

# Business Certification

**Mayflower Washroom Solutions**

*YEAR 1*

01 December 2020 - 30 November 2021

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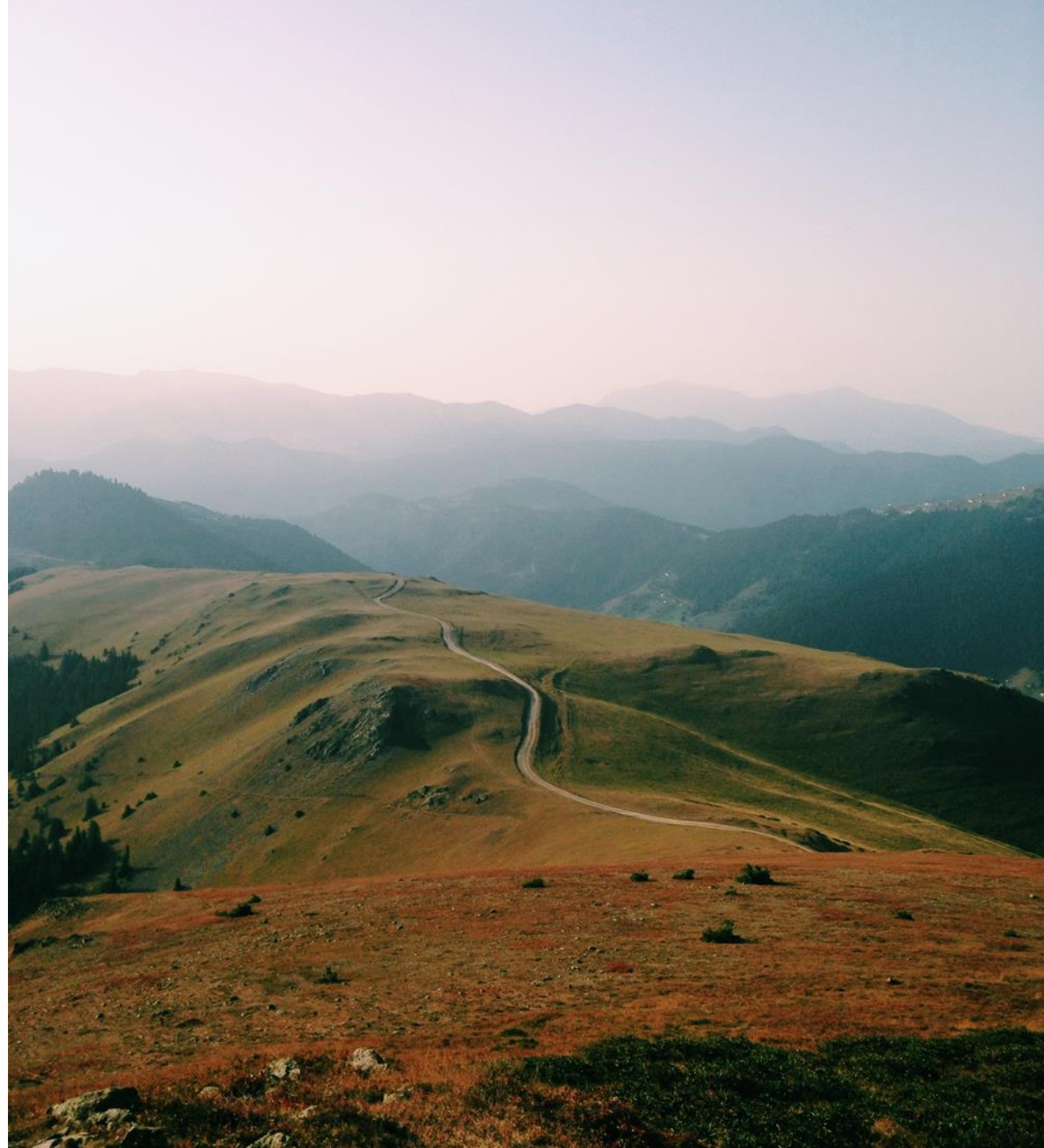
Measure



Engage



Communicate





# Total carbon EMISSIONS

**790.1**  
**tCO<sub>2</sub>e total emissions**

**Total emissions equivalent to**  
**699 flights from London to New York**

**6.4**  
**tCO<sub>2</sub>e per employee**



**Buildings**  
**29.1 tCO<sub>2</sub>e**

Used enough electricity to power **28** UK homes for one year



**Travel**  
**713.8 tCO<sub>2</sub>e**

Travelled **73** times around the world



**Waste**  
**15.1 tCO<sub>2</sub>e**

Produced waste that weighs the same as **58** London buses



**Water**  
**0.2 tCO<sub>2</sub>e**

**14** litres per employee per day



**Procurement**  
**31.9 tCO<sub>2</sub>e**

**1,678** sheets of paper used per day



**Homeworking**  
**4.0 tCO<sub>2</sub>e**

Used enough energy to power **1** UK home for one year



# Step one.

## MEASURE





# Total carbon footprint.

## Location *BASED*

**Reporting year:**

01 December 2020 - 30 November 2021

**Reporting Boundary:**

Woolwich, Manchester, Swindon and Glasgow sites

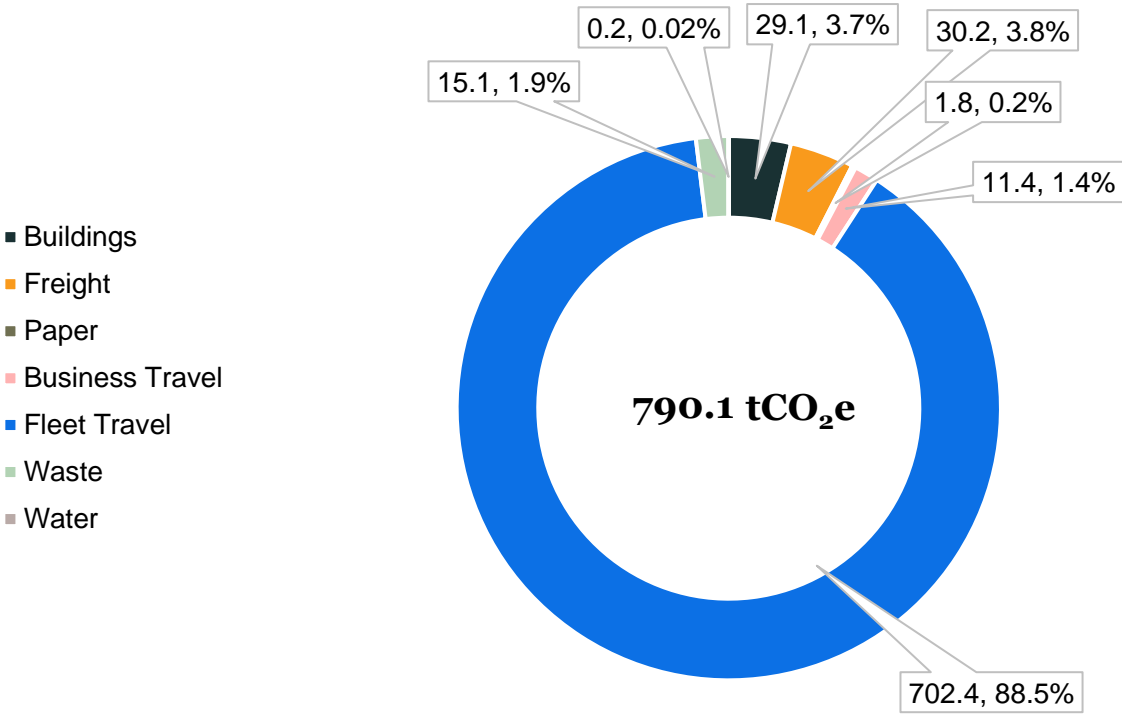
**Emissions measured:**

Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Courier-Freight, Homeworking (excluded from footprint)

**Highlights:**

Carbon footprint (tCO<sub>2</sub>e): **790.1**  
Per employee (tCO<sub>2</sub>e): **6.4**  
Next reduction target: **5%**  
Data quality score: **13 out of 16**

Carbon footprint by emission source for year ending 2021, tCO<sub>2</sub>e



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).

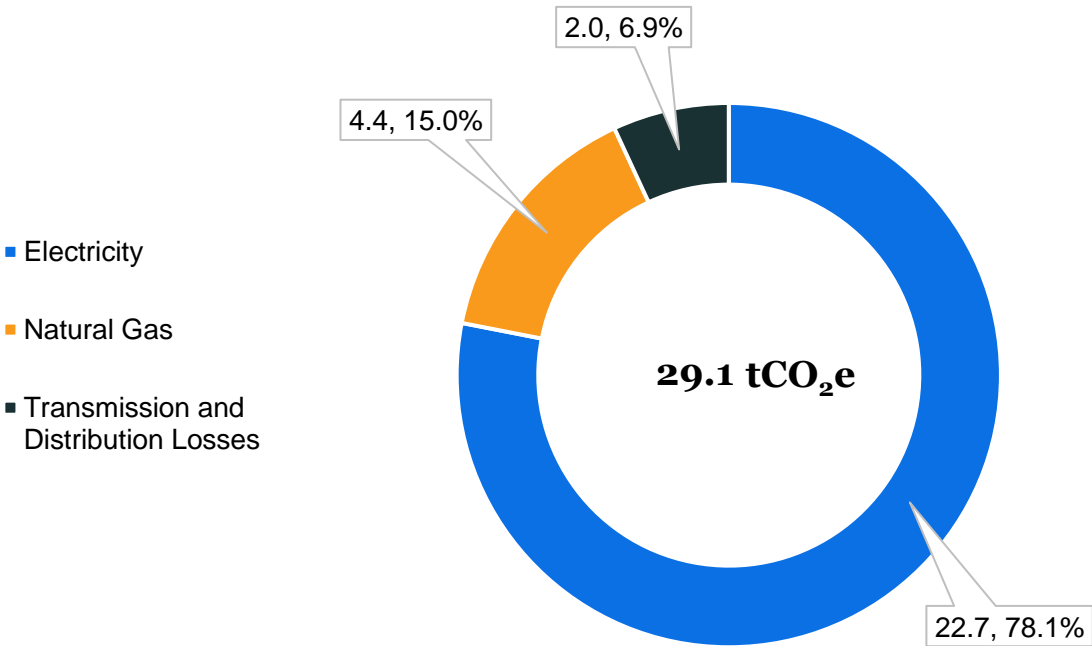


# Carbon footprint.

*BUILDINGS*

Buildings	tCO <sub>2</sub> e	%
Electricity	22.7	78.1
Natural Gas	4.4	15.0
Transmission and Distribution Losses	2.0	6.9
<b>Total</b>	<b>29.1</b>	<b>100.0</b>

Building emissions for year ending 2021, 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.

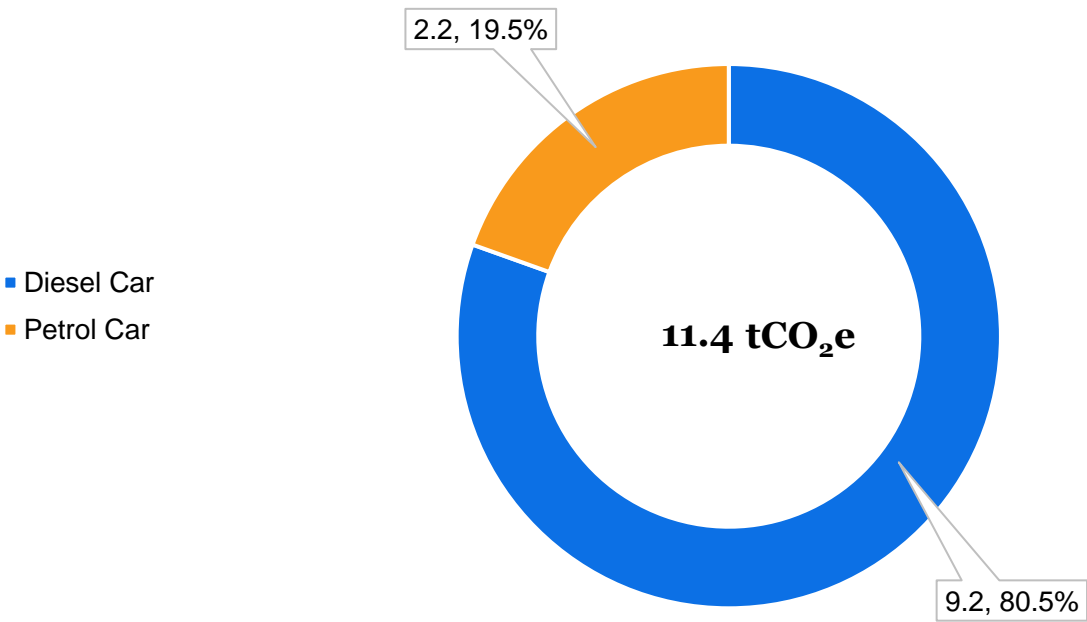


# Carbon footprint.

## Business TRAVEL

Business Travel	tCO <sub>2</sub> e	%
Diesel Car	9.2	80.5
Petrol Car	2.2	19.5
<b>Total</b>	<b>11.4</b>	<b>100.0</b>

Business travel emissions for year ending 2021, 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.

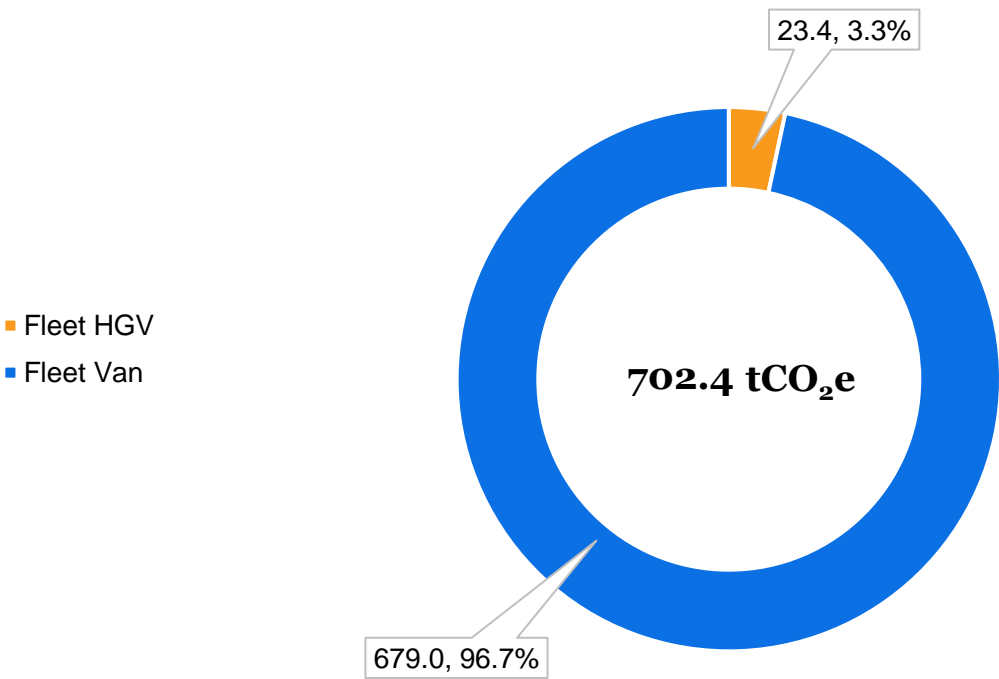


# Carbon footprint.

## Fleet *TRAVEL*

Fleet Travel	tCO <sub>2</sub> e	%
Fleet HGV	23.4	3.3
Fleet Van	679.0	96.7
<b>Total</b>	<b>702.4</b>	<b>100.0</b>

Fleet travel emissions for year ending 2021, 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.

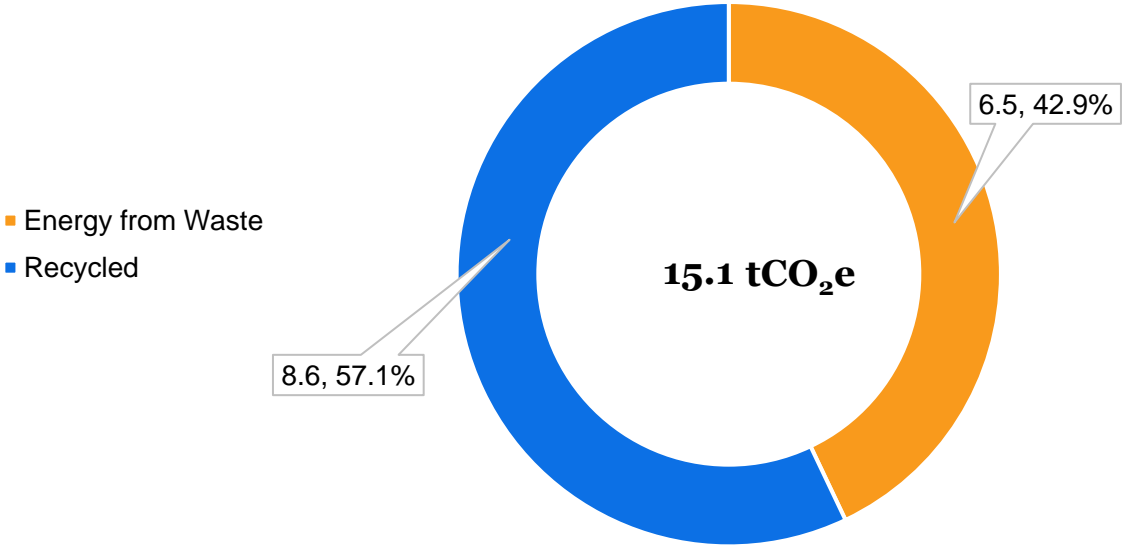



# Carbon footprint.

WASTE

Waste	tCO <sub>2</sub> e	%
Energy from Waste	6.5	42.9
Recycled	8.6	57.1
<b>Total</b>	<b>15.1</b>	<b>100.0</b>

Waste emissions for year ending 2021, 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.



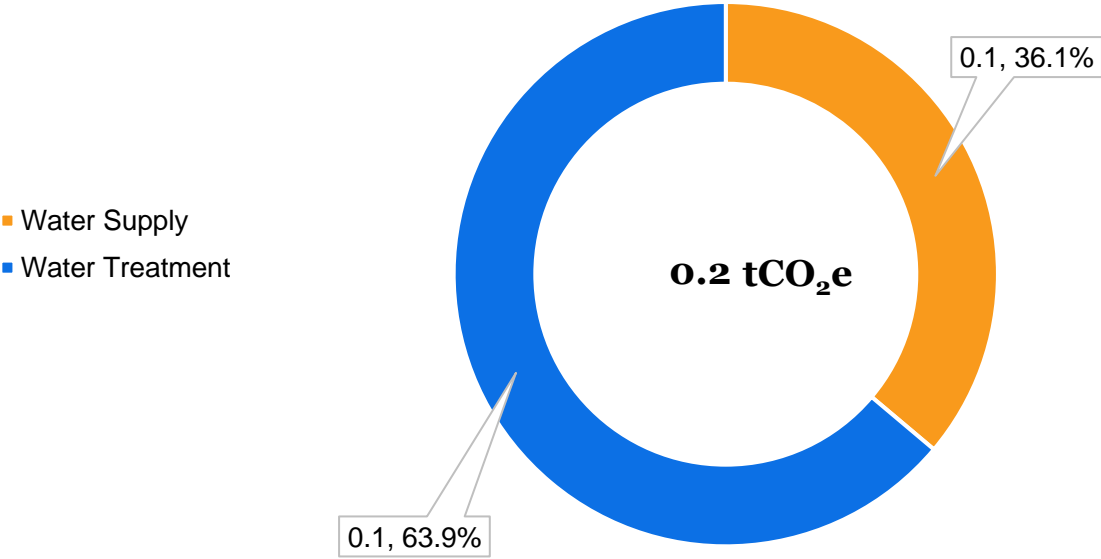


# Carbon footprint.

WATER

Water	tCO <sub>2</sub> e	%
Water Supply	0.1	36.1
Water Treatment	0.1	63.9
Total	0.2	100.0

Water emissions for year ending 2021, 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.



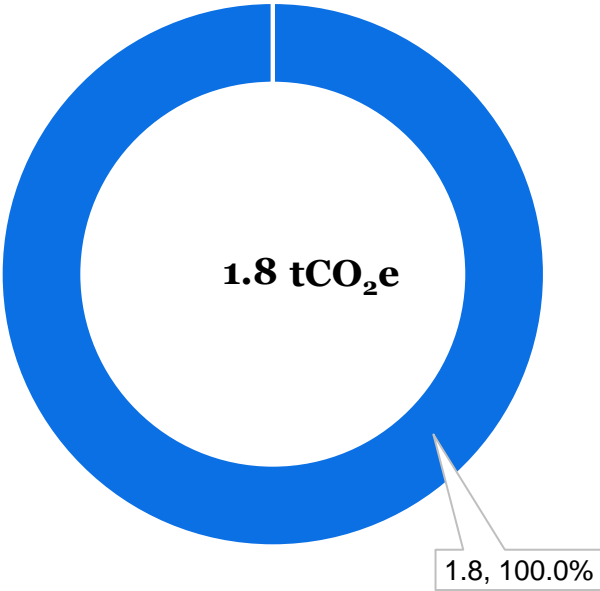
# Carbon footprint.

## PROCUREMENT

Paper	tCO <sub>2</sub> e	%
Paper Primary Content	1.8	100.0
Total	1.8	100.0

Procurement emissions for year ending 2021, tCO<sub>2</sub>e

■ Paper Primary Content



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



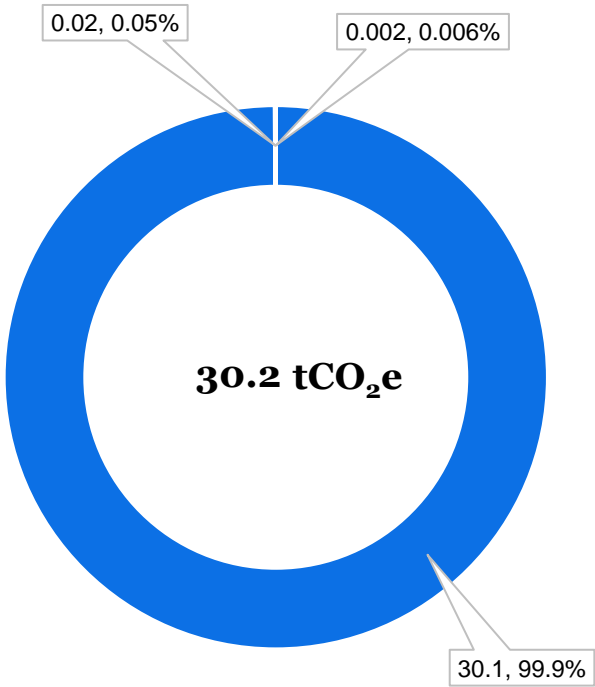
# Carbon footprint.

## Courier *FREIGHT*

Freight	tCO <sub>2</sub> e	%
Freight HGV	30.1	99.9
Freight Ship	0.02	0.05
Freight Van	0.002	0.006
<b>Total</b>	<b>30.2</b>	<b>100.0</b>

Freight emissions for year ending 2021, tCO<sub>2</sub>e

- Freight HGV
- Freight Ship
- Freight Van



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

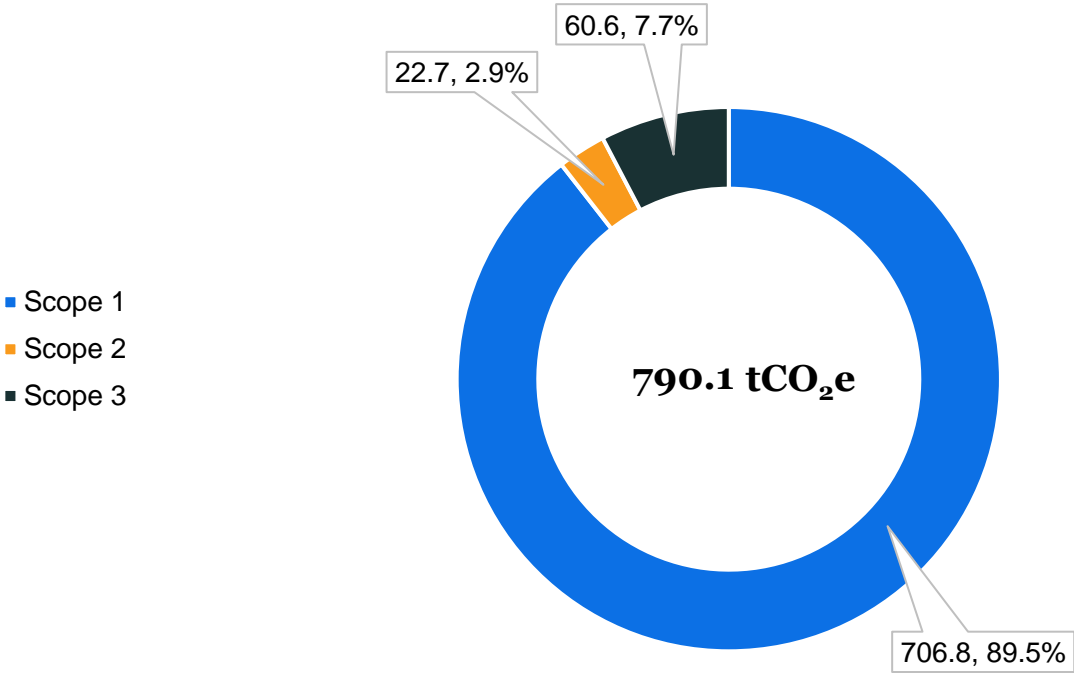


# Total carbon footprint.

BY SCOPE

Scope	tCO <sub>2</sub> e	%
Scope 1	706.8	89.5
Scope 2	22.7	2.9
Scope 3	60.6	7.7
Total	790.1	100.0

Total carbon emissions by scope for year ending 2021, 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.

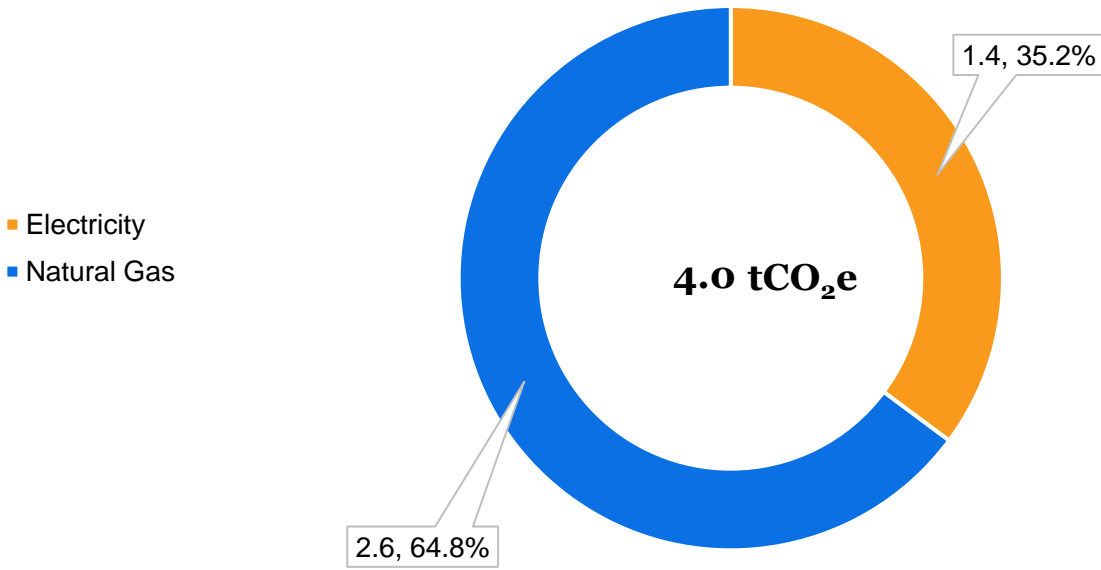


# Carbon footprint.

HOME OFFICE

Homeworking	tCO <sub>2</sub> e	%
Electricity	1.4	35.2
Natural Gas	2.6	64.8
<b>Total</b>	<b>4.0</b>	<b>100.0</b>

Homeworking emissions for year ending 2021, 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.



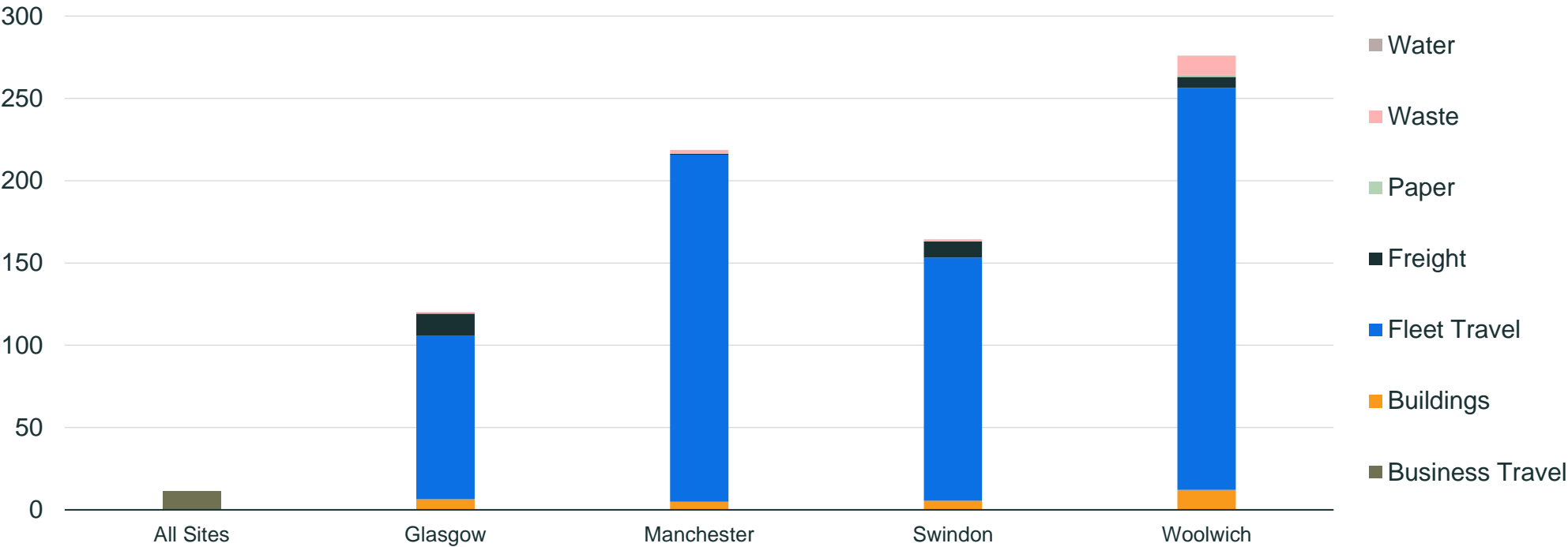
# Carbon footprint.

BY LOCATION

Carbon footprint for each location

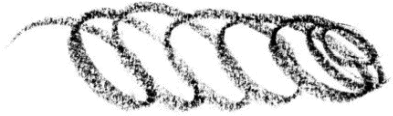
tCO<sub>2</sub>e

**Note:**  
All Sites includes business travel and other fuels, since the data submitted was cumulative for the whole business (i.e. not split between sites and head office).





## Looking ahead Targets for next year.



Total carbon  
footprint

**790.1 tCO<sub>2</sub>e**



Total carbon  
reduction (5%)

**39.5 tCO<sub>2</sub>e**



Carbon reduction  
per employee (5%)

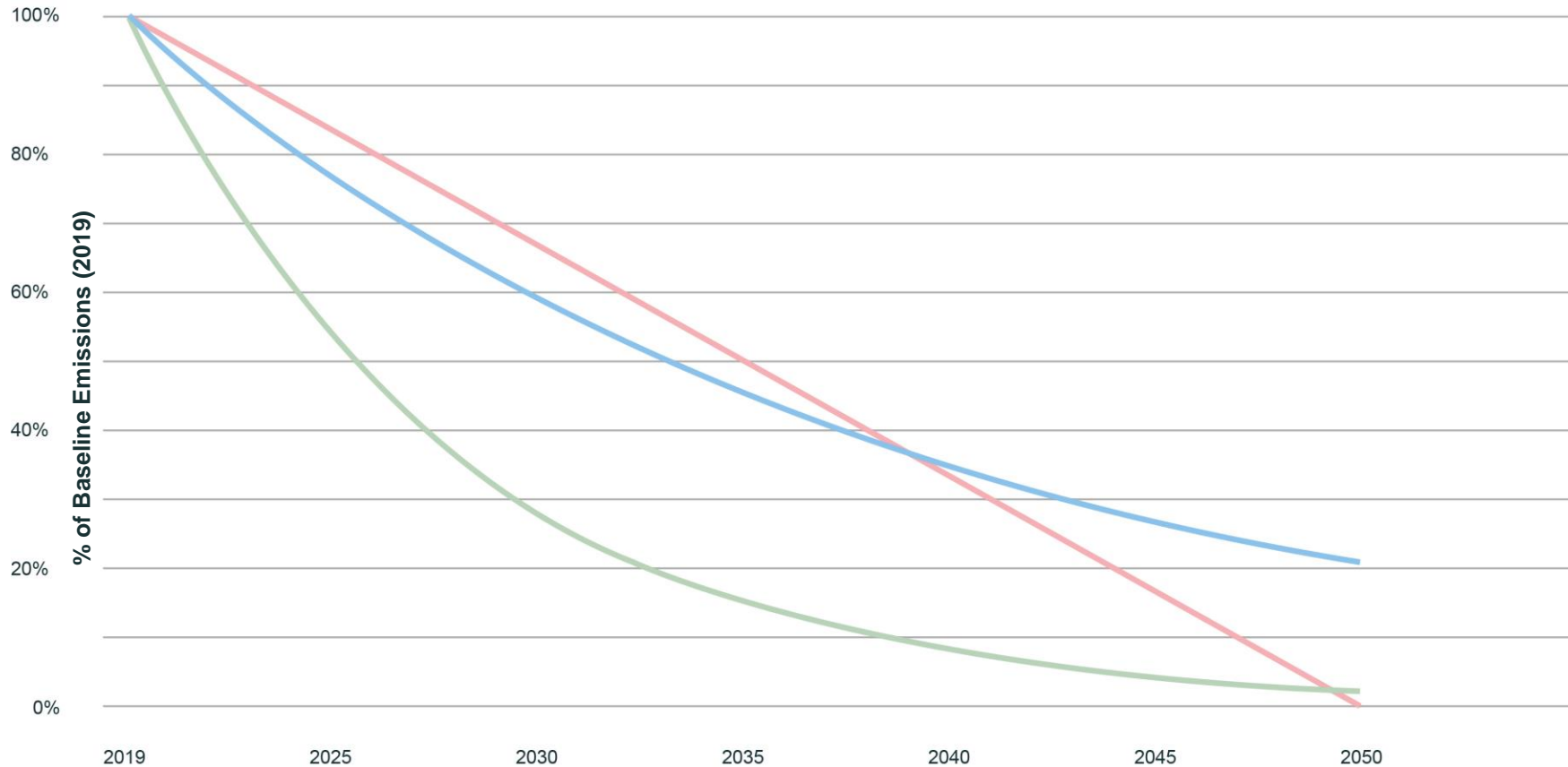
**0.3 tCO<sub>2</sub>e**





# Target setting.

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



**Planet Mark 5% annual reduction**

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

**Planet Mark 12% annual reduction**

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

**Net Zero 2050**





# Social value.

CONTRIBUTION

**Total Social Value**  
£ **39,844**

**Social Value**  
**per employee**  
£ **324**



**Your people**  
£ 21,510



**Community & volunteering**  
£ 676



**Donations**  
£ 871



**Procurement**  
**Record Only**



**Environmental impacts**  
£ 16,788



## Social Value – Core – Breakdown (i).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
People	NT10	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	2
People	NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	18.4
People	NT22	Percentage of your procurement contracts that include commitments to ethical employment practices in the local and global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists.	Record only	Y
People	NT41	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation	%	28%
Donations	NT28	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£871
Community and volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	42
Environmental	NT31	Savings in CO2 emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved)	Tonnes CO2e	66.4

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



## Social Value – Core – Breakdown (ii).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
Environmental	NT44	Policy and programme to achieve net zero carbon including monitoring plan with specific milestones	Record only	Net zero by 2030
Environmental	NT45	Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year	Record only	Y
Environmental	NT48	Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year	Record only	Y
People	TPM1	Avoided Commute due to working from home	10.91	1470
Environmental	NT53	Innovative measures to safeguard the environment and respond to the climate emergency to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£1.00	£12,074

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## Social Value – C19 – Breakdown (i).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
People	C19-1	Safeguarding jobs on contract - Percentage of directly employed staff on contract retained with pre-crisis level pay and hours (to be used at Management/measurement only - not Procurement)	Record only	92.48%
People	C19-3	Reducing layoffs for directly employed staff on contract that can no longer work as a result of the COVID-19 crisis - Percentage of staff on contract furloughed (to be used at Management / measurement only - not Procurement)	Record only	98.37%
Procurement	C19-4	Safeguarding supply chain jobs on contract - Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g. reduced time and pay, to be specified)- (to be used at Management/Measurement only - not Procurement)	Record only	100.00%
Procurement	C19-6	Percentage of invoices on the contract paid to MSMEs and VCSEs within 30 days	Record only	100.00%
People	C19-7	Do you have a policy or a strategy to provide support around mental health and wellbeing to staff working remotely or on furlough?	Record only	Y

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



## Social Value – C19 – Breakdown (ii).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
People	C19-8	Initiatives to provide support to staff working remotely or on furlough around mental health and wellbeing	£1	40
People	C19-14	Do you have in place a comprehensive strategy to provide guidance on best practice social interaction at work in COVID-19 times to own and supply chain staff?	Record only	Y
Environmental	C19-18	Initiatives to provide or support appropriate collection for discarded gloves and masks	£1	40
People	C19-20	Initiatives to redesign spaces to address any Covid-19 related risks and impacts on staff and work	£1	3109.9

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



# Step two.

## ENGAGE

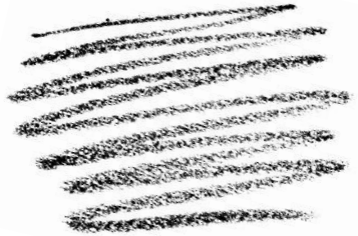




# Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
<b>Sustainability Energiser</b>	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
<b>Sustainability Plan Workshop</b>	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.
<b>Business Sustainability Essentials Training</b>	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
<b>Stakeholder Engagement Workshop</b>	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.





# The Eden Project

## *PARTNERSHIP*

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. We contribute 5% of Business Certification fees to the Eden Project.

Planet Mark is a registered charity (No. 1090141) and a company limited by guarantee (No. 02060840). It is a member of the Eden Project, which is a registered charity (No. 1090141) and a company limited by guarantee (No. 02060840).







# Cool Earth

## *PARTNERSHIP*

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.





# Step three.

## COMMUNICATE



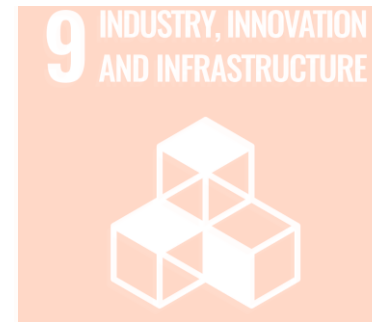
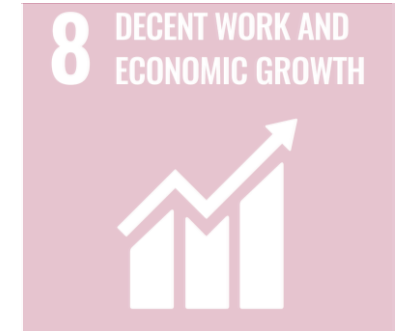
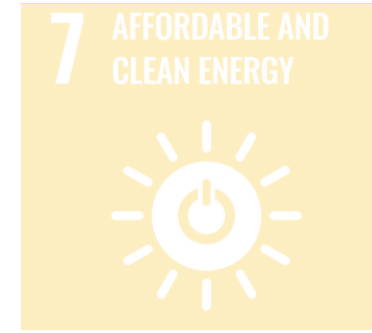
# Communicating your international influence.

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 18 SDG targets.

Contributing towards

5 SDGs

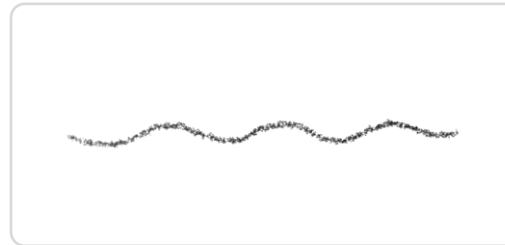
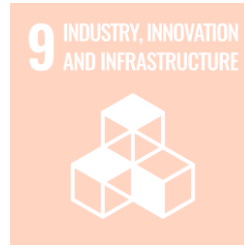




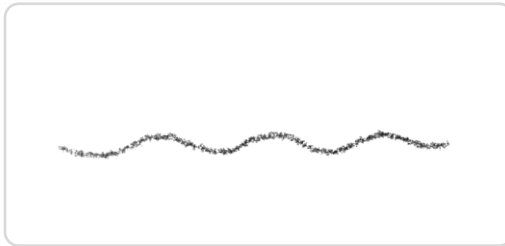
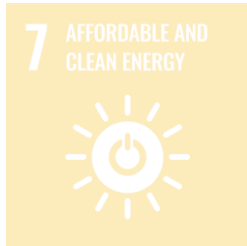
# SDG alignment.



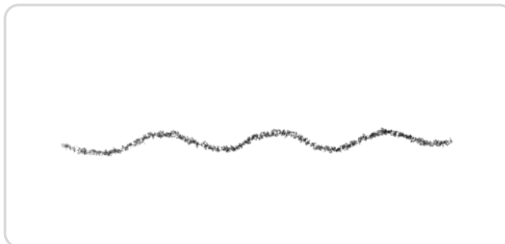
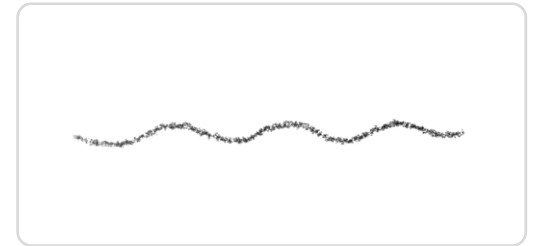
6.3 - 96% of water treated  
6.6 - Acre of rainforest protected



13.3 - Acre of rainforest protected  
13.3 - Donation to the Eden Project



11.6 - Measured carbon emissions  
11.6 - 57% of waste recycled and composted  
11.4 - Donation to the Eden Project  
11.4 - Acre of rainforest protected



12.6 - Measured carbon emissions  
12.5 - 57% of waste recycled and composted

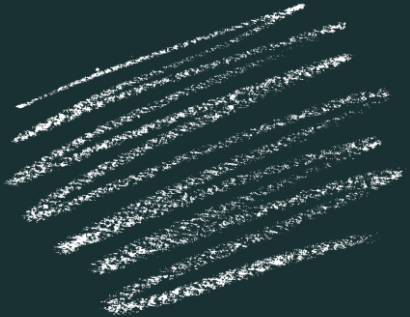


15.2 - Acre of rainforest protected





# 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 all of your staff members to join our online platform, open exclusively to Planet Mark members. A space to learn, share, celebrate and discuss. Join [here](#).

## 3. Use our toolkits & resources

**Toolkits & Guides:** Go to our Members Area on our [website](#) 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 [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



# Data Report.

APPENDIX





# Sources.

Current					
01 December 2020 - 30 November 2021					
Source	Scope	Unit	Amount	tCO <sub>2</sub> e	% total carbon footprint
<b>Buildings</b>					
Electricity (location based)	2	kWh	106,834.8	22.7	3%
Natural Gas	1	kWh	23,826.9	4.4	1%
Transmission and Distribution Losses	3	kWh	106,834.8	2.0	0.3%
<b>Procurement</b>					
Freight HGV	3	tonne.km	280,416.0	30.1	4%
Freight Ship	3	tonne.km	298.5	0.02	0.002%
Freight Van	3	tonne.km	2.8	0.002	0.01%
Paper Primary Content	3	tonnes	1.9	1.8	0.2%
<b>Travel</b>					
Fleet HGV	1	km	27,100.2	23.4	3%
Fleet Van	1	km	2,815,506.0	679.0	86%
Diesel Car	3	km	58,567.2	9.2	1%
Petrol Car	3	km	14,876.8	2.2	0.3%
<b>Waste</b>					
Energy from Waste	3	tonnes	305.2	6.5	1%
Recycled	3	tonnes	414.2	8.6	1%
<b>Water</b>					
Water Supply	3	cubic metres	410.7	0.1	0.008%
Water Treatment	3	cubic metres	397.6	0.1	0.01%
<b>Total</b>		<b>tCO<sub>2</sub>e</b>	<b>790.1</b>		
No. employees		Number	123		
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>	<b>6.4</b>		
Total floor space		m <sup>2</sup>	43,000.0		
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>	<b>0.001</b>		



# About this report – General.

<b>Company Name</b>	Mayflower Washroom Solutions
<b>Sector</b>	Washroom Distribution
<b>Reporting Period</b>	01 December 2020 - 30 November 2021
<b>Year Of Certification</b>	1st
<b>Reporting Boundary</b>	Woolwich, Manchester, Swindon and Glasgow sites
<b>Emission sources included</b>	Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Courier-Freight, Homeworking (excluded from footprint)
<b>Total FTE Employees (annual average no.)</b>	123
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	43,000
<b>Data Collection Lead</b>	Chris Sutherley, <a href="mailto:chris.sutherley@mayflowerws.co.uk">chris.sutherley@mayflowerws.co.uk</a> Business Support Executive
<b>Significant reporting changes</b>	None
<b>Current Conversion Factor</b>	BEIS 2021
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
<b>Prepared by</b>	Joe Burnett, Data Analyst, Planet Mark
<b>Checked by</b>	Nadia Karagianni, Head of Technical, Planet Mark Rima Trofimovaite, Head of Certification, Planet Mark
<b>Date</b>	29 April 2022





# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation to match reporting period	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). Please refer to the Adjusted Data slide. Electricity consumption at the Woolwich site is made up of the data from two meters.	Woolwich, Manchester, Swindon and Glasgow sites
Natural gas	1	kWh	Primary source - invoices	Actual meter reads with some extrapolation to match reporting period	Natural gas consumption has been recorded for the Manchester and Swindon sites only. Please refer to the Adjusted Data slide.	Woolwich, Manchester, Swindon and Glasgow sites
Water supply & treatment	3	m <sup>3</sup>	Primary source - invoices	Actual and estimated meter reads with some interpolation to match reporting period	Please refer to the Adjusted Data slide.	Woolwich, Manchester, Swindon and Glasgow sites
Homeworking energy	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	Includes additional home electricity and natural gas consumption as a result of working from home. We only include the annual average FTE number of employees who work from home at least two days a week. Assumes 875 kWh additional elec consumption and 2,040 kWh additional gas consumption for each FTE employee working from home 5 days a week. Estimations are based on Typical UK domestic consumption for elec and gas as calculated by Ofgem in 2020 and the additional consumption as a result of 1 person working from home 5 days a week as calculated by Uswitch in 2020.	Woolwich, Manchester, Swindon and Glasgow sites

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
<b>Fleet vehicles</b>	1	km	Primary source - fleet tracking document	Actual	Includes mileage from 82 diesel vans and 2 diesel HGVs. In Mayflower's evidence folder, the RAM tracking document lists 111 vehicles but 27 of these have been excluded as they are no longer part of Mayflower's fleet.	Woolwich, Manchester, Swindon and Glasgow sites
<b>Private vehicles used for business</b>	1	km	Primary source - mileage forms	Actual	Vehicle sizes were confirmed using the GOV.uk vehicle database: <a href="https://vehicleenquiry.service.gov.uk/?locale=en">https://vehicleenquiry.service.gov.uk/?locale=en</a>	Woolwich, Manchester, Swindon and Glasgow sites
<b>Waste recycling</b>	3	tonnes	Primary source - invoices	Estimated	Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'.	Woolwich, Manchester, Swindon and Glasgow sites
<b>Energy from waste</b>	3	tonnes	Primary source - invoices	Estimated	Weight estimated using Environment Agency factors based on bin size. Estimated as 'light materials'.	Woolwich, Manchester, Swindon and Glasgow sites
<b>Other waste</b>	3	tonnes	Primary source - invoices	Estimated	Disposals of healthcare, offensive and bulky waste were recorded at the Woolwich, Manchester and Glasgow sites.	Woolwich, Manchester, Swindon and Glasgow sites
<b>Procurement - paper</b>	3	tonnes	Primary source - invoices and printer log reports	Actual	Data for this emissions source has been extracted from Mayflower's printer log report. The number of sheets used in printing has been extrapolated to cover the full reporting period. The paper type has been assumed to be standard, rather than recycled.	Woolwich, Manchester, Swindon and Glasgow sites

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 extrapolations	Organisational Boundary
Procurement - courier/freight	3	km	Primary source - supplier report	Actual	Distances were calculated using the PM Distance Calculator for road journeys. For the Glasgow site, the origin postcode was assumed to be ML4 3NP. For deliveries to Belfast, a portion of the distance has been recorded as a ferry journey - the sea route distance for the Cairnryan to Larne ferry was used in these calculations.	Woolwich, Manchester, Swindon and Glasgow sites
Headcount		no.	Primary source - note from payroll	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	Woolwich, Manchester, Swindon and Glasgow sites
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	Woolwich, Manchester, Swindon and Glasgow sites

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 Code of Practice and provides an indication of data assurance when using information in this report in your business.

01 December 2020 - 30 November 2021		Definition
Relevance of boundary	4	Boundary accurately reflects the entire business carbon footprint for the studied period.
Data completeness	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
Data accuracy	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
Total score	13 out of 16	

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

- To make sure to remove the tracking entries for vehicles that are no longer owned/operated by Mayflower.
- To include the fuel type and engine size of privately-owned vehicles.
- To submit printer log data that covers the full reporting period.



# 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	No. of Days.1	Comment
Electricity	2	Woolwich	Invoice	Mixed (actual & est)	01-10-2021	31-10-2021	31	01-10-2021	30-11-2021	61	The invoice covering the month of October has been extrapolated to cover the month of November (the end of the reporting period).
Electricity	2	Woolwich	Invoice	Mixed (actual & est)	01-10-2021	31-10-2021	31	01-10-2021	30-11-2021	61	The invoice covering the month of October has been extrapolated to cover the month of November (the end of the reporting period).
Electricity	2	Manchester	Invoice	Mixed (actual & est)	01-10-2021	31-10-2021	31	01-10-2021	30-11-2021	61	The invoice covering the month of October has been extrapolated to cover the month of November (the end of the reporting period).
Electricity	2	Swindon	Invoice	Mixed (actual & est)	01-10-2021	31-10-2021	31	01-10-2021	30-11-2021	61	The invoice covering the month of October has been extrapolated to cover the month of November (the end of the reporting period).



# About this report – Caveats – Adjusted Data (ii).

**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	No. of Days.1	Comment
Electricity	2	Glasgow	Invoice	Mixed (actual & est)	01-10-2021	31-10-2021	31	01-10-2021	30-11-2021	61	The invoice covering the month of October has been extrapolated to cover the month of November (the end of the reporting period).
Gas	1	Manchester	Invoice	Mixed (actual & est)	31-07-2021	31-10-2021	93	31-07-2021	30-11-2021	123	The invoice covering the period 31/07/2021 to 31/10/2021 has been extrapolated to cover the month of November (the end of the reporting period).
Gas	1	Swindon	Invoice	Mixed (actual & est)	31-05-2021	31-08-2021	93	31-05-2021	30-11-2021	184	The invoice covering the period 31/05/2021 to 31/08/2021 has been extrapolated to cover the end of the reporting period.
Water Supply	3	Woolwich	Invoice	Mixed (actual & est)	01-04-2020	31-03-2021	365	01-12-2020	31-03-2021	121	The invoice covering the period 01/04/2020 to 31/03/2021 has been interpolated to cover the start of the reporting period.



## About this report – Caveats – Adjusted Data (iii).

**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	No. of Days.1	Comment
Water Supply	3	Woolwich	Invoice	Mixed (actual & est)	01-04-2021	01-10-2021	184	01-04-2021	30-11-2021	244	The invoice covering the period 01/04/2021 to 01/10/2021 has been extrapolated to cover the end of the reporting period.
Water Supply	3	Manchester	Invoice	Mixed (actual & est)	27-08-2020	14-12-2020	110	01-12-2020	14-12-2020	14	The invoice covering the period 27/08/2020 to 14/12/2020 has been interpolated to cover the start of the reporting period.
Water Supply	3	Manchester	Invoice	Mixed (actual & est)	09-06-2021	28-08-2021	81	09-06-2021	30-11-2021	175	The invoice covering the period 09/06/2021 to 28/08/2021 has been extrapolated to cover the end of the reporting period.
Water Supply	3	Swindon	Invoice	Mixed (actual & est)	01-04-2020	31-03-2021	365	01-12-2020	31-03-2021	121	The invoice covering the period 01/04/2020 to 31/03/2021 has been interpolated to cover the start of the reporting period.



# About this report – Caveats – Adjusted Data (iv).

**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	No. of Days.1	Comment
Water Supply	3	Swindon	Invoice	Mixed (actual & est)	01-04-2021	01-10-2021	184	01-04-2021	30-11-2021	244	The invoice covering the period 01/04/2021 to 01/10/2021 has been extrapolated to cover the end of the reporting period.
Water Supply	3	Glasgow	Invoice	Mixed (actual & est)	24-11-2021	23-12-2021	30	24-11-2021	30-11-2021	7	The invoice covering the period 24/11/2020 to 23/12/2021 has been interpolated to cover the end of the reporting period.
Water Treatment	3	Woolwich	Invoice	Mixed (actual & est)	01-04-2020	31-03-2021	365	01-12-2020	31-03-2021	121	The invoice covering the period 01/04/2020 to 31/03/2021 has been interpolated to cover the start of the reporting period.
Water Treatment	3	Woolwich	Invoice	Mixed (actual & est)	01-04-2021	01-10-2021	184	01-04-2021	30-11-2021	244	The invoice covering the period 01/04/2021 to 01/10/2021 has been extrapolated to cover the end of the reporting period.





# About this report – Caveats – Adjusted Data (v).

**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	No. of Days.1	Comment
Water Treatment	3	Manchester	Invoice	Mixed (actual & est)	27-08-2020	14-12-2020	110	01-12-2020	14-12-2020	14	The invoice covering the period 27/08/2020 to 14/12/2020 has been interpolated to cover the start of the reporting period.
Water Treatment	3	Manchester	Invoice	Mixed (actual & est)	09-06-2021	28-08-2021	81	09-06-2021	30-11-2021	175	The invoice covering the period 09/06/2021 to 28/08/2021 has been extrapolated to cover the end of the reporting period.
Water Treatment	3	Swindon	Invoice	Mixed (actual & est)	01-04-2020	31-03-2021	365	01-12-2020	31-03-2021	121	The invoice covering the period 01/04/2020 to 31/03/2021 has been interpolated to cover the start of the reporting period.
Water Treatment	3	Swindon	Invoice	Mixed (actual & est)	01-04-2021	01-10-2021	184	01-04-2021	30-11-2021	244	The invoice covering the period 01/04/2021 to 01/10/2021 has been extrapolated to cover the end of the reporting period.
Water Treatment	3	Glasgow	Invoice	Mixed (actual & est)	24-11-2021	23-12-2021	30	24-11-2021	30-11-2021	7	The invoice covering the period 24/11/2020 to 23/12/2021 has been interpolated to cover the end of the reporting period.



## About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT10	Planet Mark data submission document	Actual	Email dated 14/04/22 confirms that Mayflower were unable to provide evidence of the apprenticeship weeks being completed. Mayflower's data submission document states that two weeks were completed.	UK operations
People	NT21	Training materials, policy documentation & HR document	Actual	Planet Mark data submission document confirms the number of hours that these sessions ran for (4.6 hours). HR document confirms the number of attendees (4).	UK operations
People	NT22	Supplier policy documentation	Actual	None	UK operations
People	NT41	HR document	Actual	None	UK operations
Donations	NT28	Donation receipts	Actual	The Just Giving portion of the donations (£2,642) has been excluded as it is unclear whether Mayflower directly contributed to the payments which were made. In this case, these donations would form part of the donor's Social Value, rather than the company's.	UK operations
Community and volunteering	NT29	Planet Mark data submission document	Estimated	Planet Mark data submission document gives an estimate of the number of staff volunteering hours.	UK operations
Environmental	NT31	Emissions report	Actual	None	UK operations
Environmental	NT44	Planet Mark programme	Actual	Mayflower have pledged to become Net Zero by 2030 as part of their work with Planet Mark.	UK operations
Environmental	NT45	Planet Mark programme	Actual	Certification achieved as part of the Mayflower's work with Planet Mark.	UK operations



## About this report – Caveats – Social Value (ii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
Environmental	NT48	Various documents	Actual	None	UK operations
People	TPM1	Email confirmation	Actual	Email dated 14/04/22 confirms that this measure was calculated on the basis of 7 staff working from home part time, who would have each averaged an hour of commuting per day.	UK operations
Environmental	TPM2	Planet Mark programme	Actual	Measured achieved as part of the Mayflower's work with Planet Mark.	UK operations
Environmental	NT53	Email confirmation	Estimated	Email dated 02/03/22 confirms the number of staff hours invested, along with other initial investment costs.	UK operations
People	C19-1	HR system extract	Actual	HR system extract confirms that 10 out of 133 employees were made redundant during the reporting period.	UK operations
People	C19-3	HR system extract	Actual	HR system extract confirms that all but two staff were put on furlough at some point during the reporting period.	UK operations
Procurement	C19-4	HR email confirmation	Actual	None	UK operations
Procurement	C19-6	Finance extract	Actual	None	UK operations



## About this report – Caveats – Social Value (iii).

Theme	Ref	Data source	Data Accuracy		Comments	Organisational boundary
People	C19-7	HR email confirmation	Actual	None		UK operations
People	C19-8	HR confirmation	Estimated		Email dated 14/04/22 confirms that the submitted figure is an estimate based on the Mayflower's 'open door policy'. This accounts for weekly catch-up meetings where support for mental health and wellbeing is devoted if need be.	UK operations
People	C19-14	Covid 19 policy documentation	Actual	None		UK operations
Environmental	C19-18	HR email confirmation	Estimated		Estimate submitted in the Planet Mark data submission document	UK operations
People	C19-20	Finance extract	Actual		Finance extract provides a breakdown of investment costs.	UK operations



# About this report.

## Data Quality – Social Value.

### Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Code of Practice and provides an indication of data assurance when using information in this report in your business.

01 January 2021 - 31 December 2021		Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business for studied period.
Data completeness	3	12 months of data provided and all Social Value measures within the boundary accounted for, no disclosure of exclusions.
Transparency	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
Data accuracy	3	Efforts made to reduce uncertainties. Actual data provided where possible. Some estimations/sampling.
Total score	12 out of 16	

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

- To provide more detailed evidence for each measure, including an accurate breakdown of costs where applicable.
- To report on more measures.



# Recommendations.

APPENDIX





# 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

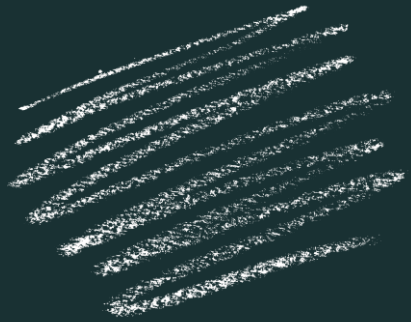
**Buy paper from sustainable forests** or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

**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 [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.

# A BRIGHTER future.





# THANK YOU

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