

# **Concept Management Consultant Carbon Footprint Report 2024**

Greenhouse gas emissions result from Concept Management internal operations.

## ➤ About this Report

This report provides a detailed and comprehensive breakdown of Concept Management (CM) greenhouse gas emissions arising in 2023 from Concept Management Consulting operations in Bolton, United Kingdom. It also provides a comparative analysis of performance in relation to data from the previous two years, (scope 1, scope 2 part & scope 3 part) from January 2022 to December 2023.

## ➤ Concept Management

Market leaders in computer disposals, IT recycling and secure data destruction. Concept Management provides free of charge WEEE Compliant computer disposals, IT asset disposal and secure onsite data destruction, for both Corporate and Public Sector.

## ➤ Concept Management's Environmental Policy

Concept Management Consulting Ltd recognises its responsibilities for the wider environment and to the local community. It is committed to comply with all relevant environmental legislation as a minimum performance, and to continually improve environmental performance through appropriate initiatives, controls, provision of resources and training of employees. The aim is to minimize adverse impacts on the environment of activities, products and services within the equipment and data cleansing/destruction services industry and within the context that Concept Management Consulting Ltd operates. An Environmental Management System (EMS) has been established that complies with the International Standard ISO 14001. This integrates environmental understanding and control into other systems and procedures, under the direction of the senior management team and with the support of all employees, suppliers and contractors.

Management objectives and targets are established and reviewed on a regular basis to implement the Environmental Policy. These are based on a commitment to six environmental principles: Prevention of pollution Minimisation of energy and material usage and the production of waste Effective and responsible waste management and disposal Promoting product reuse and recycling Maintaining high workforce awareness of environmental issues Involving suppliers, contractors in environmental initiatives Continually Improving the company's performance The EMS's effectiveness is monitored and maintained by regular audit and Management Review. This Environmental Policy will be communicated to all employees and made available to the public on request. The involvement of its workforce and external interested and affected parties in its Environmental Policy is encouraged by the organisation through effective communication procedures.

## ➤ Contents

### Executive Summary

2023

Gross emissions = **Total = 118.92 tCO<sub>2</sub>e**

**\*Net emissions = -3476 tCO<sub>2</sub>e (carbon negative)**

\*Avoided emissions from manufacturing new products

Carbon sequestration in recycled materials

net emissions = total gross - total emissions savings

Anecdotally CM has seen carbon output gradually decrease in many areas since 2020. The COVID-19 pandemic led to a significant decrease in emissions during 2020 and 2021. This effect is no longer present, as restrictions increased our total GHG emissions with many of our scope 3 emitters coming back online.

## CM Actions & Initiatives

### ➤ Buildings-related energy consumption

- ☑ Adjustment of office temperature settings to 25C in the winter and 20C in the Summer.
- ☑ Adjustment in air flow rates of the ventilation system to reflect occupancy.
- ☑ Reduction in operating hours for heating, ventilation and air-conditioning systems. Minimised to only several hours per day in comparison to all day.
- ☑ Reduction of lighting and HVAC parameters for unoccupied periods.

### ➤ Technology

- ☑ Inclusion of the energy - efficiency performance of the new IT devices as a high priority decision factor in the procurement process
- ☑ Improvement of teleconferencing tools to alleviate traveling where possible and the introduction of Microsoft Teams.

### ➤ Reducing Consumption of Waste

- ☑ Implementation of food sharing and food overflow including leftovers.
- ☑ Purchase only renewable/recyclable food packaging products for the canteen.
- ☑ Donation of 5,000 PC/laptop to charitable causes to promote reuse and reduce electrical waste

### ➤ Staff Mobility

- ☑ Improved bicycle parking facilities and installation & expansion of bicycle racks
- ☑ Car sharing encouragement

## 2023 performance: key highlights and drivers

Owing mainly to the end of Covid-19 restrictions and the resumption of business travel, total net emissions rose in 2023 when compared to 2021/22. However, this was greatly offset by the recycling and reuse of waste within CM over the same period.

In 2023 CM was back to a 100% operational workforce and workflow post covid-19 and its restrictions with people and staff getting back to normal, with regards their business and pleasure travel. However, CM continues to implement health-related restrictions: for example, crushing HDDs off-site with NHS clients.

In 2023 the main contributor for emissions was diesel fuel from the collections made in the vans on a daily basis. Due to the nature of the business, 100% of our employees work on site with 0% working from home.

Finally, the organic growth of staff is also a driver for increased corporate GHG emissions most sources within the reporting boundary. In 2023 the personnel will increase by 2-5 FTE.

## Decrease in energy consumption and emissions link to CM building.

In 2023, building related electricity consumption (kWh) reduced by 8.7% compared with 2022. This relatively stable but positive reduction is the result of the operational and building changes outlined in the company CO2 reduction initiatives. This coincided with a concerted effort to reduce operational costs.

## Increase in commuting

All emissions related to travel have increased compared to the previous year, primarily owing the end to COVID travel restrictions in early 2022. In 2023 business travel increased

due to an increase in the total amount of collections, i.e. collecting from smaller organisations as well as our core collections from larger public sector organisations like Councils and the NHS.

Concept management recorded no air miles related to business in 2023, that's down from 2 in the previous year.

## Working from home

The end of 2021 saw the end of COVID with regards to working from home, in 2022 the whole workforce returned to working in the office, this reduced home working emissions.

## Reduced emissions intensity

Concept Management's emissions intensity (the amount of GHG emissions per unit of output) will be reviewed in 2024 using 2023 as a baseline. Our aim is to reduce our emissions intensity by 15% by the end of 2024. The refinements will include the reporting methodology.

## Compensation of residual emissions

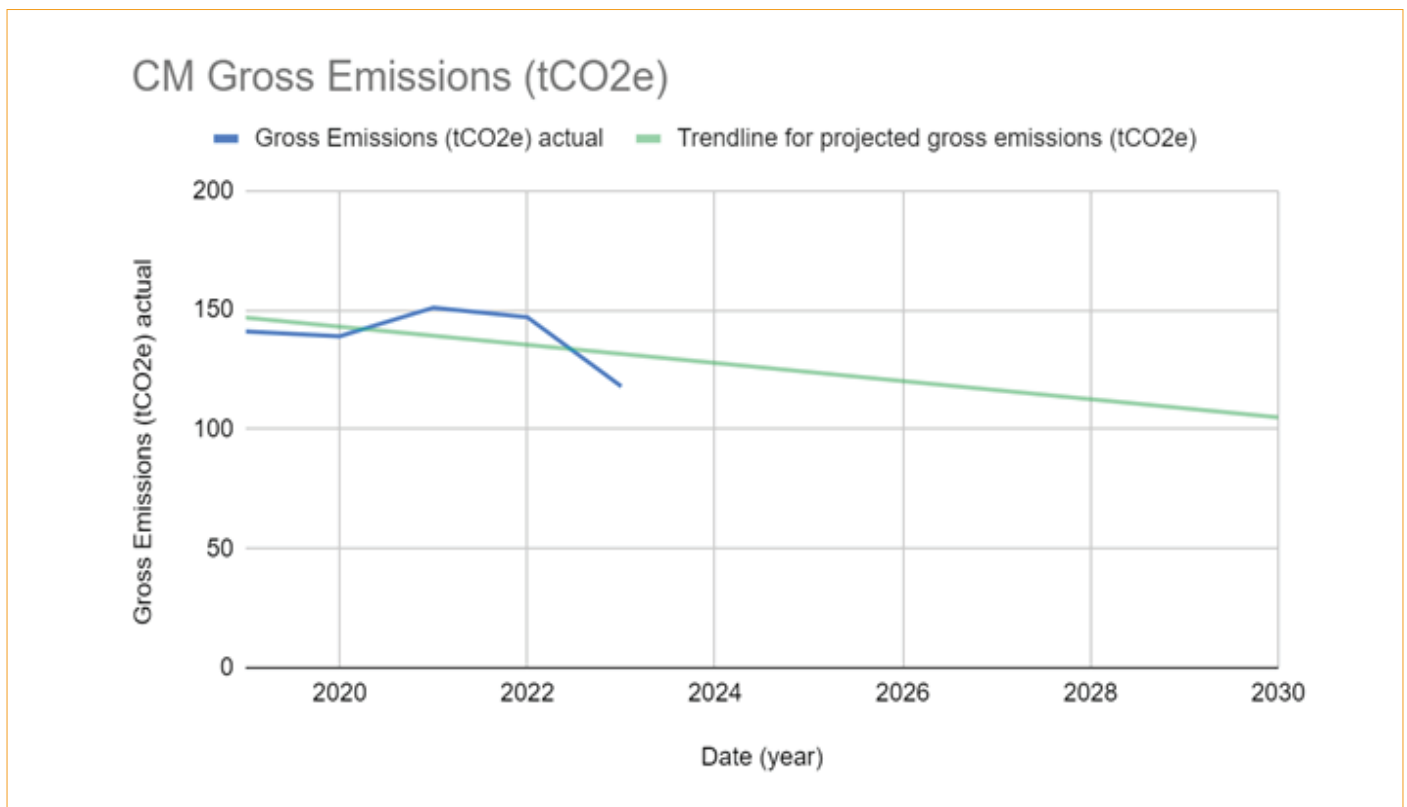
CM remains committed to investigating and reviewing its policy on offsetting its residual GHG emissions annually. However, in a rapidly evolving carbon credit marking and changing landscape in respect to quality and standards. CM is reviewing its selection criteria and processes to ensure that its potential support to climate finance through the purchase of carbon credits remains both agile and relevant.

# Carbon Footprint

## Carbon emissions footprint target

Concept Management has been loosely calculating and reporting on its carbon footprint since 2019. CM has defined a target of reducing its absolute GHG emissions by another 50% by 2030 from its baseline in 2019.

CM's emission reduction pathway is illustrated in figure 1, with emissions expressed as tones of carbon dioxide equivalent (tCO<sub>2</sub>e).



In combination with CM's refinements, improvements in technology and focus, CM's projected aim to reduce absolute GHG emissions by 50% by 2030 will be realized.

	2019	2020	2021	2022	2023
Total gross emissions (tCO2e)	141	139	151	147	118
Employees	25	10	20	26	29
Gross emissions per employee (tCO2e)	5.64	13.9	7.55	5.65	4.07

Although CM’s employee numbers have increased, 2023 saw a decrease in emissions intensity.

Building related energy consumption is a large source of emissions on a gross basis making up 18.7% of overall emissions.

## Mobility emissions

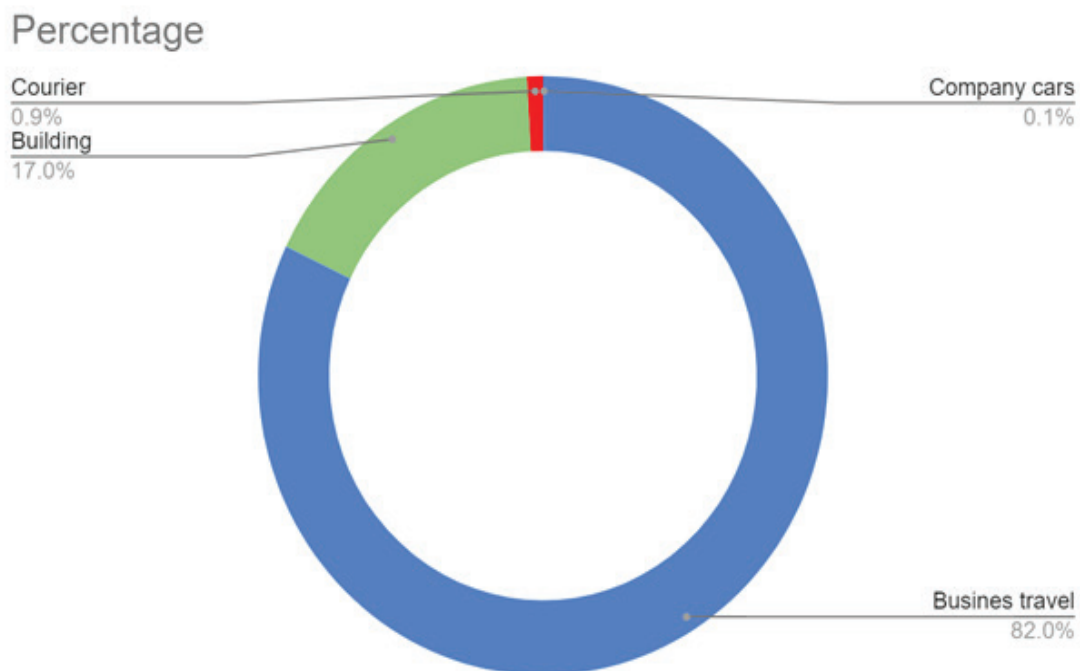
Mobility emissions account for around 80% of total gross emissions in 2023.

Given that IT disposal collections play a core role as part of the business model, mobility emissions are unavoidable. Therefore diesel emissions equivalent accounts for a large proportion of gross emissions, combined with commuting emissions.

In 2021/22 CM estimated the impact on emissions of its staff working from home. Working from home is categorized as “commuting” under the GHG protocol Scope 3 methodology & is unused in this report.

The 2 company cars (1 electric) account for less than 0.1% of gross mobility emissions. Other mobility sources are not significant. Courier emissions are offset by the courier and are treated as zero emissions on a net basis.

CM has put in place the necessary digital and video conferencing infrastructure to incentivise alternatives to travel whenever compatible with business interest. Staff are also encouraged to use more sustainable means of transport in the daily commute.



**Above:** Breakdown of 2023 gross mobility emissions by source.

There were no business air miles recorded for 2023. This is mainly due to many behavioral changes that have been made since Covid-19, with there being an increased utilization of digital tools to organize any international meetings.

## Working from home

In 2023 there was no working from home provision in place, which ensured commuting emissions will be the main source of GHG emissions recorded for the year of 2023.

## Car travel

	Distance traveled (miles)	GHG emissions kg co2e
Commuting by car	32550	591
Company cars	1299	182
Rental cars	n/a	n/a

Car travel, consisting of commuting by car, company cars, and rental cars, is the 3rd most significant source of mobility emissions with 0.8 tCO<sub>2</sub>e from the 119 tCO<sub>2</sub>e attributed to mobility accounting for less than 1% of total GHG emissions CM produces.

CM strives to enhance the coverage and transparency of its disclosure wherever possible, and in 2024 we will aim to include 'rental cars' emissions used for business travel. Although they account for a very small proportion of overall emissions, the inclusion of rental cars as well as other forms of car mobility will provide a more complete disclosure of emissions from car travel. CM will continue to work with its suppliers to improve the quality of data received and will endeavor to record the distance traveled in both petrol and diesel cars.

## Other mobility emissions

Other mobility emissions include Courier, Minibus and train. None of these categories contributed to the overall gross emissions made by CM. This is due to two main reasons; 1) We did not have the provision to capture the data from staff 2) No staff came forward with the information pertinent to this section.

## Hotel stays

In 2023, emissions from hotel stays were recorded, with the lift on travel banks completely removed. There were 50 hotel nights booked in 2023, 50 nights with a UK GHG guideline conversion factor of 10.4 kg CO<sub>2</sub>e for stay is 520 kg CO<sub>2</sub>e or 0.52 tCO<sub>2</sub>e.

## Building emissions

Building related energy usage represents 19.4% of CM's gross emissions, with electricity consumption representing 11.2% and gas consumption representing 4.7% of gross emissions in 2023

## Electricity in offices

	Consumption	Gross emissions (tCO <sub>2</sub> e)	VS 2022
Electricity	65245 kWh	13.37	-24.50%

Electricity consumption in office buildings constitutes the 2nd biggest contributor to CM's gross emissions, taking up 11.2% of total gross emissions in 2023. 2023 saw a 24.5% reduction in electricity usage in comparison to 2022. This was mainly due to refinements in building technologies like I.e.d response only lighting, and updated hardware i.e. monitors and large TV screens.

## Other building related emissions

	Consumption	Gross emissions (tCO2e)	VS 2022
Natural Gas	2772.1 kWh	5.6	-86.90%

Other building related emissions to be reported:



## Natural gas

Natural gas consumption and therefore related emissions drastically decreased when compared to 2022, this was mainly due to reporting methodology.



# Appendix

## Organisational And Operational Boundary

### Organisational boundary

The organisational boundary defines the businesses and operations that constitute the company for the purpose of accounting for and reporting greenhouse gas emissions. Companies can choose to report either the emissions from operations over which they have financial or operational control (the control approach) or from operations according to their share of equity in the operation (the equity share approach).

Concept Management defines its carbon footprint using the operational control approach, therefore, it includes head office operations.

### Operational boundary

The following definitions are used for categorising emissions:

#### Direct greenhouse gas emissions

- ☑ **Scope 1:** Emissions released straight into the atmosphere from sources owned or controlled by the reporting entity.

#### Indirect greenhouse gas emissions

Indirect emissions result from an organisation's activities involving sources owned or controlled by another entity. These are classified as follows:

- ☑ **Scope 2:** Indirect greenhouse gas emissions from the consumption of purchased electricity, heat, steam or cooling.

✔ **Scope 3:** Indirect greenhouse gas emissions from other activities.

A detailed standard sets out the rules for 15 categories of Scope 3 emissions

The operational boundary for CM's carbon footprint report includes the following:

**Scope 1** - Transport fuel used to run vehicles owned by Concept Management. The only source of natural gas is the central heating system.

**Scope 2** - Purchased grid electricity (lighting, air conditioning, small power).

**Scope 3** - Transport fuel used by air and rail transport operators, as well as rental cars for CM business travel; transport fuel used by employee-owned vehicles for commuting to and from work.

In pursuit of continuous improvement, CM reviews its greenhouse inventory boundary annually and regularly looks for opportunities to improve its emissions calculation methodology and expand its scope of reporting, particularly with Scope 3 emissions. This could include emissions from catering and indirect emissions from recruitment drives.

## Reporting period covered

The reporting period was 1 January 2023 to 31 December 2023.

### Emissions factors

[ghg-conversion-factors-2023-condensed-set-update.xlsx \(live.com\)](#)