



ESG REPORT

CLC FACILITIES

**Premier Provider of Facilities &
Estate Management Services**



CLC FACILITIES LTD

ESG AND EMISSIONS
REPORTING YEAR 2023

MANAGEMENT GREETING



CLC Facilities Ltd has been operating in the Maintenance sector since 2002. The Company has seen steady growth whilst maintaining and forging strong relationships with its clients.

We specialise in Total Engineering Solutions (TES) with our in-house specialist engineering team, we also provide planned preventative maintenance contracts including static & responsive maintenance and 24hr call out services.

Our emphasis is upon operational excellence, which includes a strong focus on our Environmental, Social and Governance. This has enabled us to achieve recognised industry standards which reflect our ethos and core values.

The vision of our board is to collaboratively address the challenges of the climate crisis and to centre sustainability as a 'must have'.

Whilst we are not at the scale of a large maintenance companies, we are aligning to the EU Legislation; 'The Corporate

Sustainability Reporting Directive' (CSRD) and are beginning to build our ESG report.

We aim to be certified Carbon Neutral, and for this to be validated according to the prestigious BSi PAS2060 standard. Such a certification will further demonstrate our commitment to the principles of ESG and our social duty to strive to demonstrate that we are a good corporate citizen.

To assist us on our sustainability journey, we have secured the consultancy services of ESG PRO Limited who work with clients globally.

Our passion for innovation, has ensured that CLC Facilities Ltd have become recognised across the UK, with a reputation that continues to grow for delivering a complete spectrum of building services, with expertise in Mechanical & Electrical, Building Management Systems, Refurbishments & Construction.

Our highly qualified team of contracts managers and engineers are equipped to



*Make sustainability profitable: be good for business,
people and planet! It's a winning formula.*

undertake works from basic maintenance checks to large scale installations. The Directors are experienced and qualified professionals with excellent track records in the Hard Services FM arena, support services industry and play an active part in the daily operation of the company.

This considerable knowledge and expertise in the M&E service field has laid the foundation for a professional and highly efficient company which prides itself in its reputation for supplying consistently high quality services to meet our client's expectations.

Luke Butler
Managing Director



WORKFORCE STATEMENT

At our company, we believe in creating an inclusive and diverse workplace where everyone feels valued and supported. We understand that diversity brings unique perspectives and skills to the table, and that includes people with disabilities.

We are committed to providing equal opportunities and removing barriers to employment for individuals with disabilities. This means that all our recruitment processes are designed to be accessible, and we make reasonable accommodations to support our employees with disabilities in the workplace.

We also provide ongoing support to our employees with disabilities to help them reach their full potential and achieve their career goals. This may include training, mentorship programs, and tailored development opportunities.

We believe that a supportive workplace culture is key to empowering employees with disabilities, and we strive to create a culture where everyone feels valued, respected, and included. This includes encouraging open and honest conversations about disabilities, breaking down stigma and stereotypes, and promoting accessibility and inclusion in all aspects of our workplace.

In addition to supporting our employees, we also aim to be a leader in promoting disability inclusion in our industry and wider community. This may include participating in initiatives, hosting events, and collaborating with disability advocacy organizations.

We are proud to have a diverse workforce that includes people with disabilities and believe that this diversity makes us a stronger, more innovative and successful company. We are committed to continuing to create a culture of inclusion and to supporting our employees with disabilities every step of the way.



USING OUR ESG REPORT RECOGNISED FRAMEWORKS

ESG reports explore the three topics of Environment, Social, and Governance as they relate to any specific organisation. We endorse this approach because it enables both our customers and our supply chain to understand the ethics and integrity of our enterprise, and our openness and transparency.

Our ESG report has been completed in based upon the guidance issued by the Global Reporting Institute.

This global framework provide assurance that our performance as a 'corporate citizen', and the statements we make are substantiated with evidence.

We detail the 'Material Topics' which we report upon, and how we sought both the opinions and priorities of our stakeholders, who include our employees, customers, and business partners.

Our reporting is offers genuine insight into our business. Our methodology as to how our ESG rating and grade have been established is detailed within this report, and more information is available for those interested.

Your attention is drawn to our Action Plan. This is our statement as to how Advanced UK

works to a policy of continuous improvement. This highlights how ESG is not a single review, but how it drives reporting organisations to strive for ever better results.

As this is our inaugural (benchmark) report there is still work to be done over the course of the year.

You are encouraged to contact us if you have any questions.

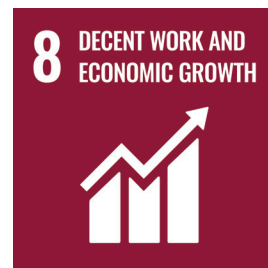
ALIGNING TO THE U.N. SDG

HOW WE CAN MAKE A DIFFERENCE

During the course of our sustainability journey, the Executive at CLC Facilities Ltd. has recognised how the way in which we conduct our business, and the very work we do, contributes to the seventeen declared Sustainable Development Goals of the United Nations.

While our impact is small, the cumulative effect of all businesses, regardless of their size, has the ability to deliver profound positive change upon the environment and society.

Having commenced our sustainability journey, we intend to seek opportunities to enhance our reporting diligence so as to fully demonstrate that CLC Facilities Ltd. is a good corporate citizen.



ESG REPORT

INTRODUCTION

AUDITED AND VERIFIED

We are proud to present our inaugural sustainability report. This report features activities and progress in our environmental, social, and governance (ESG) strategies for the current reporting period.

This is our benchmark report which necessitates that certain data was not available for us to report upon. All data has been audited and verified by our external assurance consulting partner, ESG PRO Limited. The work of ESG PRO itself is subject to further auditing by the ratings agency.

We have prepared this report based upon the guidance of the GRI standards, utilising the SME Framework. It discloses the nature of CLC Facilities Ltd. as an organisation, and progresses through our most relevant material topics, economic, environmental, and social impacts, and the ways in which we manage them.

We selected the non-financial topics based on a materiality assessment conducted in conjunction with our external sustainability advisors, as well as through our own research and experience.

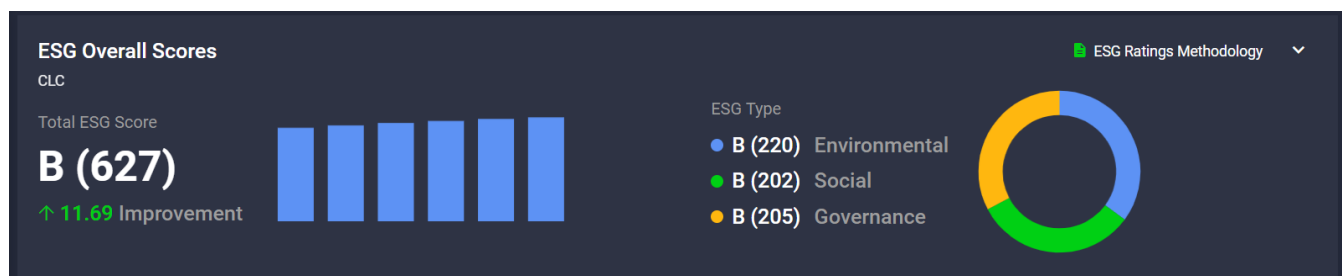
Because of our audited ESG rating, and audited carbon data, this version of our report does not detail all data.

CLC FACILITIES LTD.

ESG RATING

RATING AWARDED **B**

COMBINED SCORE OF **627**



On 30 January 2023, CLC Facilities Ltd. was assessed to the strict reporting criteria of the SME ESG Framework and achieved combined score of 627 according to the EnHelix methodology.

A “B” score indicates good relative ESG performance and an above-average degree of transparency in reporting material ESG data publicly and privately.

Scores are derived from the global EnHelix platform which provides the most timely and comprehensive ESG risk reporting by U.N. Sustainability Development Goals and Sustainability Accounting Standard Board metrics across all industries.



MATERIALITY

METHODOLOGY

A DUAL MATERIALITY APPROACH

As this is our first sustainability report, we undertook our inaugural materiality and prioritisation assessment to identify key non-financial topics important to both our business and stakeholders.

We conducted our assessment in three stages:

1. Research and landscape assessment

We focussed especially as to how ESG affects UK SMEs. We used an external ESG advisory service to help us to complete our materiality assessment. Our ESG reporting methodology enabled us to understand the range of sustainability issues on which SMEs and small Enterprise firms currently report. We supported the results with an assessment of global economic and ESG trends and standards.

2. Stakeholder mapping and engagement

We surveyed stakeholder opinions and priorities. We defined our stakeholder universe and engagement, conducting several internal and external interviews with our stakeholders to gather feedback on key ESG topics.

3. Topic analysis and prioritisation

Our emphasis was upon putting the interests of our stakeholders first. We prioritised our ESG topics by applying the GRI approach to materiality. We added topics we consider important for reflecting our economic, environmental and social impacts, as well as those which might influence our stakeholders.

Our final selection of Material Topics emphasises corporate governance because well-treated people can contribute more to society.

MATERIALITY

TOPICS

SETTING MEANINGFUL GOALS

Based on our Materiality Assessment, we initiated our ESG reporting based on the SME Framework, which will lead us into reporting on the core material topics list below. We have placed additional emphasis on Energy by disclosing our Scope 1, 2, 3 emissions.

1. GRI 1, Foundation
2. GRI 2, General disclosures
3. GRI 3, Material topics
4. GRI 205, Anti-corruption
5. GRI 302, Energy
6. GRI 306, Waste Management
7. GRI 401, Employment
8. GRI 402, Labour Relations
9. GRI 403, Occupational Health and Safety
10. GRI 404, Training and Education
11. GRI 406, Non-discrimination
12. GRI 418, Customer Privacy




ESG RATINGS

METHODOLOGY


THE RATINGS SCIENCE

ESG PRO understand the crucial need for analytics and the significance of precise, error-free ESG (Environmental, Social, and Governance) data. As a pioneer in ESG data sector, we help transition our clients to a future of sustainability and positive ESG outlook. We provide the foundational basis needed, such as ESG solutions, analytics, and world-class data that can be used to make informed and accurate decisions regarding investing.

Our ratings are used by such notable organisations as The World Bank, Morgan Stanley, Saudi Aramco, Daimler, and countless other brands.



ESG scores are designed based on company stored data that aids in measuring the organization's relative ESG performance, efficiency, and dedication, without bias. Ten main KPIs can be measured: human rights, biodiversity, climate change, human capital and governance, and many more. With ratings of more than 100,000 companies worldwide, as of 2021, the scores are available in both percentage and letter grades that start from D and end at AAA.



This type of scoring is like credit ranking scoring, and it is easily understood. Their criterion is made in comparison by accommodating all environmental and social categories of U.N. SDG standards. The result is reflective and inclusive of all governance categories.

Focus on relative performance

The ESG scores are cognizant of transparency bias and depend on derived data covering almost all material industry metrics. The relative performance of the company's sector regarding the social and environment are compared with their home country.

It follows from the above that the two factors that help determine the score are based on the specific industry and country to which scores are made. ESG does not explain the idea of "good." Instead, it uses the data to evaluate the relative performance of the respective company, whether they were able to meet the defined criteria

The methodology takes a principled approach by using various calculations, but also specific rules as outlined below. This methodological approach allows for a degree of flexibility without any compromise on our high standards outlined below:



1. Different weightings have been added for each ESG magnitude (materiality). We assigned values from 1 to 1000 for every industry as the impact of these factors varies according to the industry.
2. Transparency stimulation - we report relevant company data alongside an applied weighting score. Thereby they do not account for insignificant or “immaterial” data points, having no effect on the overall score, but rather focus on “high material” data points that can resentfully impact a company’s score.
3. ESG controversies overlay - We identify company KPIs and run through their current progress to verify their statements and emphasize the effect of crucial controversies on scoring. We consider that more prominent companies often benefit from greater market bias, and we have initiated severity weights. These weights use the size of the company to tune the controversy scores accordingly.
4. To allow for comparative interpretation with various groups of information, we use country and industry benchmarks at the data point scoring level.
5. We use the Percentile Rank Scoring approach to remove hidden layers of various calculate, allowing us to produce easily understandable letter grades and a scoring scale from zero to 1000.

ESG score

ESG scores are a holistic account of a company’s ESG performance. The ESG performance is based on two main factors: the ESG pillars and controversy overlay from media sources. Media sources are considered, in particular, to undermine ESG performance score because of local negative press. On the other hand, significant material ESG controversies are included to balance and included in the overall ESG score.

When there are ESG controversies of any company, the score is calculated by taking the average overall ESG score and the company’s score during the financial year. The ESG score remains the same when a company is not involved in any ESG controversies.

ESG controversies category

ESG controversy topics are based on key measures. The company’s overall grading and score are negatively affected if the company is involved in a scandal.

This adverse event may impact grading and scores for upcoming years as the scandal progresses. For example, fines, disputes, ongoing legislation, or lawsuits. As the scandal progresses, each media material is noted. As companies involved in such cases attract more media attention than smaller cap industries, the score is normalized based on the market cap bias from which large-cap companies suffer.

SME FRAMEWORK REPORT

CLC FACILITIES LIMITED

Define the reporting period:

01/07/2021 - 30/06/2022

Provide information on the significant fines and non-monetary value of non-compliance with laws and regulations:

The company paid £0 - no penalties incurred during reporting period as fines for non-compliance with government regulations.

Provide the company's values, principles, standards, norms of behaviour, vision, mission, or code of conduct:

CLC Facilities Ltd. has always operated with a strict belief in the core principles of honesty, decency and commitment. This is reflected in our tag line Vision, Commitment, Harmony. We endeavour to have all employees of the company adhere to them wherever is humanly possible and within all works which we undertake.

Does your Company have any confirmed cases of corruption and bribery during the reporting period?

The Company has no cases of corruption and bribery during the reporting period.

Provide examples of implemented corporate social responsibility programs for community members.

None.

Provide a description of any occupational health and safety (OH&S) training provided to workers, including generic training as well as training on specific work-related hazards, hazardous activities, or hazardous situations.

New Employee Induction Training - Includes workplace orientation, Desk DEC audit, H&S induction and introduction to responsible people.



All new employees are required to undertake the new starter basic e-learning program which covers - Manual Handling, Fire safety, Cyber security and workplace hazard identification exam.

Provide the following information: (1) Total number of fatalities as a result of work-related injury, (2) Total number of recordable work-related injury, and (3) Main types of work-related injury.

1 - 0

2 - 0

3 - N/A

Provide the following information: (1) Total number of fatalities as a result of work-related ill health, (2) Total number of cases of recordable work-related ill health, and (3) Main types of work-related ill health.

1 - 0

2 - 0

3 - N/A

Do you consider environmental criteria in the development of new products and/or services?

Yes.

What percent of your products or services provide resource efficiency benefits during their use phase to your customers and suppliers?

About 80% of the company's products or services provide resource efficiency benefits during their use phase to its customers and suppliers.

Please state your assumptions and methodology for the answer provided in question above?

In line with our Environmental and Sustainability Programmes in all case where new products or services are to be used only newer more efficient items are implemented. Due to the nature of our works, there are approximately 20% of occasions where direct replacements may be needed to ensure continued service of critical infrastructure. In the instances where time does not allow for complete research or discussion, direct or older style replacements may be used. All our suppliers are reviewed for their own sustainability policies and as such their product lines are continually becoming more sustainable. We regularly hold a meeting with these suppliers to discuss new and improved product and service lines.

Do you have commitment to reduce or phase-out hazardous substances in your products or in providing services?

CLC Facilities Ltd. has not yet implemented a programme to phase-out hazardous substances in our products or services, but the Company intends to design such a programme during 2023.

Do you provide product or service environmental declarations or other types of eco-labelling to customers?

No.

Provide the total number of new employee hires and employee turnover:

5 new employees, 2 leavers.

Provide the list of benefits provided to employees:

Pension;

Parental Leave.

Provide the following information: (1) Total number of employees that were entitled to parental leave, (2) Total number of employees that took parental leave, (3) Total number of employees that returned to work in the reporting period after the parental leave, (4) Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work, and (5) Return to work and retention rates of employees that took parental leave.

1) 47

2) 0

3) N/A

4) N/A

5) N/A

Note, that as part of the Staff Handbook, the company outlines it's various leave obligations.

Provide the average hours of training per year per employee:

4 hours.

Provide the programs for upgrading employee skills and transition assistance programs for retiring or terminated employees:

Our employee skills upgrade program is designed to provide our workforce with the latest tools and techniques required to excel in their respective roles. The program includes a combination of classroom training, online courses, coaching, and on-the-job learning opportunities. Through this program, we aim to enhance employee skills, increase job satisfaction, and promote career growth. Our program is tailored to the needs of each employee, ensuring that they receive training that is relevant and effective. We are committed to investing in our employees, and this program is one of the many ways in which we demonstrate that commitment.

Provide the revenue generated for the fiscal year (in local currency)

£4,878,453.00



Provide the operating costs incurred for the fiscal year (in local currency)

£907,783.00

Provide information on the amount allocated for community investments (in local currency)

£0

Provide information on the total monetary value of financial assistance received from the government (i.e. tax reliefs, subsidies) (in local currency)

£6,000.00

Provide the company's total amount of fuel purchased, stating the fuel types, for this reporting period.

Diesel - £121,149.00

Provide the monthly average of the organisation's use of Gas and Electric for the past 12 months

Not available, we are in serviced offices and not sub metered.

Provide the energy performance certificate (EPC) rating of the office building, and square footage of the building. If it is a shared office space, also provide the square footage of the office space used by your organisation.

EPC Rating D - 91. Used Space 3358sq ft (312 m2)

Provide total electricity consumption for the fiscal year:

Not available, landlord rental is inclusive of electricity, we are not sub metered.

Is there a reduction in electricity consumption from the previous period because of eco-efficient initiatives?

No

Provide the number of suppliers engaged by the organisation.

143

Provide the geographic location of the suppliers.

All suppliers are based in southern UK.

Provide an estimated monetary value of payments to suppliers for the fiscal year (in local currency)

£ 2,423,567.41

Provide the total water withdrawn from all areas in megaliters

We are not provided this information by our landlord as our supply is not sub metered. A calculation based on office usage by appliance or outlet would suggest a usage of 0.025ML

Provide the total water discharge to all areas in megaliters

Landlord does not provide this data, but calculation based on toilet and basin use would be 0.023ML.

Provide the total water consumption from all areas in megaliters

0.002ML

OUR ESG ACTION PLAN CONTINUOUS IMPROVEMENT

Based on our Materiality Assessment, we have initiated our ESG reporting on the following core material topics, with particular additional emphasis upon our Scope 1, 2, 3 emissions. Our immediate goals for 2023 include:

1. Improving carbon reporting data by implementing measures to improve our tracking of emissions across all Scope 3 categories, and working towards conformance with BSi PAS2060:2014 (Carbon Neutrality).
2. As noted by both the organisation and our stakeholders, good governance is a priority. To this end, we will place considerable emphasis upon enhancing our policies and procedures across all material topics on which we have reported.
3. We will progress our reporting on current and additional material topics. This ESG report represents our baseline, and the company is committed to completing all outstanding questions on the material topics listed, while adding reporting on the significant topics of Energy, Waste, and Water.
4. Create an ESG/Sustainability Steering Group

OUR ANNUAL CARBON REPORT

OUR INAUGURAL STATEMENT

At CLC Facilities Ltd., we believe that at the heart of transformation is human relationships. That's why we put our partnership with our Clients at the centre of our approach. Close collaboration, constant communication and quick adaptation ensure that we creatively pivot to your rapidly changing business context and priorities.

We are champions of diversity and inclusion, and continually demonstrate our support for a wide range of social initiatives.

Environment, social and governmental issues are at the heart of our business. Of these, demonstrating our commitment to Net Zero is a priority.

This, our inaugural Annual Carbon Report, provides a truly comprehensive account of our carbon footprint arising from our operations in the head office in Loughton, as well as emissions from our fleet used to get to the locations where operations are performed.

The report covers the reporting period 1st July 2021 to 30th June 2022. As this is our first report, it will serve as our baseline for all future reporting cycles.

The report considers the outbreak of the Covid-19 pandemic, which unfolded at the beginning of 2020 and brought about major changes in our day-to-day operations and environmental performance.

The carbon footprint calculations are based on an extensive review of internal and external documentation and activity data, as well as exchanges with external data providers. The report is prepared in accordance with the International Greenhouse Gas Protocol – a Corporate Accounting and Reporting Standard.

This report has been prepared by a firm of independent consultants who have audited the data.

CLC Facilities Ltd. is committed to producing a carbon footprint report on an annual basis to monitor its progress in decreasing its carbon footprint. In the spirit of transparency, the report is made available to the public.

OUR ANNUAL CARBON REPORT

OUR INAUGURAL STATEMENT

For the reporting period 1 July 2021 to 30 June 2022, the emissions at CLC Facilities Limited are set forth in the table below.

Total GHG Emissions	236.67 tCO ₂ e
Carbon Intensity per Employee	4.93 tCO ₂ e
Carbon Intensity by £100K Turnover	4.85 tCO ₂ e

Baseline year emissions: Carbon emission for Baseline Year 2021/22 are as follows	
EMISSIONS	TOTAL (tCO₂e)
Scope 1 CLC Facilities Ltd. operates a fleet of 29 vehicles, 5 of which are electric, and 24 are diesel.	206.62
Scope 2 Includes the rented office space in a shared building facility with an EPC Rating of 91 - D.	16.96
Scope 3 Emissions measured include: Category 6: Business travel Category 7: Employee commuting	13.09
Total Emissions	236.67



Notes and references

1. https://www.anthesisgroup.com/wp-content/uploads/2021/02/Anthesis_-Remote-Worker-Emissions-Methodology_Feb-2021.pdf
2. <https://www.statista.com/statistics/1211708/liters-per-day-per-person-water-usage-united-kingdom-uk/>
3. <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>
4. It was assumed for this reporting period that staff were commuting by train unless stipulated otherwise in the survey results.
5. <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>

CARBON REPORT

METHODOLOGY

THE INTERNATIONAL GHG PROTOCOL

CLC Facilities Ltd. reports its GHG emissions in strict accordance with the International Greenhouse Gas Protocol, per the Corporate Accounting and Reporting Standard 5, revised edition.

The International GHG Protocol was developed through a partnership between the World Resources Institute and the World Business Council for Sustainable Development and is the most widely recognised international standard in the accounting, reporting, and quantifying of GHG emissions.

The data used to evaluate the impact of the activities of CLC Facilities Ltd. is updated annually to reflect changes in staff numbers, office space, internal activities, as well as best practices and standards. Maintaining and assessing this information is crucial to identifying and planning relevant measures in line with the the Company's environmental priorities.

Emission calculations in relation to teleworking were calculated based on survey responses, and national statistical assumptions for those whom the data could not be supplied or was unreliable.

Where assumptions were made in relation to teleworking activities, the methodology was as follows:

Teleworking-related heating and electricity emissions were estimated based on the methodology and assumptions set out by Anthesis Group in their 2021 Remote Worker Emissions Methodology white paper.

Teleworking-related water and waste emissions were estimated through publicly available data points and assumptions from official statistics. In addition, emission factors for the UK were leveraged where appropriate in order to achieve more precise estimations³.

The reporting period covers 1 July 2021 to 30 June 2022. There is no base year for comparison as this is the first time CLC Facilities Ltd. has reported. The figures within this report will serve to become the baseline for further reports.



CARBON REPORT

SCOPE

SETTING THE BOUNDARIES

According to the International GHG Protocol, the first step in a carbon footprint assessment is for an organisation to select one of two approaches for consolidating GHG emissions, by defining the organisational boundaries for reporting purposes. Given that organisations can be set up as various legal entities, they can exercise different types and degrees of control over their operations.

CLC Facilities Ltd. is one legal entity and has no subsidiaries. The boundary was therefore limited to the Head Office and the 48 PAYE employees of the organisation.

According to the International GHG Protocol, the second step consists of setting up operational boundaries to distinguish between direct and indirect emissions. Direct emissions are defined as emissions originating from sources owned or controlled by the reporting entity. Indirect emissions are generated as a consequence of the reporting entities' activities but originate from sources owned or controlled by another entity.

The direct and indirect emissions are split into three scopes:

1. Scope 1: All direct GHG emissions from sources that are owned or controlled by the reporting entities;
2. Scope 2: Indirect GHG emissions from the purchase of electricity, heat, steam, or cooling; and
3. Scope 3: Other indirect emissions.

The International GHG Protocol requires entities to report a minimum of Scope 1 and 2 emissions, while reporting on Scope 3 emissions is optional. After a mapping exercise, CLC Facilities Ltd. decided to include the following activities under their carbon footprint:

1. Scope 1: Leased office space;
2. Scope 2: Electricity and gas purchased for office use (home or formal premises);
3. Scope 3: Business travel, employee commuting, waste generated in operations, upstream transportation and distribution, downstream transportation and distribution, and water consumption.



In light of the teleworking environment, and in line with the above definition of Scope 3 elements, CLC Facilities Ltd. calculated teleworking emissions through a survey approach, supplementing data received with national averages as required.

It is important to note that during this period waste has not been tracked as CLC Facilities Ltd. produces only a negligible amount and this is disposed of in the communal office recycling bins provided by the office supplier.

The home office emissions were calculated by considering the percentage of office space within the house, and this percentage being applied to the annual average of utility bills provided by the employees. There are action plans now in place to more accurately track data around waste and utilities for consecutive reporting periods.

Data collection and calculation

To estimate GHG emissions, organisations need to collect data that quantifies activities resulting in GHG emissions. Such activity data can, for instance, include kilowatt-hours of electricity consumed or kilometres travelled by staff.

For most of the report, CLC Facilities Ltd. uses primary activity data, interpreting it in light of documented evidence, such as energy or heating invoices. However, distance travelled by staff commuting to work and resulting emissions are estimated based on several underlying assumptions, such as the type of transportation.

Business travel relied on documented evidence in the form of business expense receipts. This information helps to determine which emission factor to apply to convert the activity data into GHG emissions. The emissions were calculated with reliance on the conversion factors released by the UK Government in 2021.

CLC Facilities Ltd. estimated the teleworking-related emissions for electricity and heating by following the methodology developed by the Anthesis Teleworking Emissions white paper.

For emissions related to water consumed and waste produced from teleworking, CLC Facilities Ltd. used national statistics to substantiate the underlying assumptions of the calculations.

Building-related emissions

The office space consists of a rented shared WeWork building. The office space is 89m² and has an EPC rating 'B'. The building's emission rate was estimated to be 23.36 KG CO₂/m².

Although our data collected determined how often employees were commuting to the office premises, we are unable to know which days employees travelled. This means we made the assumption that the office was in use by at least one person every day.

We were unable to determine how the gas and electric was being used, and so chose not to specifically identify emissions for a 'heating' category.

OUR CARBON REDUCTION PLAN

CONTINUOUS IMPROVEMENT

To enhance the accuracy of future reports, and to demonstrate continuous improvement in our program of carbon reduction, we will apply the following:

1. Confirm office space of employee homes and calculate the percentage of their utilities to determine a more accurate calculation for scope 3 teleworking. (completed)
2. Arrange for paper waste collection and destruction through a service provider to ensure all waste is collected and recycled by all employees – and that accurate data is tracked.
3. Have set office days so that the office is not in use at least half of each week.
4. Ensure printers used are EPEAT and Energy Star Certified.
5. Put in place a reforestation programme for paper printed.
6. Ensure home office spaces use LED lighting.
7. Reduce unnecessary emails/CC/BCC and relying more on a shared drive (based on the statistic that each recipient represents circa 2g of CO₂).
8. Use FSC certified paper.
9. Purchase carbon offsets.
10. To track the number of in-office recycling and general wastage bins emptied into the communal disposal sites.

AUDITOR'S STATEMENT

ESG PRO LIMITED

The matters raised in this report are only those which came to our attention during the course of our review and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made.

Recommendations for improvements should be assessed by you for their full impact before they are implemented.

This report, or our work, should not be taken as a substitute for management's responsibilities for the application of sound commercial practices. We emphasise that the responsibility for a sound system of internal controls rests with management and our work should not be relied upon to identify all strengths and weaknesses that may exist. Neither should our work be relied upon to identify all circumstances of fraud and irregularity should there be any.

This report is supplied on the understanding that it is solely for the use of the persons to whom it is addressed and for the purposes set out herein. Our work has been undertaken solely to prepare this report and state those matters that we have agreed.

To the fullest extent permitted by law, ESG PRO Limited will accept no responsibility or liability in respect of this report to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by any person's reliance on representations in this report.

We have no responsibility to update this report for events and circumstances occurring after the date of this report.

ESG PRO Limited is a limited liability company registered in England and Wales no. 10218501, of the registered address Shrawley House, Shrawley, Worcestershire, WR6 6TG, United Kingdom.

AUDITOR'S PROFILE

ESG PRO LIMITED

ESG PRO Limited is an independent firm of sustainability consultants. We focus on carbon accounting, ESG, and TCFD reporting, in addition to other related services including CSR accreditation.

Founded in 2016, and backed by our sister company Euro BPO Limited, we capitalise on Euro BPO's pool of 450 full-time employees to service clients globally.

Geographically, our clients range from the USA, Caribbean, Mediterranean, the Middle East, and SE Asia, including Hong Kong and Singapore.

Our channel partners include Bentley Systems, Advanced UK, BSD, and a global Top 10 accounting corporation.

Our ESG sustainability reporting supports all major ESG frameworks, including: GRI, SASB, TCFD, Stock Exchanges (all EMEA, and Americas), IIRC, NFRD, SFDR, and CDP.

We conduct specialist carbon accounting for clients to meet or exceed the requirements of the UK government PPN06/21, the SECR (Streamlined Energy and Carbon Reporting). We also certify clients to BSi PAS2060:2014 for carbon neutrality.

Our auditing services extend across the entire spectrum of sustainability using two independent solutions platforms enhanced by our own integrations and intellectual property. Together, our approach leverages the benefits of Artificial Intelligence, and the security of blockchain to create an immutable audit trail.

Our Enterprise ESG reporting platform is relied upon by The World Bank, Morgan Stanley, the Omani national oil corporation OP, Adidas, and many other prestigious brands.

For more information, please visit www.esgpro.co.uk



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