

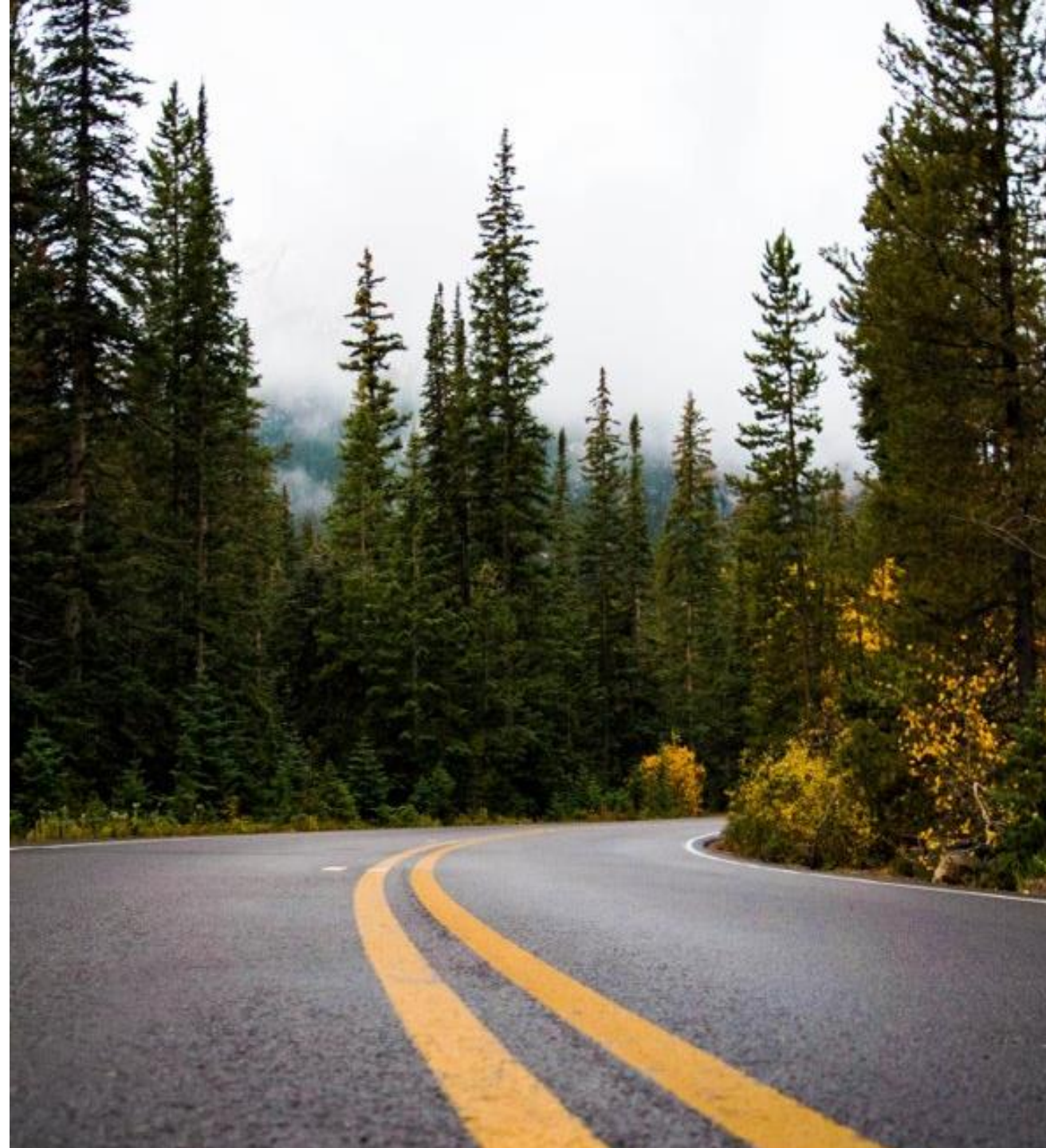
# Net Zero Baseline Report.

**OT Group Limited**

*YEAR 1*

01 July 2022 to 30 June 2023

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# PlanetMark

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## More than a mark



# Embracing change.

**By 2050, all UK businesses must be net zero carbon. *Are you ready?***

The UK government has committed to reducing GHG emissions by 78% by 2035 and achieving Net Zero emissions by 2050.

Growing bodies of legislation **require business** to understand and begin to **mitigate their environmental impact** by as early as **2023**.

Industries and economies are endlessly interconnected – large organisations must bring their suppliers and customers with them on their journey to net zero.





# Executive Summary



# Executive Summary



## What is net zero?

Net zero means cutting greenhouse gas (GHG) emissions to as close to zero as possible, with any remaining emissions re-absorbed from the atmosphere (United Nations).

## How do we achieve net zero?

In accordance with the Science Based Targets initiative (SBTi) Corporate Net Zero Standard, an organisation can be considered net zero once it has reduced emissions across all three scopes by at least 90% of the baseline.

## What are Scope 1, 2 and 3 emissions?

Scope 1 - the emissions from sources that a company creates directly (e.g., from burning fuel in gas boilers and in company owned vehicles).

Scope 2 - the emissions a company creates indirectly, associated with the production of energy it purchases (e.g., electricity).

Scope 3 - the emissions that are not produced by the company itself, but by those within the company's value chain (e.g., procurement of goods and services). Scope 3 is split into 15 categories.

## Measuring a complete Scope 1, 2 and 3 carbon footprint

OT Group Limited has measured all material Scope 1, 2 and its purchased goods and services emissions, fuel and energy-related activities (partial), waste and business travel, commuting and downstream transportation and distribution through a combination of Planet Mark's annual Business Certification and extended Scope 3 measurement. The Planet Mark measurement methodology is fully aligned to Greenhouse Gas (GHG) Protocol and all data is verified with evidence provided by OT Group Limited.



# Executive Summary



## **Their scope 3 footprint includes the following categories:**

Cat 1 Purchased goods and services

Cat 3 Fuel and energy-related categories (partial)

Cat 5 Waste

Cat 6 Business Travel

Cat 7. Commuting

Cat 9. Downstream transportation and distribution.

All other categories were excluded due to OT Group Limited not yet having the data available to measure these categories. OT Group Limited was responsible for the collection of data, including accuracy and completeness. The figures in this report relating to emissions, energy consumption, and intensity ratios have been calculated by Planet Mark using the data provided.

86.3% of spend data was used and 13.7% extrapolated for cat 1 purchased goods and services.

**OT Group Limited's overall purchased goods and services footprint was 29,995.5 tCO<sub>2</sub>e.**

**OT Group Limited's scope 3 purchased goods and services emissions were equivalent to 63.1 tCO<sub>2</sub>e per employee.**

# GHG Protocol Scopes 1-3

REPORTING COMPANY OPERATIONS



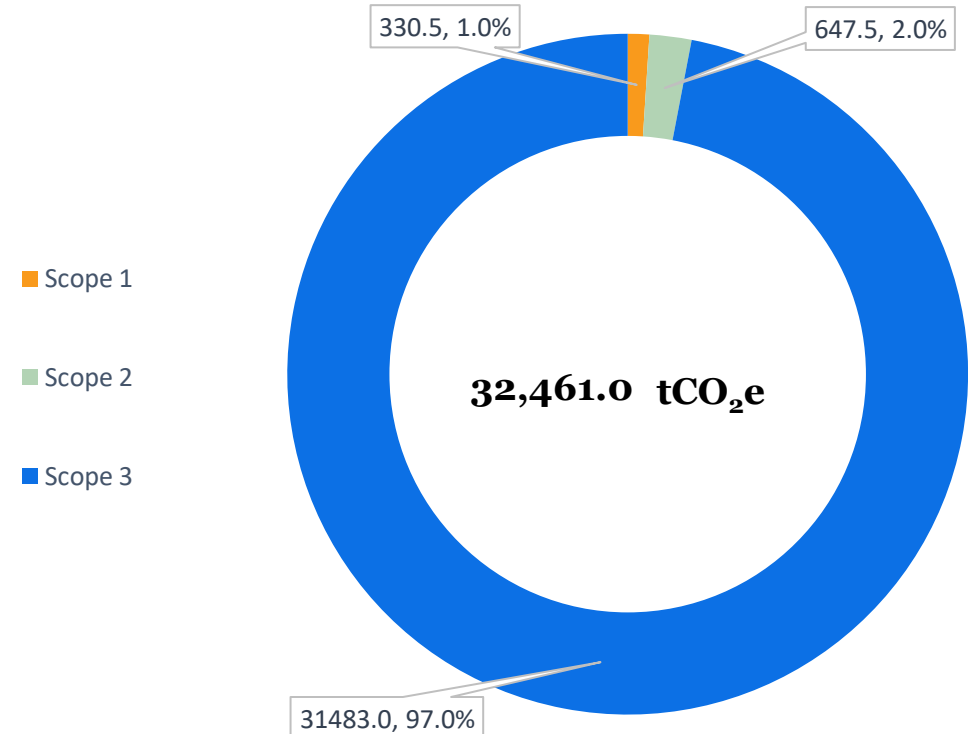


# Total carbon footprint.

| Scope                       | Category  | tCO <sub>2</sub> e | Proportion      |
|-----------------------------|---|--------------------|-----------------|
| Scope 1                     | Utilities & Fleet                                   | 330.5              | 1.0%            |
| Scope 2                     | Electricity [Location-based]                        | 647.5              | 2.0%            |
|                             | Electricity [Market-based]                          | 817.4              | -               |
| Scope 3                     | Cat 1. Purchased goods and services                 | 29,995.50          | 92.4%           |
|                             | Cat 3. Fuel and energy related activities (partial) | 56.57              | 0.2%            |
|                             | Cat 5. Waste  | 13.0               | 0.0%            |
|                             | Cat 6. Business travel                              | 198.5              | 0.6%            |
|                             | Cat 7. Commuting                                    | 478.6              | 1.5%            |
|                             | Cat 9. Downstream transportation and distribution   | 740.8              | 2.3%            |
|                             | <b>Total scope 3</b>                                |                    | <b>31,483.0</b> |
| <b>Total Location-based</b> |   | <b>32,461.0</b>    |                 |
| <b>Per employee</b>         |   | <b>68.2</b>        |                 |
| <b>Total Market-based</b>   |   | <b>32,630.9</b>    |                 |
| <b>Per employee</b>         |   | <b>68.6</b>        |                 |

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

Total scope 1, 2, and 3 carbon footprint (location-based) for YE2023, tCO<sub>2</sub>e

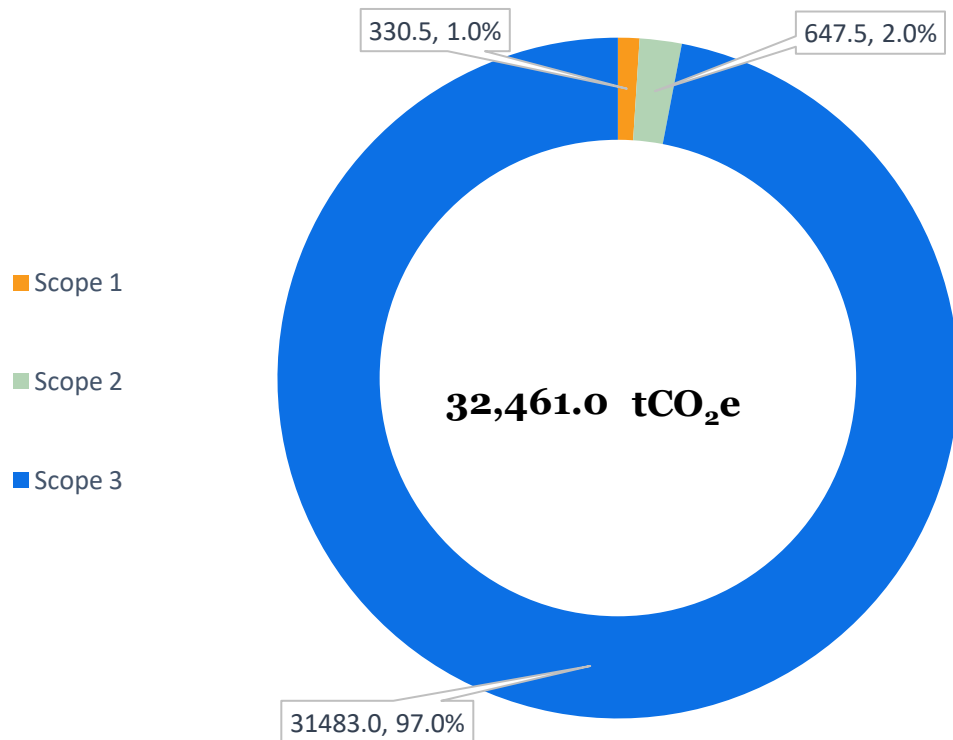




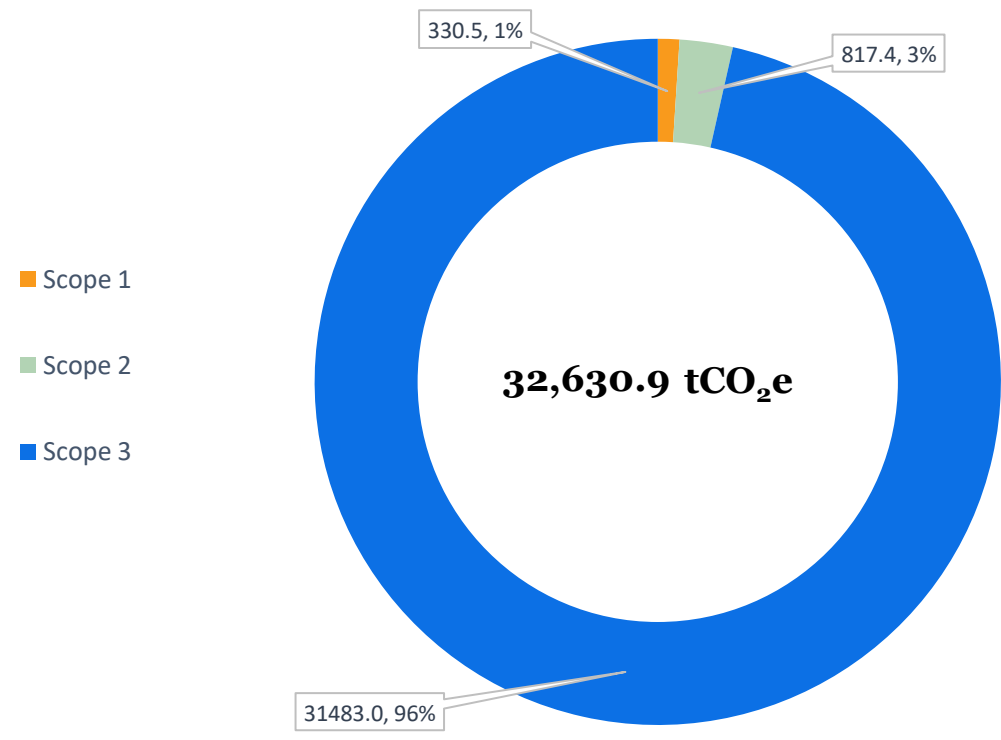


# Total carbon footprint. Location and Market comparison.

All scopes of carbon footprint (Location-based) for YE2023, tCO<sub>2</sub>e



All scopes of carbon footprint (Market-based) for YE2023, tCO<sub>2</sub>e





# 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 used in the market-based approach.** If no tariff or supplier-specific emission factor is available, then an 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 location-based 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.



# Scopes 1 & 2

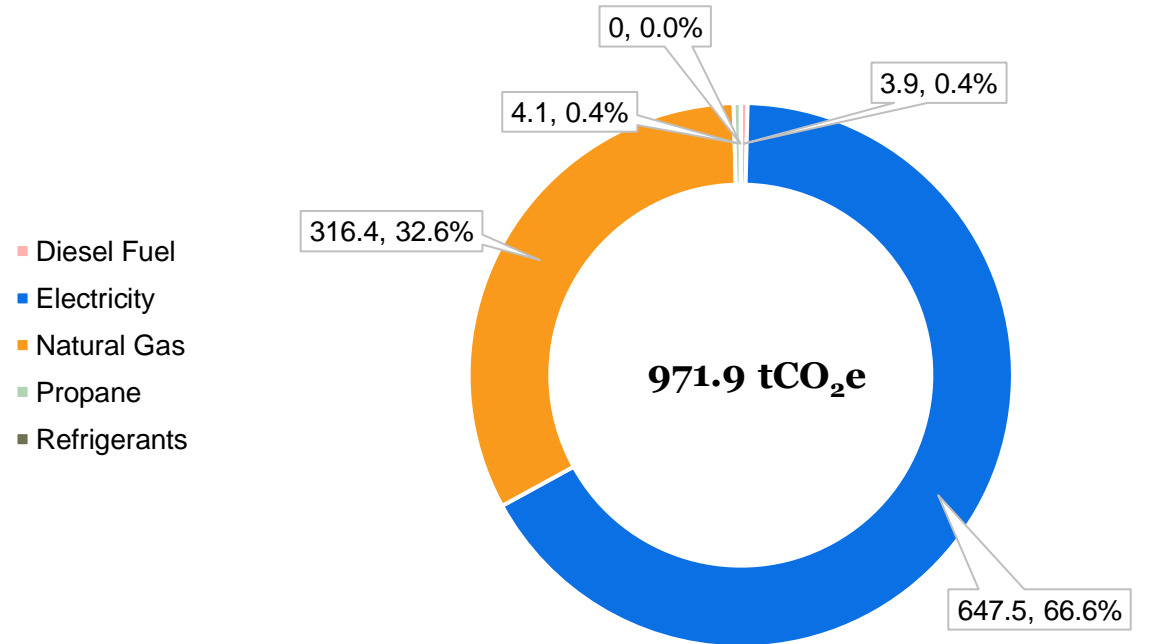


# Carbon footprint.

## BUILDINGS

| Buildings    |         | tCO <sub>2</sub> e | %            |
|--------------|---------|--------------------|--------------|
| Electricity  | Scope 2 | 647.5              | 66.6         |
| Natural Gas  | Scope 1 | 316.4              | 32.6         |
| Propane      | Scope 1 | 4.1                | 0.4          |
| Diesel Fuel  | Scope 1 | 3.9                | 0.4          |
| Refrigerants | Scope 1 | 0.0                | 0.0          |
| <b>Total</b> |         | <b>971.9</b>       | <b>100.0</b> |

Buildings emissions for year ending 2023, tCO<sub>2</sub>e



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



# Carbon footprint.

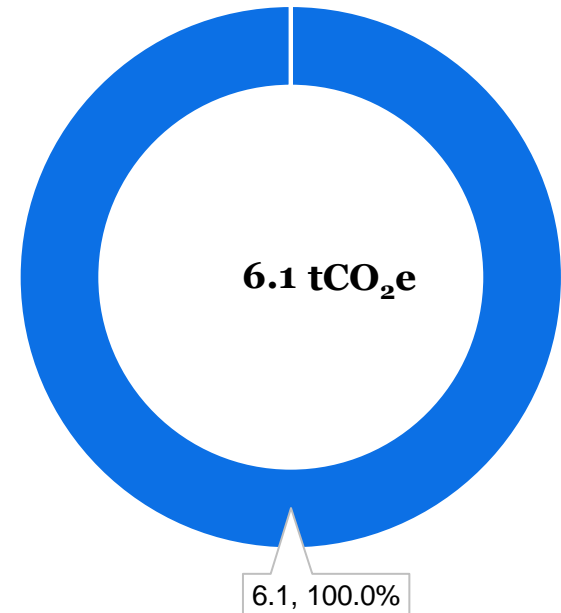
## Fleet TRAVEL

It is recommended to report litres of fuel consumed, or fuel type and engine size for company cars.

| <b>Fleet Travel</b> |         | <b>tCO<sub>2</sub>e</b> | <b>%</b>     |
|---------------------|---------|-------------------------|--------------|
| Fleet Average Car   | Scope 1 | 6.1                     | 100.0        |
| <b>Total</b>        |         | <b>6.1</b>              | <b>100.0</b> |

### Fleet travel emissions for year ending 2023, tCO<sub>2</sub>e

■ Fleet Average Car



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



# Scope 3



# Total carbon EMISSIONS

## Scope 3.

**31,483.0**  
tCO<sub>2</sub>e total emissions

**66.1**  
tCO<sub>2</sub>e per employee



**Cat 1. Purchased goods and services**  
29,995.5 tCO<sub>2</sub>e



**Cat 3. Fuel and energy related activities (partial)**  
56.6 tCO<sub>2</sub>e



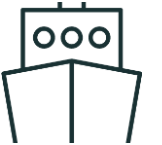
**Cat 5. Waste**  
13.0 tCO<sub>2</sub>e



**Cat 6. Business travel**  
198.5 tCO<sub>2</sub>e



**Cat 7. Commuting**  
478.6 tCO<sub>2</sub>e



**Cat 9. Downstream transportation and distribution.**  
740.8 tCO<sub>2</sub>e



# Scope 3 carbon footprint.

## Reporting Year:

01 July 2022 to 30 June 2023

## Reporting Boundary:

OT Group Limited, Alexandria Drive, Ashton-Under-Lyne, England, OL7 0QN

## Scope 3 Categories Measured:

Cat 1. purchased goods and services, Cat 3. fuel and energy-related activities (partial), Cat 5. waste, Cat 6. business travel, Cat 7. Commuting, Cat 9. Downstream transportation and distribution.

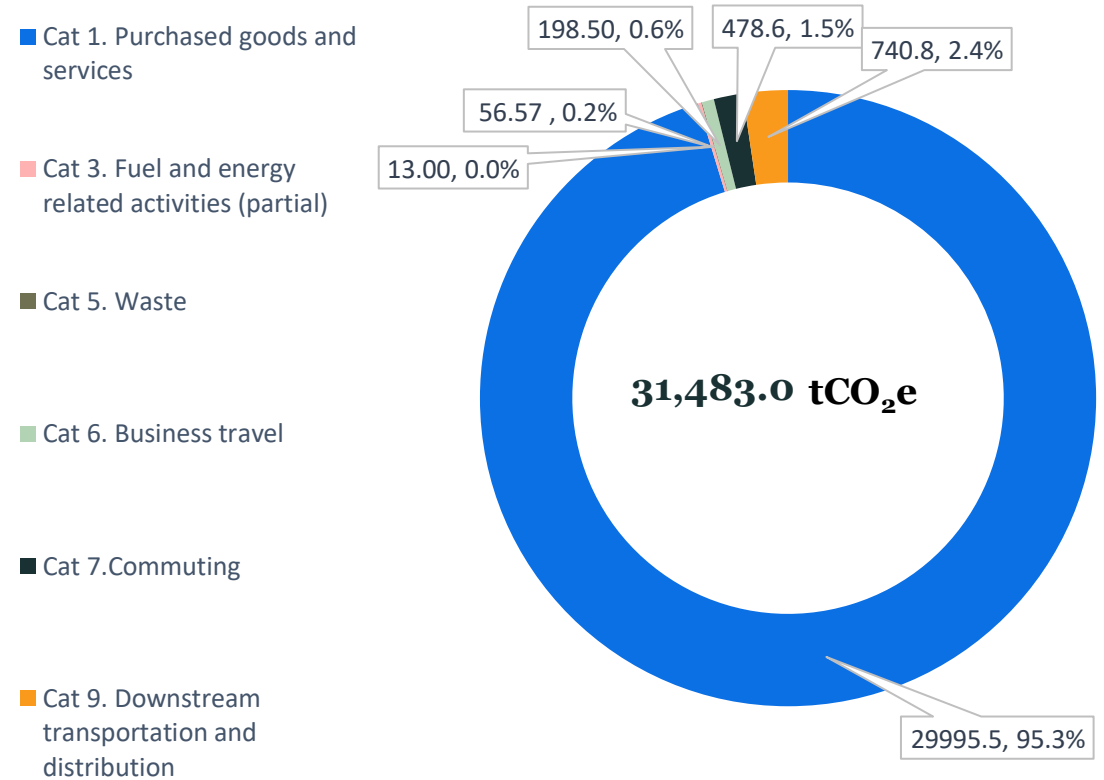
## Highlights:

Total scope 3 footprint (tCO<sub>2</sub>e): **31,483.0**

Per employee (tCO<sub>2</sub>e): **66.1**

Data quality score: **12 out of 16**

## Scope 3 carbon footprint by emission source for YE2023, tCO<sub>2</sub>e







# Cat 1. Purchased goods and services.

- Purchased goods and services (PG&S) covered the emissions from the materials that OT Group Limited purchased in the reporting period of 01 July 2022 to 30 June 2023.
- PG&S emissions accounted for 95.4% of the total scope 3 carbon footprint and 92.6% of total scope 1, 2, and 3 emissions.

## Methodology

- OT Group Limited purchased goods and services emissions were calculated using BEIS spend-based emissions factors and adjusted for inflation.
- Emissions were calculated using spend-based emissions factors where descriptions were given with the remaining spend being extrapolated.
- 86.3% was calculated using spend-based emissions factors with the remaining 13.7% being extrapolated.





# Cat 1. Purchased goods and services.

## Emissions by Description.

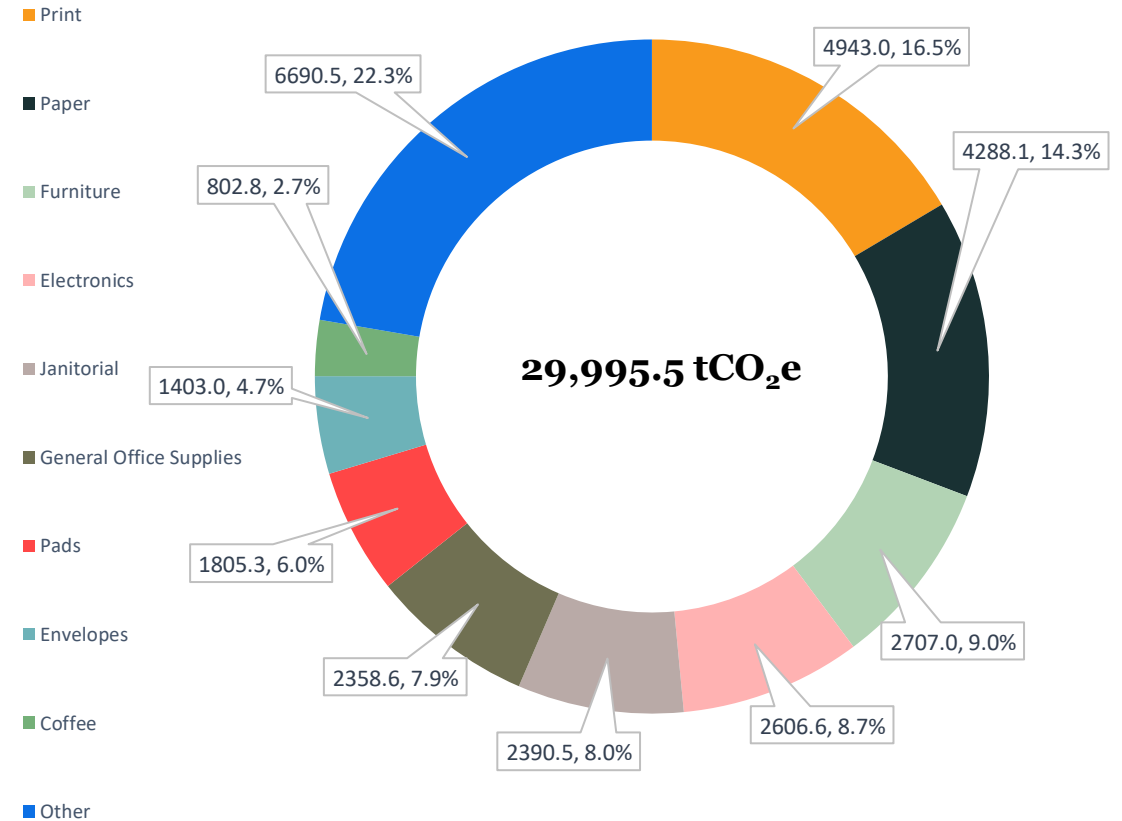
This graph shows the emissions from the top 9 products/ goods/ services supplied to OT Group Limited with the highest emissions based on spend data.

'Other' is the total for all remaining products/goods/services.

Print products are the main purchase by OT Group Limited with 4,943.0 tCO<sub>2</sub>e and accounts for 16.5% of the purchased good and services emissions.

| Type                    | Emissions (tCO <sub>2</sub> e) | Proportion    |
|-------------------------|--------------------------------|---------------|
| Print                   | 4,943.0                        | 16.5%         |
| Paper                   | 4,288.1                        | 14.3%         |
| Furniture               | 2,707.0                        | 9.0%          |
| Electronics             | 2,606.6                        | 8.7%          |
| Janitorial              | 2,390.5                        | 8.0%          |
| General Office Supplies | 2,358.6                        | 7.9%          |
| Pads                    | 1,805.3                        | 6.0%          |
| Envelopes               | 1,403.0                        | 4.7%          |
| Coffee                  | 802.8                          | 2.7%          |
| Other                   | 6,690.5                        | 22.3%         |
| <b>Total</b>            | <b>29,995.5</b>                | <b>100.0%</b> |

Purchased goods and services emissions by description for YE2023, tCO<sub>2</sub>e





# Cat 1. Purchased goods and services.

## Emissions by Supplier.

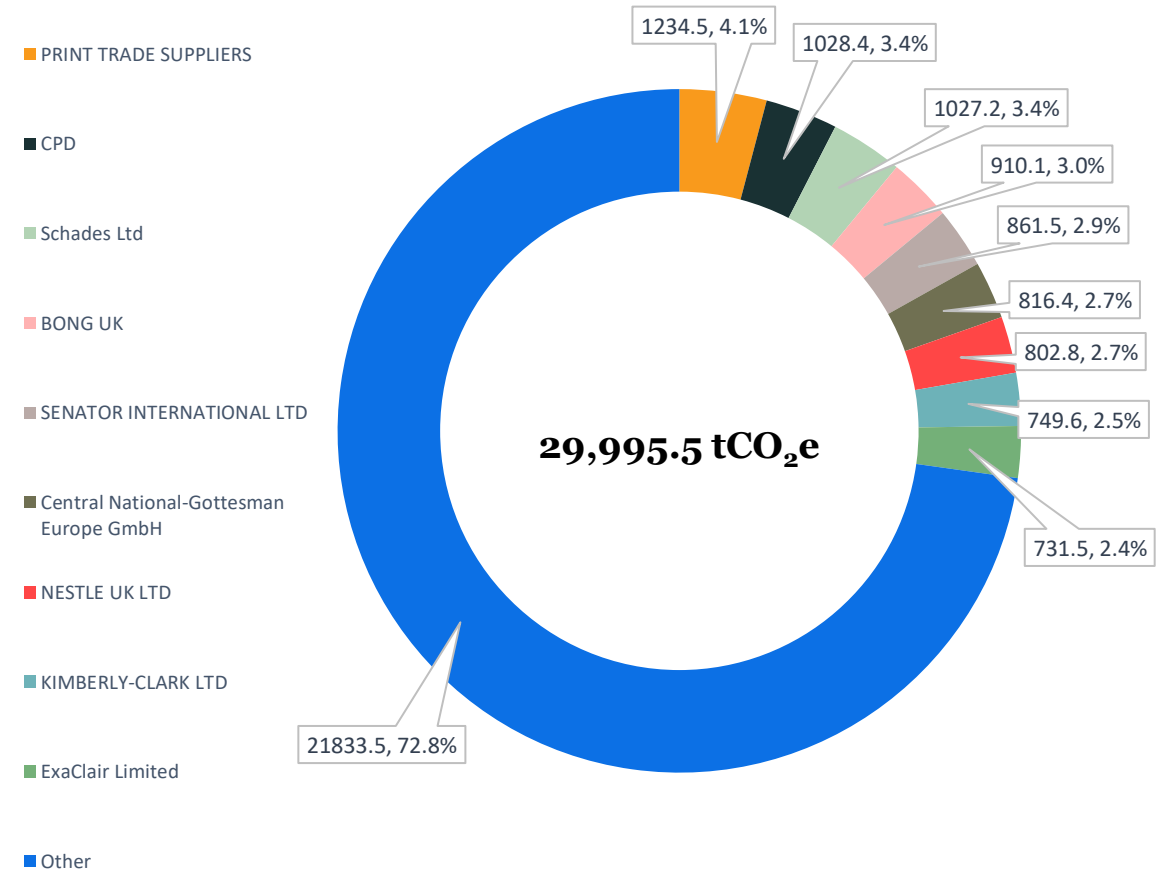
This graph shows the emissions from the top 9 suppliers to OT Group Limited with the highest emissions based on spend data.

'Other' is the total for all remaining suppliers.

Print Trade Suppliers are the main supplier to OT Group Limited with 1,234.5 tCO<sub>2</sub>e and accounts for 4.1% of the purchased good and services emissions.

| Type   | Emissions (tCO <sub>2</sub> e) | Proportion    |
|--|--------------------------------|---------------|
| PRINT TRADE SUPPLIERS [Print]                  | 1,234.5                        | 4.1%          |
| CPD [Janitorial]                               | 1,028.4                        | 3.4%          |
| Schades Ltd [Print]                            | 1,027.2                        | 3.4%          |
| BONG UK [Envelopes]                            | 910.1                          | 3.0%          |
| SENATOR INTERNATIONAL LTD [Furniture]          | 861.5                          | 2.9%          |
| Central National-Gottesman Europe GmbH [Paper] | 816.4                          | 2.7%          |
| NESTLE UK LTD [Coffee]                         | 802.8                          | 2.7%          |
| KIMBERLY-CLARK LTD [Janitorial]                | 749.6                          | 2.5%          |
| ExaClair Limited [Pads]                        | 731.5                          | 2.4%          |
| Other  | 21,833.5                       | 72.8%         |
| <b>Total</b>                                   | <b>29,995.5</b>                | <b>100.0%</b> |

Purchased goods and services emissions by supplier for YE2023, tCO<sub>2</sub>e





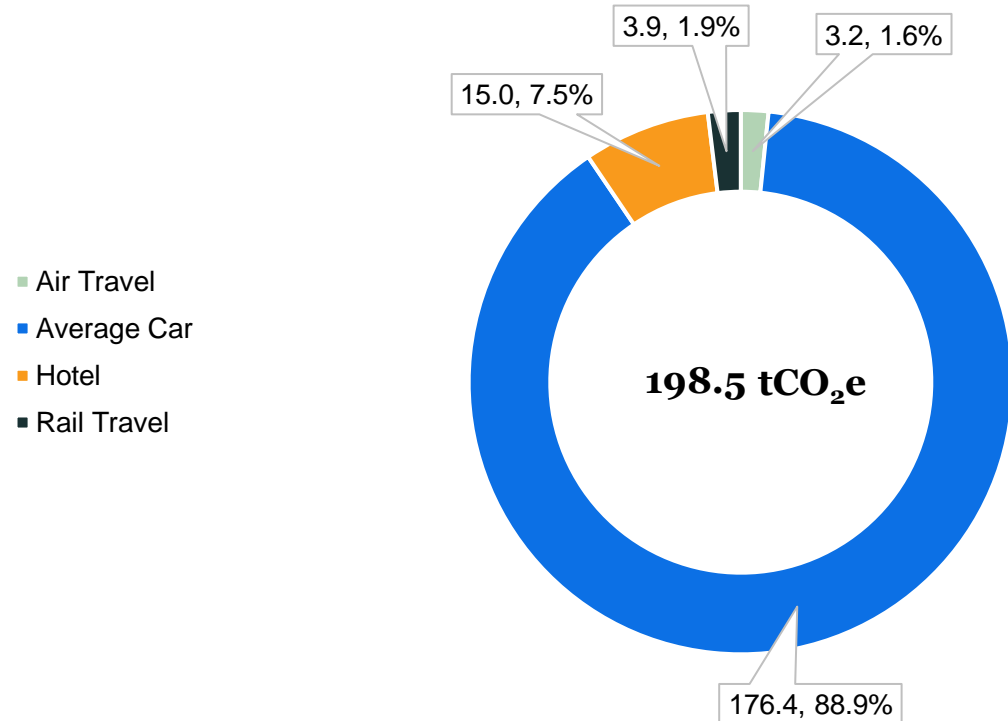
# Carbon footprint.

## Business TRAVEL

It is recommended to report fuel type and engine size of cars used for business travel.

| Business Travel | tCO <sub>2</sub> e | %            |
|-----------------|--------------------|--------------|
| Air Travel      | 3.2                | 1.6          |
| Average Car     | 176.4              | 88.9         |
| Hotel           | 15.0               | 7.5          |
| Rail Travel     | 3.9                | 1.9          |
| <b>Total</b>    | <b>198.5</b>       | <b>100.0</b> |

Business travel emissions for year ending 2023, tCO<sub>2</sub>e



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

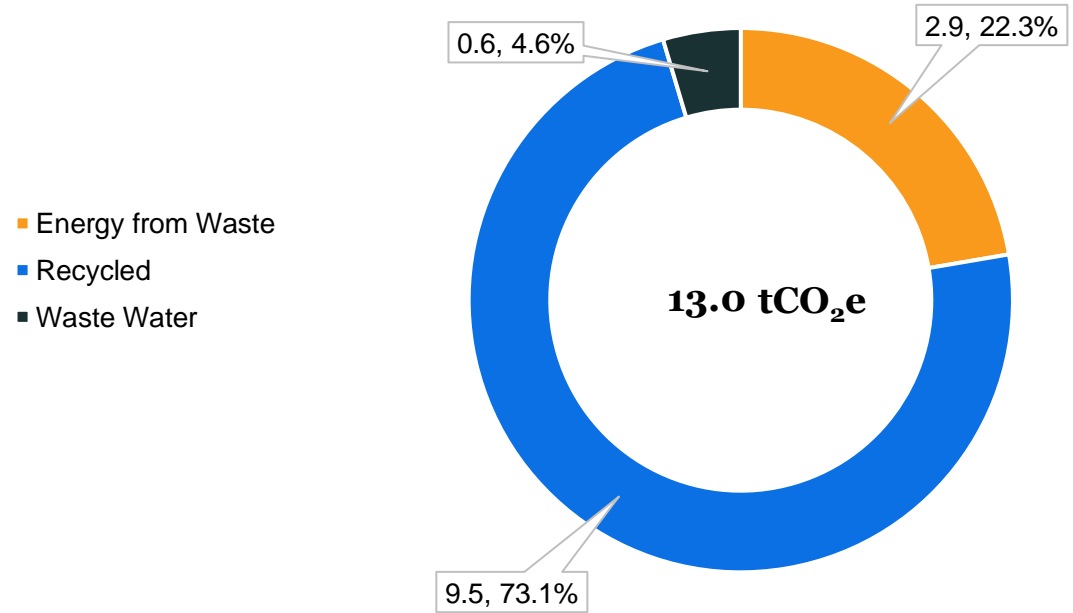


# Carbon footprint.

WASTE

| Waste             | tCO <sub>2</sub> e | %            |
|-------------------|--------------------|--------------|
| Energy from Waste | 2.9                | 22.3         |
| Recycled          | 9.5                | 73.1         |
| Waste Water       | 0.6                | 4.6          |
| <b>Total</b>      | <b>13.0</b>        | <b>100.0</b> |

Waste emissions for year ending 2023, tCO<sub>2</sub>e



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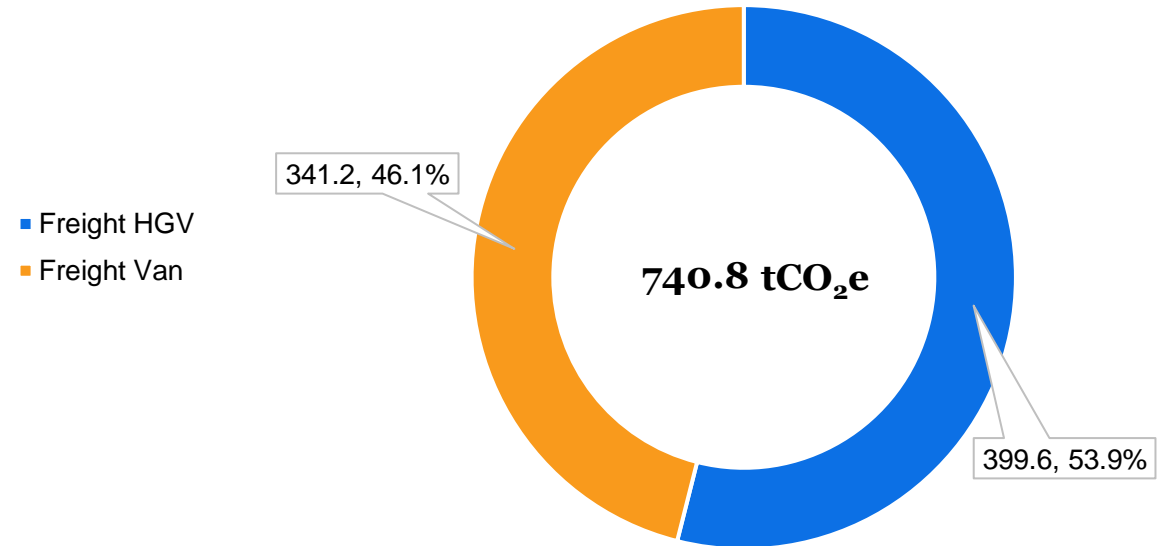


# Carbon footprint.

## Courier *FREIGHT*

| Freight      | tCO <sub>2</sub> e | %            |
|--------------|--------------------|--------------|
| Freight HGV  | 399.6              | 53.9         |
| Freight Van  | 341.2              | 46.1         |
| <b>Total</b> | <b>740.8</b>       | <b>100.0</b> |

Freight emissions for year ending 2023, tCO<sub>2</sub>e



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

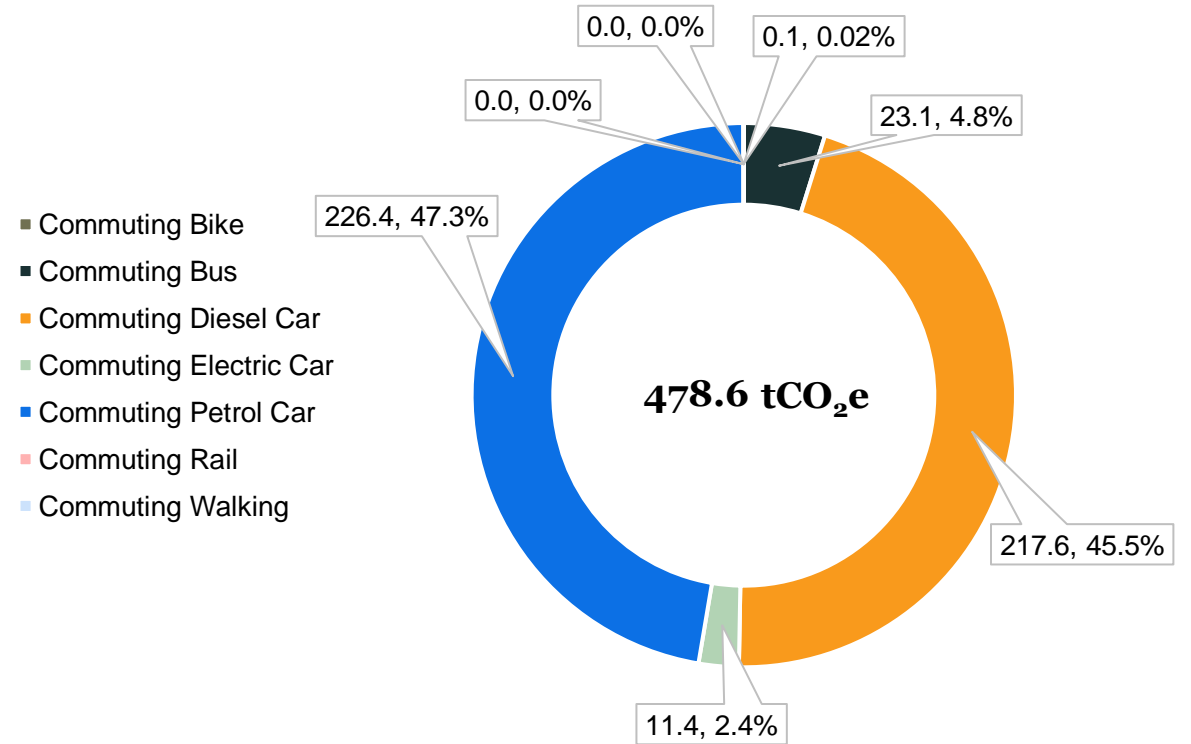


# Carbon footprint.

## COMMUTING

| Commuting              | tCO <sub>2</sub> e | %            |
|------------------------|--------------------|--------------|
| Commuting Bike         | 0.0                | 0.0          |
| Commuting Bus          | 23.1               | 4.8          |
| Commuting Diesel Car   | 217.6              | 45.5         |
| Commuting Electric Car | 11.4               | 2.4          |
| Commuting Petrol Car   | 226.4              | 47.3         |
| Commuting Rail         | 0.1                | 0.02         |
| Commuting Walking      | 0.0                | 0.0          |
| <b>Total</b>           | <b>478.6</b>       | <b>100.0</b> |

Commuting emissions for year ending 2023, tCO<sub>2</sub>e



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



# Scope 3 breakdown.

| Scope 3 category                                  | Emissions (tCO <sub>2</sub> e) | % scope 3     | Exclusion statement               |
|---|--------------------------------|---------------|-----------------------------------|
| Cat 1. Purchased goods and services               | 29,995.5                       | 95.3%         |                                   |
| Cat 2. Capital goods                              | -                              | -             | Included in PG&S where applicable |
| Cat 3. Fuel and energy related activities         | 56.6                           | 0.2%          |                                   |
| Cat 4. Upstream transportation and distribution   | -                              | -             | Not measured                      |
| Cat 5. Waste                                      | 13.0                           | 0.04%         |                                   |
| Cat 6. Business travel                            | 198.5                          | 0.6%          |                                   |
| Cat 7. Employee commuting                         | 478.6                          | 1.5%          |                                   |
| Cat 8. Upstream leased assets                     | -                              | -             | Not measured                      |
| Cat 9. Downstream transportation and distribution | 740.8                          | 2.4%          |                                   |
| Cat 10. Processing of sold products               | -                              | -             | Not measured                      |
| Cat 11. Use of sold products                      | -                              | -             | Not measured                      |
| Cat 12. End-of-life treatment of sold products    | -                              | -             | Not measured                      |
| Cat 13. Downstream leased assets                  | -                              | -             | Not measured                      |
| Cat 14. Franchises                                | -                              | -             | Not measured                      |
| Cat 15. Investments                               | -                              | -             | Not measured                      |
| <b>Total scope 3</b>                              | <b>31,483.0</b>                | <b>100.0%</b> |                                   |
| <i>No. employees</i>                              | <i>476</i>                     |               |                                   |
| <b>Total per employee</b>                         | <b>66.1</b>                    |               |                                   |





# Data Quality and Recommendations



# Data Quality.

## Data quality score

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

|                       | 1st January 2022 to 31st December 2022 | Definition  |
|-----------------------|--|---|
| Relevance of boundary | 2                                      | Boundary accurately reflects emissions from a relevant proportion of the overall business for the studied period. (eg at least 50% of organisational activity included) |
| Data completeness     | 3                                      | 12 months of data provided for most sources.  |
| Transparency          | 4                                      | Full disclosure of assumptions and sufficient original evidence provided to support data submission.  |
| Data accuracy         | 3                                      | Some use of primary data sources and minimal estimated data.  |
| <b>Total score</b>    | <b>12 out of 16</b>                    |   |



## Next Steps.

# Data improvement recommendations (i).

### Cat 1. PG&S

- Move to an activity-based form of measurement as opposed to a spend-based measurement. This is how it can be achieved:
  - Include carbon reporting requirements in procurement contracts. Ensure that all new suppliers are able to provide either their full carbon footprint (scopes 1, 2, 3) or provide the product information needed for Planet Mark to calculate the company's emissions in relation to OT Group Limited.
  - Create an internal procurement system/spreadsheet to record data on any goods or services purchased in the reporting period. This internal system would, at a minimum, include item names, weight/volume/square meters (if applicable), cost, quantity purchased, OT Group Limited site delivered to and supplier name. Other useful information to include in this system would be product/service carbon footprints, product categories and modes of transport from supplier to OT Group Limited.
  - Service data should cover the same data that was provided by the suppliers, being the transport mode, distance, and total number of trips used and taken to carry out the service, as well as the spend.

### Extended scope 3

- Include all scope 3 categories that would be relevant to OT Group Limited. This would likely include full fuel and energy-related activities and more.

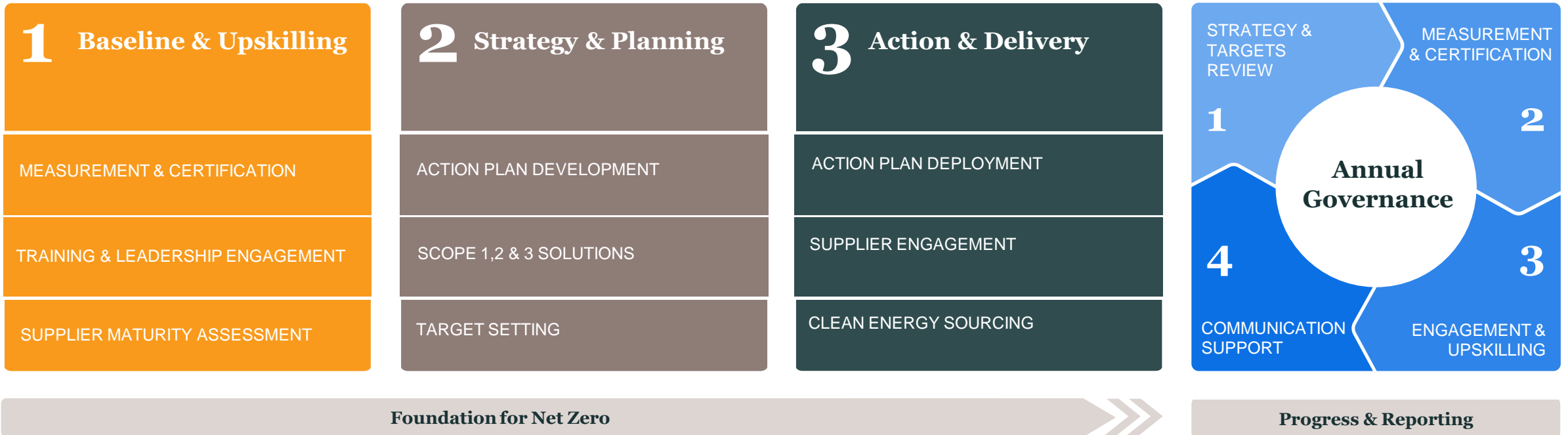


# Your Net Zero Journey



# Planet Mark Net Zero Programme

## Delivering a Credible Net Zero Transition





# APPENDIX





# Carbon footprint breakdown.

| Scope                     | Category  | tCO <sub>2</sub> e | % scope 3   | % total footprint | Exclusion statement               |
|---------------------------|---|--------------------|-------------|-------------------|-----------------------------------|
| Scope 1                   | Fleet and utilities                                 | 330.5              | N/A         | 1.0%              |                                   |
| Scope 2                   | Location-based                                      | 647.5              | N/A         | 2.0%              |                                   |
|                           | Market-based  | 817.4              | N/A         | -                 |                                   |
| Scope 3                   | Cat 1. Purchased goods and services                 | 29,995.50          | 95.3%       | 92.4%             |                                   |
|                           | Cat 2. Capital goods                                | -                  | -           | -                 | Included in PG&S where applicable |
|                           | Cat 3. Fuel and energy related activities (partial) | 56.6               | 0.002%      | 0.2%              |                                   |
|                           | Cat 4. Upstream transportation and distribution     | -                  | -           | -                 | Not measured                      |
|                           | Cat 5. Waste  | 13.0               | 0.04%       | 0.04%             |                                   |
|                           | Cat 6. Business travel                              | 198.5              | 0.6%        | 0.6%              |                                   |
|                           | Cat 7. Employee commuting                           | 487.6              | 1.5%        | 1.5%              |                                   |
|                           | Cat 8. Upstream leased assets                       | -                  | -           | -                 | Not measured                      |
|                           | Cat 9. Downstream transportation and distribution   | 740.8              | 2.3%        | 2.3%              |                                   |
|                           | Cat 10. Processing of sold products                 | -                  | -           | -                 | Not measured                      |
|                           | Cat 11. Use of sold products                        | -                  | -           | -                 | Not measured                      |
|                           | Cat 12. End of life treatment of sold products      | -                  | -           | -                 | Not measured                      |
|                           | Cat 13. Downstream leased assets                    | -                  | -           | -                 | Not measured                      |
|                           | Cat 14. Franchises                                  | -                  | -           | -                 | Not measured                      |
|                           | Cat 15. Investments                                 | -                  | -           | -                 | Not measured                      |
| <b>Total scope 3</b>      |   | <b>31,483.0</b>    | <b>100%</b> | <b>97.0%</b>      |                                   |
| <b>Total</b>              | <b>[location – based]</b>                           | <b>32,461.0</b>    |             |                   |                                   |
| <i>No. employees</i>      |   | 476                |             |                   |                                   |
| <b>Total per employee</b> |   | <b>68.1</b>        |             |                   |                                   |



# About this report.

|                                  |  |
|----------------------------------|--|
| <b>Company name</b>              | OT Group Limited   |
| <b>Sector</b>                    | Business Services  |
| <b>Reporting period</b>          | 01 July 2022 to 30 June 2023   |
| <b>Reporting boundary</b>        | OT Group Limited, Alexandria Drive, Ashton-Under-Lyne, England, OL7 0QN  |
| <b>Emission sources included</b> | Cat 1. purchased goods and services, Cat 3. fuel and energy-related activities (partial), Cat 5. waste, Cat 6. business travel, Cat 7. Commuting, Cat 9. Downstream transportation and distribution.                       |
| <b>Total employees (FTE)</b>     | 476  |
| <b>Data collection lead</b>      | Debbie Wall, Head of Responsible Business, <a href="mailto:debbie.wall@otgrouppltd.co.uk">debbie.wall@otgrouppltd.co.uk</a>  |
| <b>Current conversion factor</b> | ACTIVITY: DESNZ 2023, EcolInvent 3.7.1, SPEND: BEIS 2019 and adjusted for inflation  |
| <b>Methodology</b>               | We follow the GHG Protocol for Corporate Emission Reporting. Refer to the Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report |
| <b>Prepared by</b>               | Noah Howlett, Advisory Project Manager, Planet Mark  |
| <b>Checked by</b>                | Jamie Beevor, Head of Technical, Planet Mark<br>Rima Trofimovaite, Head of Measurement, Planet Mark  |
| <b>Date</b>                      | 21/09/2023   |