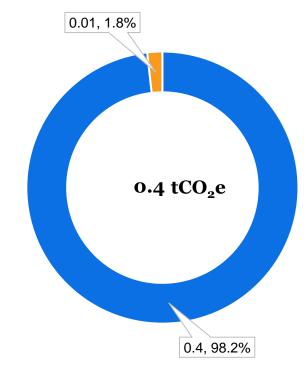


Carbon footprint. WASTE

Waste emissions for year ending 2023, tCO₂e

LandfillRecycled





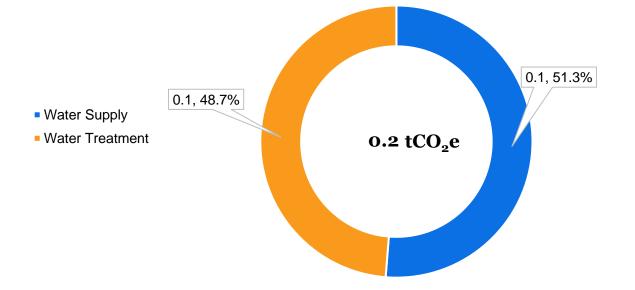
All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Carbon footprint. WATER

Water emissions for year ending 2023, tCO $_2$ e

Water	tCO ₂ e	%
Water Supply	0.1	51.3
Water Treatment	0.1	48.7
Total	0.2	100.0

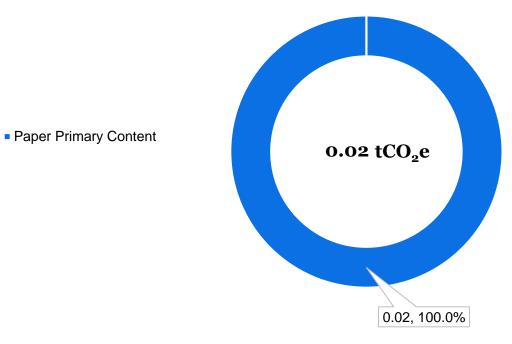




Carbon footprint. PROCUREMENT

Procurement emissions for year ending 2023, tCO₂e

Paper	tCO ₂ e	%
Paper Primary Content	0.02	100.0
Total	0.02	100.0



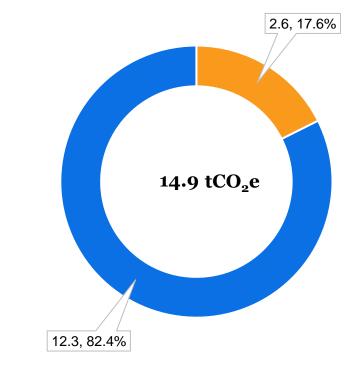


Measured carbon footprint. BY SCOPE

Measured carbon emissions by scope for year ending 2023, tCO₂e

Scope 2Scope 3

Scope	tCO ₂ e	%
Scope 2	2.6	17.6
Scope 3	12.3	82.4
Total	14.9	100.0





Looking ahead Targets for next year.



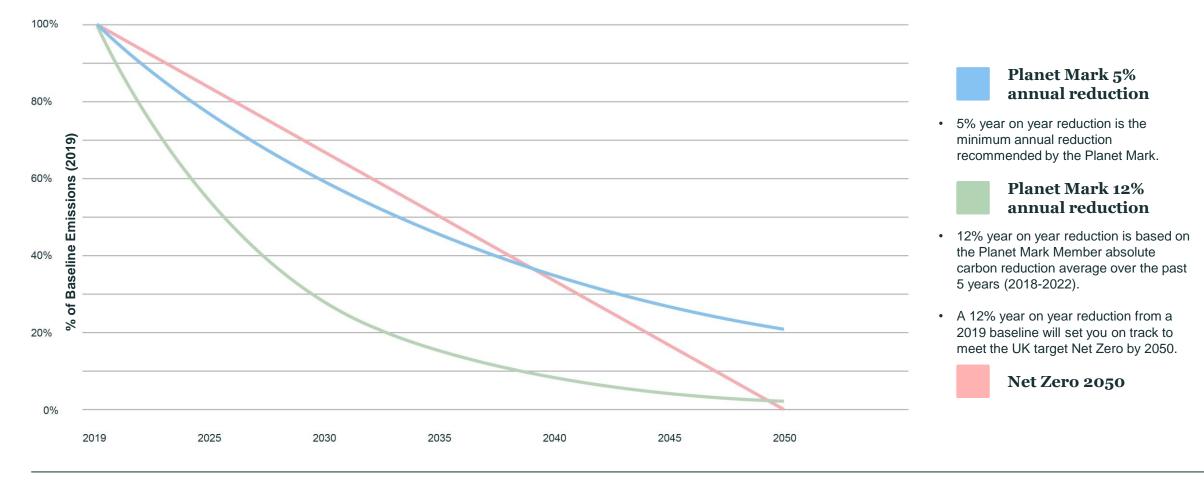
Measured carbon footprint 14.9 tCO₂e Carbon reduction target (5%) 0.7 tCO₂e





Target setting.

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





Step two. EMGAGE



Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees' passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business' net zero journey.

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

Book a call with us <u>here</u> to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.



Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company's net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.

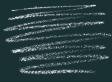


The Eden Project

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

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.



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Step three. COMMMTATE





Communicating your international influence.

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

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.



4 SDGs





SDG alignment.

CHEER DIA





5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

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

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our <u>website</u> and make use of resources available to Planet Mark members.

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero <u>Solutions</u> to offer. If you want further stakeholder engagement support, browse our list of workshops <u>here</u> or just get in touch to discuss.



Data Report.







		-	Current		
		=	01 January 2023 to 31 December 2023		
Source	Scope	Unit		CO₂e	% total carbon footprint
Buildings					
Electricity (location based)	2	kWh	15,744.2	2.6	18%
Electricity (market based)	2	kWh	15,744.2	4.0	-
Transmission and Distribution Losses	3	kWh	15,744.2	0.2	2%
Procurement					
Paper Primary Content	3	tonnes	0.02	0.02	0.2%
Travel					
Air Travel	3	passenger.km	98,358.0	8.9	60%
Hotel	3	Room per night	116.0	2.2	15%
Rail Travel	3	passenger.km	3,569.7	0.1	1%
Taxi	3	km	960.1	0.2	1%
Waste					
Landfill	3	tonnes	0.8	0.4	3%
Recycled	3	tonnes	0.4	0.01	0.1%
Water					
Water Supply	3	cubic metres	154.9	0.1	1%
Water Treatment	3	cubic metres	154.9	0.1	0.5%
		Location Based			
Total		tCO ₂ e		14.9	
No. employees		Number		30.4	
Total per employee		tCO ₂ e		0.5	
Turnover £m		£m		1.5	
Total per £m		tCO ₂ e		10.3	
Total floor space		m²		80.0	
Building emissions per m ²		tCO ₂ e		.004	
		Market Based			
Total		tCO ₂ e		16.2	
No. employees		Number		30.4	
Total per employee		tCO ₂ e		0.5	
Turnover £m		£m		1.5	
Total per £m		tCO ₂ e		11.2	
Total floor space		m²		80.0	
Building emissions per m ²		tCO ₂ e		0.01	

Ö About this report – General.

Company Name	Significa
Sector	Technology
Reporting Period	01 January 2023 to 31 December 2023
Year Of Certification	1st
Reporting Boundary	Office (Rua Da Torrinha 154, 4050-609 Porto)
Emission sources included	Electricity, T&D Losses, Water, Business Travel, Waste, Paper
Total FTE Employees (annual average no.)	30
Total Internal Floorspace (m ²)	780
Data Collection Lead	Catarina Silva, <u>catarina@significa.co</u> - Business Manager
Significant reporting changes	None
Current Conversion Factor	DESNZ 2023
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Fernanda Defourny, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark Emily Reed, Operations Coordinator, Planet Mark
Date	22 February 2024

About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Data Accuracy Comments, omissions, estimates or extrapolations	
Electricity	2 and 3	kWh	Primary source - invoices	Actual meter reads with extrapolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation. 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). Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your invoices in the period April 2022 to March 2023	Office (Rua Da Torrinha 154, 4050-609 Porto)
Refrigerants	1	kg			Significa had no refrigerants added during the reporting period	Office (Rua Da Torrinha 154, 4050-609 Porto)
Water Supply & Treatment	3	m³	Primary source - invoices	Actual meter reads with extrapolation and interpolation	Evidence provided for the entire reporting period.	Office (Rua Da Torrinha 154, 4050-609 Porto)
Homeworking Energy	3				Planet mark do not have a methodology to estimate Portugal homeworking energy (additional electricity and gas consumption per full-time employee working from home).	Office (Rua Da Torrinha 154, 4050-609 Porto)

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
Air Travel	3	pkm	Primary sources - receipts and travel report	Actual	Origin and destination data provided	Office (Rua Da Torrinha 154, 4050-609 Porto)
Rail Travel	3	pkm	Primary source - receipts	Actual Mileage data provided		Office (Rua Da Torrinha 154, 4050-609 Porto)
Taxi Travel	3	km	Primary source - travel report	Actual	Mileage data provided	Office (Rua Da Torrinha 154, 4050-609 Porto)
Waste	3	tonnes	Secondary source - estimated	Estimated	Waste generation estimated by the number of bins collected during the reporting period. Significa had waste disposed of in landfill and recycling.	Office (Rua Da Torrinha 154, 4050-609 Porto)
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	None	Office (Rua Da Torrinha 154, 4050-609 Porto)
Headcount		no.	Secondary source - data submission form	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Office (Rua Da Torrinha 154, 4050-609 Porto)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.

About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolation	organisational Boundary
Turnover		£m	Secondary source - data submission form	Assumed Actual	None	Office (Rua Da Torrinha 154, 4050-609 Porto)
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	Office (Rua Da Torrinha 154, 4050-609 Porto)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report. Data Quality.

Data quality score

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

	01 January 2023 to 31 December 2023	Definition				
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for the studied period.(eg at least 75% of organisational activity included)				
Data completeness	4	12 months of data provided for all sources.				
Transparency	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.				
Data accuracy	4	Mainly use of primary data sources and minimal estimated data.				
Total score	15 out of 16					

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

- To continue doing a great work by providing evidence for all sources submitted and for the entire reporting period to allow for a more accurate carbon footprint.
- Please, to keep including supporting information if the data submitted comes from a secondary source (for example, waste)

About this report – Caveats – Adjusted Data (i).

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

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2 and 3	Office	Invoices	Actual meter reads	01-11-2023	30-11-2023	30	01-11-2023	31-12-2023	61	Extrapolation
Water Supply	3	Office	Invoices	Actual meter reads	29-10-2022	31-01-2023	95	01-01-2023	31-01-2023	31	Interpolation
Water Supply	3	Office	Invoices	Actual meter reads	27-10-2023	29-12-2023	64	27-10-2023	31-12-2023	66	Extrapolation
Water Treatment	3	Office	Invoices	Actual meter reads	29-10-2022	31-01-2023	95	01-01-2023	31-01-2023	31	Interpolation
Water Treatment	3	Office	Invoices	Actual meter reads	27-10-2023	29-12-2023	64	27-10-2023	31-12-2023	66	Extrapolation



Recommendations. APPENDIX

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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 <u>Planet Mark website</u> for companies that are currently engaged on reducing their carbon footprint.



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