Environment Report: April 2020-March 2021

Scopes 1-3 emissions, offsetting, and reduction plans

eftec

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Disclaimer

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Final Report		

This report is based on eftec's Version 1 April 2019 report templat

Contents

1.Introduction

This document represents eftec's environment report in which we assess our emissions for the 12-month period from the 1st April 2020 to the 31st March 2021. It uses the latest available company information for this period. To calculate our carbon emissions, we sent the relevant data in each of our impact areas to the World Land Trust who then converted our usage to tCO_2e (tonnes of carbon dioxide equivalent) using the latest BEIS conversion factors and the GHG Protocol Standards.

We aim to continue to produce annual environment reports, and subsequent reports will cover April – March in the relevant years.

This report is designed to help inform eftec to allow us to take a proactive approach to the efficient use of resources and the reduction of the impact of our activities on nature, keeping our policies and processes in line with good environmental management practices and the UK's Net-Zero Target.

For this reporting year, there has been a significant change in our reporting methodology to categorise our emissions into Scopes 1, 2, and 3 in line with the greenhouse gas (GHG) accounting and reporting method (WBCSD and WRI, 2004). The details of this methodology are outlined in Section 2. This change has been instigated to make our reporting more transparent and comparable with other corporate GHG reports and was inspired by the change in our operations during the pandemic, shown in Section 3.5. In particular, the usual business travel and alternative travel analyses have been replaced by an analysis of how the change in scope and the impact of the pandemic on travel have impacted emissions (Section 3.5).

1.1 Environmental Management at eftec

Environmental impacts are, in many ways, determined by the size of the business. The number of staff at eftec grew from 5 full-time staff in 2007, to an average of 20 full-time staff in 2020-2021. Over the years we have made an effort to reduce both our total emissions and our emissions per full-time employee, with several successes such as transitioning to purchasing renewable energy and reducing the frequency of short-haul flights.

eftec offsets its carbon emissions through a biodiversity-friendly voluntary offset purchased from the World Land Trust. eftec has considered a similar domestic source of bio-carbon credits in previous years, but found the supply was not available in small enough units to make a purchase efficient – even when offsetting emissions from multiple years of activity. This year, World Land Trust introduced their new Carbon Calculator tool, which they have used to calculate our emissions based on usage and activity data we have provided to them.

In previous reports, greenhouse gas emissions from energy consumption, paper use and business travel were estimated. This year, we have increased the scope of our accounting significantly in line with the GHG protocol standards to now include all Scope 1, 2, and 3 emissions.

At eftec, we take great care in practising what we advise. All eftec employees are made aware of the company's sustainability policy during their induction, which is included in the 'sustainability' section of our Corporate Social Responsibility Policies.

As an office-based company with no direct impact on land use, we do not have a biodiversity or conservation policy as such, but we aim to (whenever possible) spend our away / team building days on environment-themed events. For example, in 2005 we built release pens for a vole conservation project in Oxfordshire, and in 2008 we worked on the building of a house out of discarded newspapers as part of an environment-art project. In August 2019, eftec spent its away-day volunteering at Waterlow Park in London with 'The Conservation Volunteers', a community volunteering charity. The day involved clearing brambles, repainting fences, and removing invasive species from the site.

eftec takes a proactive approach to ensuring that the company's consumption is as sustainable as possible. The social and environmental consequences of eftec's decisions are considered at every level of the company, and we try to ensure that the company has a net positive impact on the environment.

Box 1: Example actions taken to implement eftec's environmental policy

Current actions taken to implement eftec's environmental policy include:

- Recycling of paper, plastic bottles, glass, cardboard, printer cartridges, etc.;
- Provision of cutlery and crockery in office to limit plastic and paper waste;
- Purchase of fair-trade, organic, and/or low-carbon supplies, such as refreshments and food where it is cost-effective to do so and if available;
- Consider the environmental impacts of products and services we purchase, giving priority to viable products that have lower impacts and/or greater transparency in their supply chain;
- Encourage our subcontractors and suppliers to utilise sound environmental practices and sustainable resources;
- Staff turning monitors off when away from desks for extended periods
- Use of recycled paper (whenever possible);
- Maximising the use of digital documents and, when printing is unavoidable, using double-sided and multiple page printing;
- E-submission of final reports (where possible) to reduce paper consumption;
- The use of eco-labelled cleaning products;
- Virtual meetings are encouraged for reduced travel;
- Commitment to using public transport (whenever possible) when travelling for work; and
- Calculating and offsetting total carbon emissions related to business practices each year.

2. Methodology

The greenhouse gas (GHG) emissions have been estimated and categorised according to Scopes 1, 2, and 3, in line with the World Business Council for Sustainable Development (WBCSD) and the World Resources Institute's Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard (WBCSD and WRI, 2004) and the Corporate Value Chain (Scope 3) Standard (WBCSD and WRI, 2011). These are the most widely used standards for GHG accounting internationally and enables transparency and comparability in corporate GHG reporting.

A public GHG emissions report that is in accordance with the GHG Protocol Corporate Standard should include information on the inventory boundary, including the organisational boundary, the chosen consolidation approach, the operational boundary, the reporting period covered and the Scope 3 activities covered, if reporting on scope 3, all of which is detailed in Section 2.1. The Standard also requires that, as a minimum, the emissions from scope 1 and 2 are reported separately, as detailed in Section 3.

2.1 System boundaries

Reporting period

This report covers the emissions generated from eftec's activities in the financial year 2020/21, namely from April 2020 to March 2021.

Organisational boundaries

Defining the organisational boundary determines the approach used to consolidate GHG emissions. For corporate reporting, two distinct approaches can be used, namely the equity share and the control approach. The boundaries in this account were defined following the operational control approach. Under this approach, a company accounts for 100% of the GHG emissions from operations over which it has operational control. It should be emphasized that having operational control does not mean that a company necessarily has authority to make all decisions concerning an operation, but it does mean that a company has the authority to introduce and implement its operating policies.

Operational boundaries

An operational boundary defines the scope of direct and indirect emissions for operations that fall within a company's established organisational boundary. Direct emissions are those originating from sources owned or controlled by the reporting organisation. Indirect emissions are generated as a consequence of the reporting organisation's activities, yet they occur at sources owned or controlled by another entity. The *GHG Protocol* classifies direct and indirect emissions into three scopes. According to the GHG Protocol, companies are required to report their Scope 1 and 2 emissions, whilst reporting on Scope 3 emissions is optional. Scope 3 emissions have been covered in this report. We have chosen this approach as part of our ambition to become a net-zero business, which requires measuring and offsetting of all emissions, including Scope 3 (World Land Trust, n.d.).

2.1.1 Scope 1

These are direct GHG emissions that occur from sources that are owned or controlled by the company. These include emissions from stationary combustion (e.g. gas boilers), mobile combustion (e.g. company cars), physical or chemical processing and fugitive emissions (e.g. fridges). **Table 2.1** provides a description of the

emission sources considered in Scope 1 and the status of these emission sources in this account.

Table 2.1: Emission sources in Scope 1 and their status in this account. ***Source: (WBCSD and WRI, 2004)***

Activity	Description	Status
Stationary combustion	Emissions from the generation of electricity and heat	Not applicable
Mobile combustion	Emissions from company-owned vehicles	Not applicable
Physical or chemical processing	Process emissions from manufacture or processing of chemicals and materials	Not applicable
Fugitive emissions	Emissions leaked from the use of cooling systems	Excluded

Scope 2

Scope 2 accounts for GHG emissions from the generation of energy consumed by the company but generated at an external site. **Table 2.2** provides a description of the emission sources considered in Scope 2 and the status of these emission sources in this account.

Table 2.2: Emission sources in Scope 2 and their status in this account. ***Source: (WBCSD and WRI, 2004)***

Activity	Description	Status
Purchased electricity	Emissions from purchased electricity	Included - no emissions*
Purchased heat	Emissions from purchased heat not generated on-site (e.g. district heating)	Not applicable
Purchased steam	Emissions from purchased steam	Not applicable

*Our energy is purchased from a 100% renewable energy provider

Scope 3

Scope 3 is an optional reporting category that includes all other indirect emissions. These emissions are a consequence of the activities of the company but occur from sources not owned or controlled by the reporting company.

Reporting of scope 3 emissions has increased in this reporting year, with the inclusion of activities such as the purchase of capital goods and energy consumption from homeworking, which both increased due to the pandemic.

The *Corporate Value Chain (Scope 3) Standard* categorizes Scope 3 emissions into 15 distinct categories detailed in **Table 2.3**.

Table 2.3: Emission sources in Scope 3 and their status in this account. ***Source: (Table I, WRI and WBCSD, 2013)***

Activity	Description	Status
Purchased goods and services	Extraction, production, and transportation of goods and services purchased or acquired by the reporting company.	Included
Capital goods	Extraction, production, and transportation of capital goods purchased or acquired by the reporting company in the reporting year.	Included
Fuel- and energy related activities (not included in Scope 1 or Scope 2)	Extraction, production, and transportation of fuels and energy purchased or acquired by the reporting company, not already accounted for in Scope 1 or Scope 2.	Not applicable
Upstream transportation and distribution	Transportation and distribution of products purchased by the reporting company.	Excluded
Waste generated in operations	Disposal and treatment of waste generated in the reporting company's operations.	Excluded
Business travel	Transportation of employees for business-related activities (in vehicles not owned or operated by the reporting company).	Included
Employee commuting	Transportation of employees between their homes and their worksites and emissions from teleworking.	Included
Upstream leased assets	Operation of assets leased by the reporting company (lessee).	Not applicable
Downstream transportation and distribution	Transportation and distribution of products sold by the reporting company	Not applicable
Processing of sold products	Processing of intermediate products sold in the reporting year by downstream companies (e.g., manufacturers)	Not applicable
Use of sold products	End use of goods and services sold by the reporting company	Not applicable
End-of-life treatment of sold products	Waste disposal and treatment of products sold by the reporting company	Not applicable
Downstream leased assets	Operation of assets owned by the reporting company (lessor) and leased to other entities	Not applicable
Franchises	Operation of franchises in the reporting year, not included in Scope 1 and Scope 2.	Not applicable
Investments	Operation of investments (including equity and debt investments and project finance).	Not applicable

2.2 Data collection

eftec collected activity data across all three scopes and provided this data to the World Land Trust, who converted this activity data into emissions data. The methodology followed by the World Land Trust in converting this data was stated to follow the *GHG Protocol* (World Land Trust, n.d.). The activity data collected by eftec included electricity consumption in the office, the type of goods and capital items purchased and their cost, the mode of transport and distance travelled for business travel, and the number of days employees worked from home.

eftec did not collect data on fugitive emissions from refrigerators and AC systems, employee commuting, water usage or upstream transportation and distribution. The fugitive emissions from the refrigerator and AC

systems are presumed to be below the threshold at which emissions are considered to be materially[1] relevant (i.e. 5% of emissions) (WBCSD and WRI, 2004). Activity data related to employee commuting, office water usage and upstream transportation and distribution was unavailable for the relevant year. Internal data collection systems have now been put in place to collect employee commuting data in the future.

[1] *Information is considered to be material if, by its inclusion or exclusion, it can be seen to influence any decisions or actions taken by users of it.*

3. GHG Emissions

3.1 Results for FY 2020/21

3.1.1 Overall GHG emissions

Eftec is estimated to have generated 17.6 tonnes of carbon dioxide equivalents (tCO_2e) during the 2020/21 financial year (FY). These are all scope 3 indirect emissions, with most of these emissions being caused by energy consumption and water use from homeworking caused by the Covid-19 pandemic. These emissions are reported within the employee commuting activity type in accordance with the GHG protocol (WRI and WBCSD, 2013).

Table 3.1: eftec's estimated emissions in FY 2020/21

Scope	Activity type	Activity	Sub-activity	Total emissions (tCO_2e)	% overall emissions
Scope 1	Direct GHG emissions			0.00	0%
Scope 2	Energy indirect GHG emissions			0.00	0%
Scope 3	Indirect emissions			17.63	100%
	Purchased goods and services			1.05	6%
		IT services general		0.92	5%
		Metal		0.09	1%
		Pulp and paper		0.03	0%
	Capital goods			5.93	34%
		Electrical items		2.56	15%
		Average computers		2.27	13%
		Office furniture		1.10	6%
	Business travel			0.04	0%
		Rail		0.02	0%
			National Rail	0.02	0%
			Underground	0.00	0%
		Road		0.02	0%
			Car not owned by business	0.01	0%
			Regular Taxi	0.01	0%
	Employee commuting			10.64	59%
		Travel		-	0%
		Teleworking/ Homeworking		10.61	59%
			Electricity consumption	2.20	12%
			Electricity T&D consumption	0.52	3%
			Natural gas consumption	6.84	38%
			Natural gas WTT consumption	0.89	5%
			Water supply consumption	0.06	0%
			Water treatment consumption	0.11	1%
Total				**17.63**	**100%**

3.2 Scope 1 Direct emissions

Scope 1 emissions in the service sector can typically be attributed to the use of gas boiler heating in office buildings and fuel use in company owned vehicles. The eftec office is heated using purchased electricity (which falls within Scope 2 emissions) as opposed to gas heating. In addition, eftec does not own any company owned cars and hence does not generate any of the associated emissions.

It should be noted that Scope 1 emissions also include fugitive emissions from AC systems and refrigerators. These have not been included in this account as they are not considered to be material emissions.

Therefore, eftec had no Scope 1 emissions in this reporting period.

3.3 Scope 2 Indirect emissions from purchased energy

Scope 2 emissions are those generated from the purchase of energy consumed by the reporting company but not generated on site. The eftec office uses energy purchased by a renewable energy supplier, *Ecotricity*, which therefore does not release emissions during energy generation.

In FY 2020/21, eftec's scope 2 emissions amounted to **0 tCO_2e**.

3.4 Scope 3 Other indirect emissions

Scope 3 includes all of the upstream and downstream emissions associated with eftec's activities but are generated from sources not owned or controlled by eftec. eftec's Scope 3 emissions have been accounted and reported according to the Scope 3 categories listed in the GHG Protocol *Corporate Value Chain (Scope 3) Standard* (WRI and WBCSD, 2013).

In FY 2020/21, eftec's scope 3 emissions amounted to **17.6 tCO_2e**.

3.4.1 Purchased goods and services

Paper consumption

In previous years, emissions from paper usage were estimated by converting amount of paper used in weight into carbon emissions. This year, WLT converted the total spend (£) on paper rather than weight. Due to our small and declining paper usage, this discrepancy would not exert a notable impact on this report.

In this period, eftec spent a total of £32.43 on paper, which WLT calculated to equal emissions of 0.030 tCO_2e. This is likely an overestimate, since WLT bases these emissions on the purchase of 'average paper and pulp', whereas we mostly use licensed recycled paper which is likely associated with lower emissions.

Information Technology Services

The emissions associated with IT services, namely external servers and cloud computing, are based on an electricity consumption of 3,329 kWh in the relevant reporting period. The electricity used to run these servers was purchased by our IT service providers from Npower whose emission factor for the period from April 2020 to March 2021 was 277 gCO_2e/kWh. The total emissions from IT services amounted to 0.922 tCO_2e for the reporting period.

Metal

This year we spent £45 on metal, resulting in **0.093 tCO_2e.** This was calculated by WLT using the current BEIS conversion factors. The majority of this metal was purchased as keys for the office.

Water consumption

It has not been possible to estimate water usage for the office as this is controlled by the landlord. The office does not have a dishwasher and as such dishes are handwashed. There are no toilets within the office and the landlord is responsible for the common part toilets, meaning water consumption associated with toilet use cannot be accounted for.

In previous years, an estimate had been calculated based on water usage from the previous office and the number of employees. However, due to the large reduction of days worked from the office this year as a result of the pandemic, the lack of data related to this office specifically, and the low estimates from previous years, we consider water emissions this year to be immaterial and have therefore elected not attempted an estimate for this year.

Total emissions for purchase goods and services were therefore **1.045 tCO_2e**

3.4.2 Capital goods

As a result of the transition to work-from-home procedures and the growth of the business, we procured a lot of new IT equipment and home-office furniture for staff. This inspired us to consider the emissions associated with our purchase of capital goods for the first time in this report.

WLT calculated the emissions from our purchase of capital goods using a spend-based conversion for the average computers, electrical items, and furniture based on the 2020 BEIS conversion factors. For some of the products purchased, emissions calculations were available from the manufacturer. However, due to the lack of clarity on the methods used in these calculations and the lack of data for other products, we felt that using WLT's spend-based method for all capital goods was more appropriate.

Our total spend, and associated emissions, for our capital goods purchased are as follows:

- £5,748 on computers, resulting in 2.271 tCO_2e. These were purchases of laptops, which we now use to work both at home and the office.
- £1,969.29, resulting in 2.564 tCO_2e, on other electrical items. These items include monitors and accessories such as keyboards, chargers, and cables.
- £2,196.67 for furniture resulting in 1.098 tCO_2e. This furniture was made up of desks and chairs for home working.

Our total emissions associated with purchases of capital goods are therefore **5.933 tCO_2e.**

3.4.3 Business travel

eftec offsets the greenhouse gas emissions from the operation of our premises and all our travel by staff on work-related matters (but not staff commuting to their place of work). This year, due to the COVID-19 pandemic, business travel was drastically reduced. Calculations were carried out by WLT using the 2020 BEIS conversion factors.

Flights
Due to the COVID-19 pandemic, no flights were taken by eftec staff for work purposes during this period.

Rail
eftec travelled a total of 338 miles (544.1 km) by train in 2020/21. This includes journeys undertaken on the London Underground and domestic rail services. This represents a significant reduction from previous years due to the COVID-19 pandemic.

The emissions were calculated by WLT using BEIS's 2020 conversion factors, finding that our use of 520km of national rail we produced 0.023 tCO_2e and 24.1km of London Underground transport produced 0.001 tCO_2e. Total emissions from rail travel were therefore 0.024 tonnes CO_2e.

Road

- **Bus.** No bus trips were reported during the 2020/21 period, which is reflective of the reduction in transport due to the COVID-19 pandemic.
- **Car.** This refers to the use of cars driven by eftec employees for business purposes. Only 1 journey was registered by car in 2020/21, totalling 47.64 km. The type of car was not specified. Therefore, the emissions from this journey have been estimated by assuming that the car driven was an average sized petrol car. Total emissions were 0.010 tCO_2e**.**
- **Taxis.** An estimated 36.1 km were travelled via taxi over the relevant period. The emissions from this are estimated at 0.007 tCO_2e.

Sea

- **Ferry.** There was no travel via ferry in 2020/21.

Total emissions for business travel were therefore **0.041 tCO_2e**

3.4.4 Employee commuting and homeworking

Travel
Data was not available for employee commuting in this period. Due to the pandemic, a large majority of employee time was spent working from home and few commutes were made. In addition, everyone who commuted into the office during this period either takes public transport, walks, or cycles. While the lack of data here is regrettable, we believe the emissions in this category would be sufficiently low enough that their exclusion will have little impact on the report.

Nonetheless, we are seeking to rectify this in future reports, particularly now that more employees have returned to working in the office. We are collecting office attendance data, which could be used alongside an employee survey of transport modes and distance to give a better estimate of these emissions for future reports.

Teleworking/Homeworking[2]
Following the lockdowns from the COVID-19 pandemic in early 2020, the majority of eftec's work between April 2020 and March 2021, namely the reporting period, was conducted at home. We gathered data on the days

[2] *Based on the GHG Protocol, the emissions from teleworking/homeworking are reported within the employee commuting activity category* (WRI and WBCSD, 2013).

staff spent working at home throughout the year by deducting days of leave and days spent in the office (taken from the office rota) from total days worked. Based on the current BEIS conversion factors for electricity, gas and water use for UK homes and the days staff spent homeworking throughout the year, WLT calculated eftec's consumption.

- **Electricity**. The estimated consumption across all employees totalled 9,414.1 kWh. Based on the UK grid electricity, this amounts to 2.2 tCO_2e from direct use and an additional 0.52 tCO_2e from transmission and distribution (T&D) losses[3]. Overall emissions from electricity consumptions totalled 2.71 tCO_2e.
- **Gas**. An estimated 37,218.36 kWh of gas was consumed by employees during homeworking. This generated 6.84 tCO_2e from direct combustion and a further 0.89 tCO_2e from well-to-tank (WTT) emissions[4]. Overall emissions from gas consumptions totalled 7.73 tCO_2e.
- **Water**. An estimated 159.82 m^3 of water was consumed by home workers over the reporting period. Supplying this water generated 0.06 tCO_2e and treating this water generated 0.11 tCO_2e, totalling 0.17 tCO_2e from water consumption.

The total emissions from homeworking amounted to **10.61 tCO_2e**.

The average for UK grid electricity and UK natural gas supply was used due to the difficulty in collecting more accurate data for this report. However, we suspect that eftec staff may favour zero-carbon energy providers at an above-average rate. Therefore, the estimated emissions from electricity consumption could be an overestimate. Future reports could incorporate a survey of employee's suppliers to gain a more accurate picture of homeworking emissions.

3.5 Pandemic Impact on Emissions

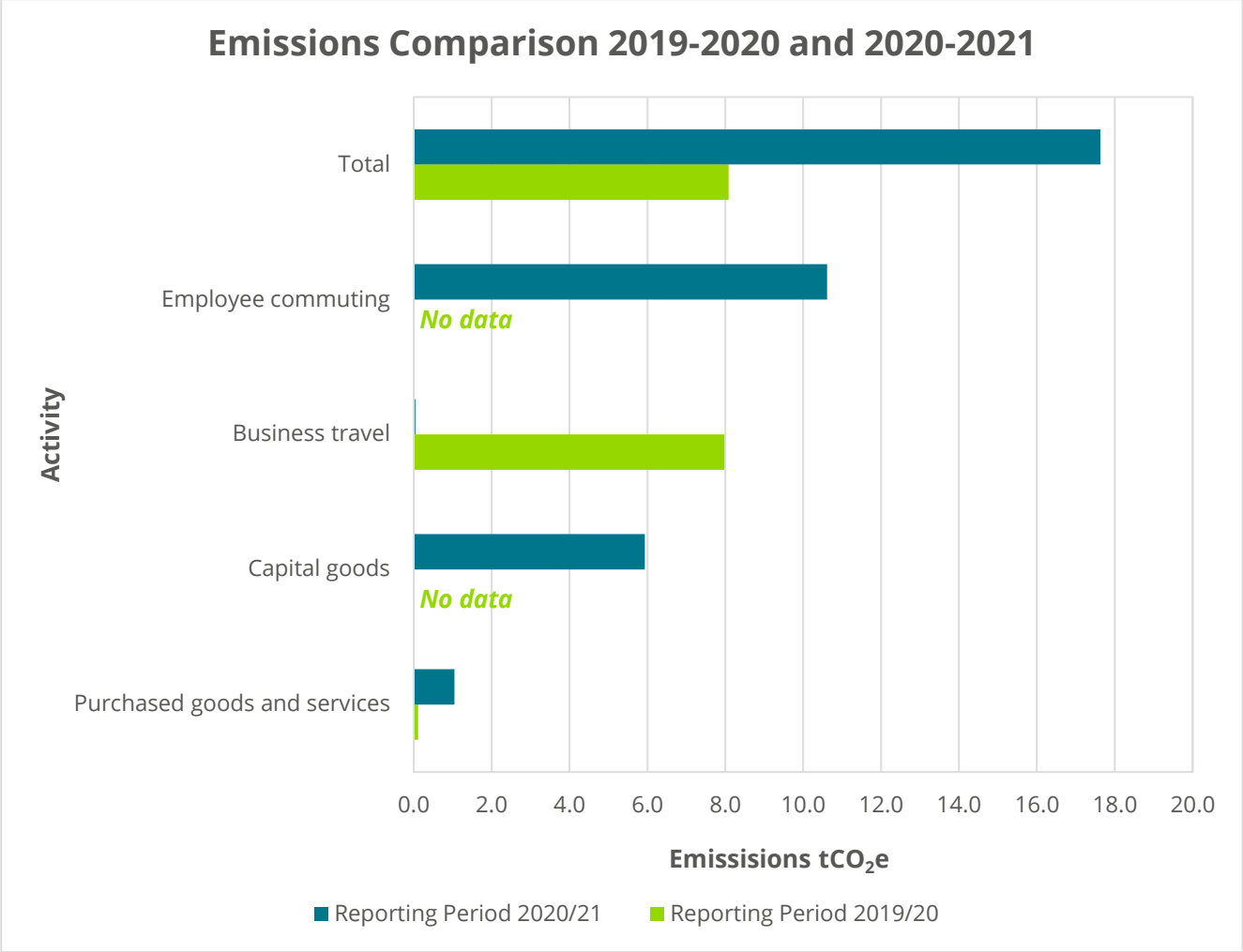
In previous reports, this section has focussed on business travel and alternative travel analyses. However, due to the substantial reduction in travel emissions this year, it felt more pertinent to analyse the impact of the pandemic on emissions.

3.5.1 Comparison with 2019-2020

This section will therefore compare emissions between this report (for the 2020/21 FY) to the 2019/20 FY report in the categories of total emissions, purchased goods and services, capital goods, business travel, and employee commuting. These areas have been chosen as they are the four subsections of Scope 3 which make up all our emissions. This will highlight the changes in our emissions caused by two key differences between this report and the previous report: the change in our business operations due to the pandemic, and the impact of increasing the scope of our emissions accounting and reporting.

[3] *T&D losses is the energy that enters a transmission and distribution system, such as an electricity grid, but is consumed during transmission (i.e., lost).*
[4] *Well-to-tank (WTT) emissions are the upstream emissions associated with extraction, refining and transportation of the raw fuel sources to a site prior to their combustion* (DEFRA, 2014).

Figure 1: Emissions comparison between 2019/20 and 2020/21



Notes:

1. There is no data for Capital Goods or Employee Commuting for Reporting Period 2019/20.
2. The Employee Commuting emissions in 2020/21 are associated with homeworking emissions as opposed to emissions from employees travelling to work, the emissions for which were not estimated.

Figure 1 shows a comparison of the total emissions and emissions from each of the Scope 3 activity categories that have been analysed for the periods of 2019/20 and 2020/2021.

For total emissions, there is a substantial 117% year-on-year increase from 8.1 tCO_2e to 17.6 tCO_2e. However, the increase in this year's report is not directly comparable with last year, or any previous year, due the change in our methodology to account for more of our Scope 3 emissions.

This can be seen by the fact that capital goods and employee commuting (a figure which includes homeworking emissions from average UK energy, gas, and water) make up 16.5 tCO_2e, or almost 94% of 2020/21 emissions, but were not included in the 2019/20 report. Due to our shift to homeworking and growth in staff numbers we expect that we did acquire more capital goods than last year and thus, had we accounted for capital goods previously, we would still have seen an increase in emissions from these purchases, albeit a smaller increase. The same is true for employee commuting since, although most staff worked in the office during 2019/20, some staff members did work from home and would therefore cause some emissions when doing so.

Compared with last year, emissions associated with purchased goods and services rose from 0.1 tCO_2e to 1.0 tCO_2e. This is again due to a change in our business operations and the change of scope in our accounting. In early 2020, we migrated our physical servers (which previously ran on the zero-carbon purchased electricity in the office) to a cloud server operated externally using a range of energy sources. We estimated our usage of the cloud server to amount to 0.9 tCO_2e per year. Had we not accounted for this, our emissions from purchased goods and services would have remained the same.

Business travel is the only activity in which the scope of our accounting has not changed between this year and last, but due to the exceptional circumstances of the Covid-19 pandemic, which restricted travel, emissions associated with business travel dropped by over 99%. Although this reduction in emissions is a positive development, it provides little insight into the future trajectory of emissions from business travel. Business travel emissions will increase from this level with the lifting of restrictions, but there are likely to be lasting changes to our business operations, such as the increased use of virtual meetings, that will help to reduce business travel emissions in the future.

Had we not expanded our Scope 3 emissions to include capital goods and homeworking, the emissions in 2020/21 would have decreased by 98.8%. This highlights the impact of increasing the scope of emissions included in this account and the decline in business travel and commuting.

Table 3.2 provides a more detailed breakdown of the emissions in 2019/20 and 2020/21 to provide a comparison between the two years. The emissions from 2019/20 have been recategorized according to the scopes used in this report to provide a more appropriate comparison.

Table 3.2: Scope 1, 2 and 3 emissions from FY 2019/20 and FY 2020/21

Scope	Activity	Sub-activity		Total emissions (tCO_2e) 2019/20	Total emissions (tCO_2e) 2020/21	Change
Scope 1	**Direct GHG emissions**			**0.0**	**0.0**	↔
Scope 2	**Energy indirect GHG emissions**			**0.0**	**0.0**	↔
Scope 3	**Indirect emissions**			**8.1**	**17.6**	↑
	Purchased goods and services			**0.1**	**1.0**	↑
		IT services general		N/A	0.9	N/A
		Water		0.1	N/A	N/A
		Metal		N/A	0.1	N/A
		Pulp and paper		0.0	0.0	↓
	Capital goods			**N/A**	**5.9**	N/A
		Electrical items		N/A	2.6	N/A
		Average computers		N/A	2.3	N/A
		Office furniture		N/A	1.1	N/A
	Business travel			**8.0**	**0.0**	↓
		Rail		2.7	0.0	↓
			National Rail	2.7	0.0	↓
			International rail	0.0	0.0	↓
			Underground	0.0	0.0	↓
		Road		0.4	0.0	↓
			Car not owned by business	0.3	0.0	↓
			Regular taxi	0.0	0.0	↓
			Black cab	0.1	0.0	↓
			Bus	0.0	0.0	↓
			Tram	0.0	0.0	↑
		Air		4.9	0.0	↓
			Domestic flights	0.7	0.0	↓
			Short-haul flights	3.5	0.0	↓
			International flights	0.5	0.0	↓
			Long-haul flights	0.2	0.0	↓
		Sea		0.0	0.0	↓
			Ferry	0.0	0.0	↓
	Employee commuting			**N/A**	**10.6**	↑
		Travel		N/A	N/A	↑
		Teleworking/ Homeworking		N/A	10.6	↑
			Electricity consumption	N/A	2.2	N/A
			Electricity T&D consumption	N/A	0.5	N/A
			Natural gas consumption	N/A	6.8	N/A
			Natural gas WTT consumption	N/A	0.9	N/A
			Water supply consumption	N/A	0.1	N/A
			Water treatment consumption	N/A	0.1	N/A
Total Scope 1, 2 and 3 emissions				**8.1**	**17.6**	↑

Notes:

1. N/A indicates the activities for which data was not collected.
2. Where arrows show a change year-on-year, but numbers are the same, this is due to rounding of the figure.

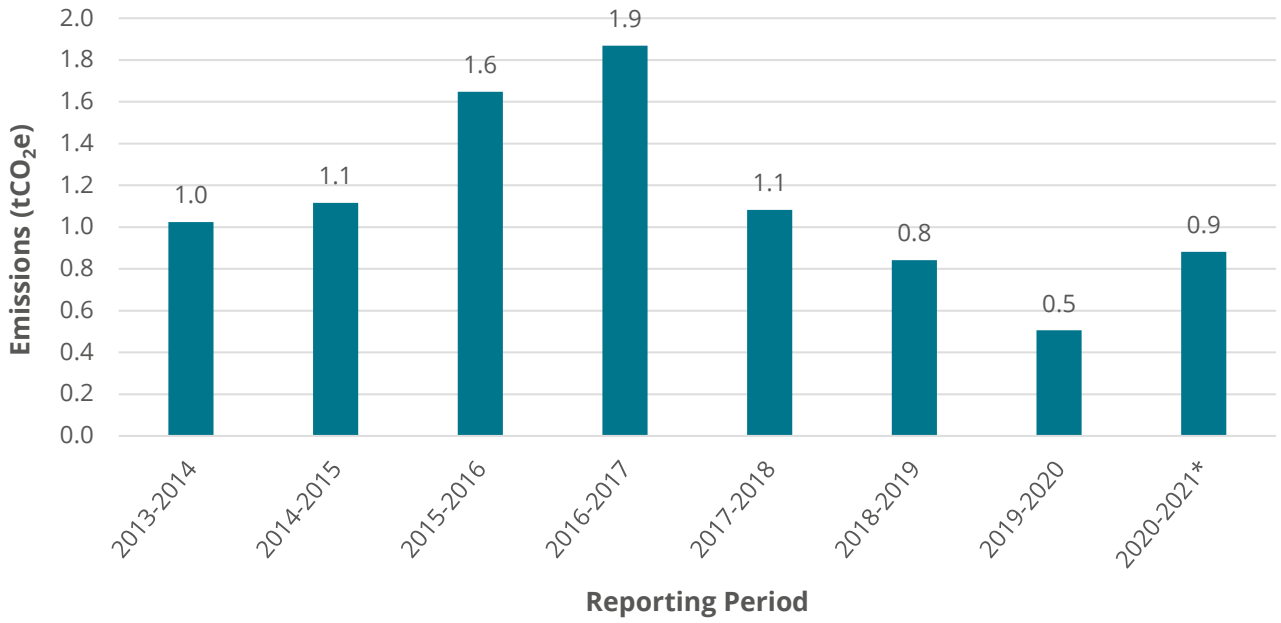
3.5.2 *Comparison of Emissions per Full Time Employee from 2013-2021*

Intensity ratios express GHG impact per unit of physical activity or unit of economic output (WBCSD and WRI, 2004). In 2020/21, eftec employed 20 people. eftec's overall GHG emissions have been divided by the number of employees each year to provide a consistent unit of the emissions intensity of the business despite growth.

Figure 2 shows the emissions released per full time employee (FTE) for the previous 7 reporting periods and this report. Environment Reports have been conducted from before 2013, but given changes in the reporting periods it was considered most appropriate to compare the years for which the reporting period is consistent (i.e. April to March of each year).

The chart shows that despite the broad increase in scope, this years' reporting period is our 3rd lowest on record, although this must be caveated with the knowledge that the pandemic caused an abnormal reduction in our business travel. Emissions per employee were higher in the periods before 2018/19 as this was the first year in which we purchased zero-carbon electricity and gas. It should also be highlighted that whilst the increase in total emissions from 2019/20 to 2020/21 is 117%, the increase between the two periods on an FTE basis is 74%. This demonstrates that at least some of the increase in emissions between the two periods can be attributed to the growth of the company.

Figure 2: Comparison of Emissions per Full Time Employee (FTE) from 2013-2021



**Change in methodology to include more scope 3 emissions*

4. Offsetting Our Emissions and Our Carbon Reduction Plan

Total carbon emissions for the 2020-2021 report period were 17.6 tCO_2e. Notes on individual emissions are:

Scope 1 & 2: No emissions, thereby making eftec operationally carbon neutral.

Scope 3: Emissions totalled 17.6 tCO_2e, which broke down into:

- **Purchased Goods and Services.** 1 tCO_2e.
- **Capital Goods.** 5.9 tCO_2e.
- **Business Travel.** 0.04 tCO_2e.
- **Employee Commuting (including homeworking).** 10.6 tCO_2e.

This year, the change in our methodology has caused us to account for emissions from a far greater range of sources than we have in previous reports, resulting in an increase in total emissions to our 4th highest year since records began in 2007-2008. This increase has been further compounded by the growth in our number of full-time employees, as well as our increased procurement of capital goods and the shift to homeworking due to the covid-19 pandemic. Similarly, however, the almost complete reduction in emissions from business travel caused by the pandemic has caused us to incur fewer emissions in this category.

The result is a total which cannot be easily compared to our previous reports and, due to the abnormal circumstances of the covid-19 pandemic, should not be used as baseline for future reports. The emissions reported in the next Environment Report (FY 2021/22) could be used as a baseline given that this reporting period will include the extended emission scopes included in this report and reflects the post-covid-19 pandemic hybrid working system that is expected to continue in future years.

Despite the lack of comparability to previous reports, this change in methodology has been valuable. Through properly scoping our emissions in line with the GHG Protocol, we have improved our knowledge of the true sources of our impact. We have offset our Scope 3 emissions by purchasing the equivalent bio-carbon credit from World Land Trust (Appendix 1).

Going forward, we will continue our plan to minimise our GHG emissions by maintaining our renewable energy purchase, minimising our capital purchases and choosing minimal impact products, minimising our consumption of materials and travel, and encouraging our suppliers to move to less polluting production and service provision.

This, alongside a future development of Science-Based Targets for the reduction of our emissions, would enable eftec to become a net-zero organisation through further reduction of emissions and thereby less need for offsetting.

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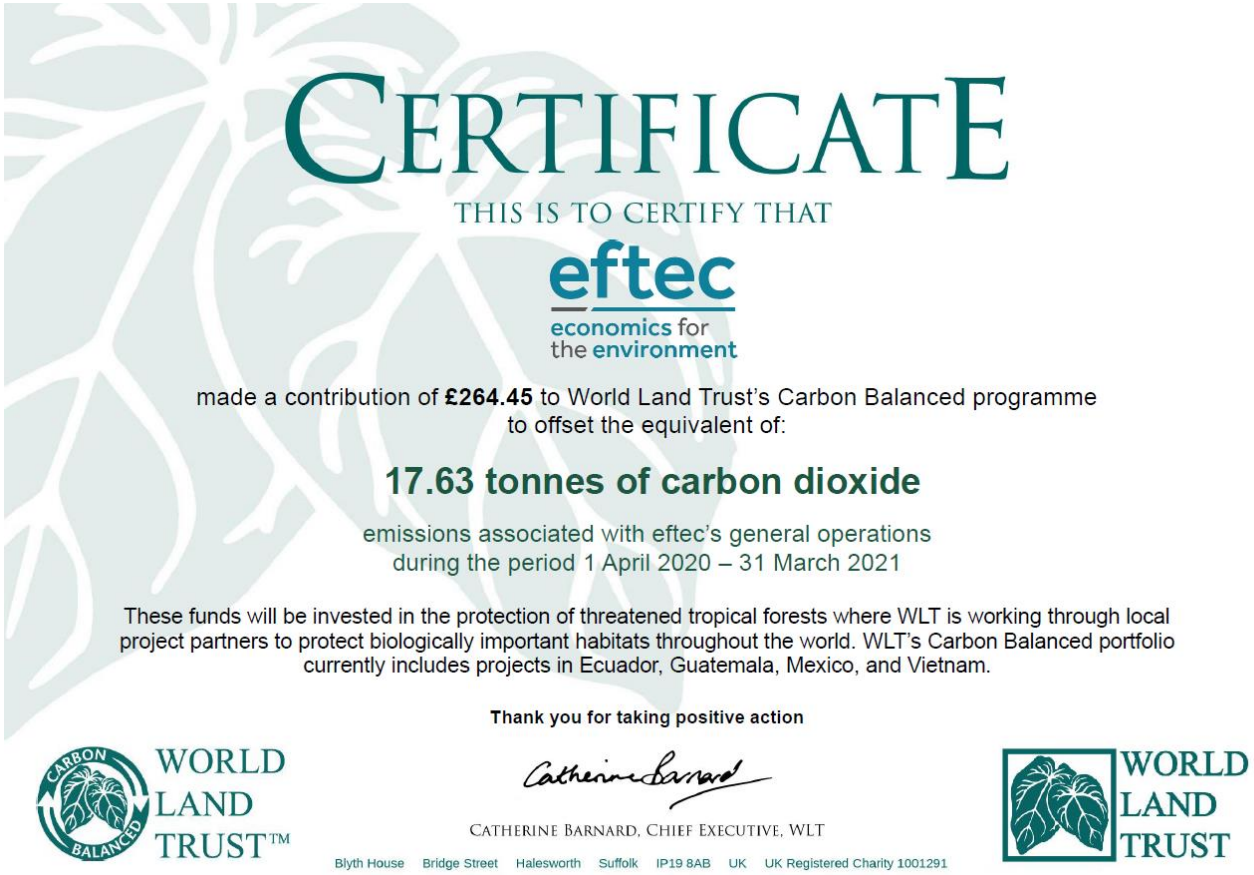
Appendix 1 Offset Certificate

Appendix Figure 1 shows the certificate given to us by World Land Trust acknowledging our payment to offset 17.63 tonnes of carbon dioxide, equal to our total emissions for April 2020 – March 2021 as identified in this report.



Appendix Figure 1: World Land Trust Carbon Offsetting Certificate

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