![sustainable business services logo]

Carbon footprint report

Cleardata Group

Year 1 - Benchmark

01 June 2021 to 31 May 2022

Commit   Measure   Reduce   Engage

ANNUAL ACCREDITATION
sustainable business services

Step one.

Commitment

Cleardata's Climate Commitment – UNFCC Race to Zero

Our company recognises that climate change poses a threat to the economy, nature and society-at-large, our company commits to take action immediately in a full and lasting commitment by;

1. For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.

2. To set realistic short and long term targets

3. To maintain and report the total GHG emissions of our business regularly

In doing so, we are proud to be recognised by the United Nations Race to Zero campaign, and join governments, businesses, cities, regions, and universities around the world that share the same mission.

We acknowledge that our commitment will be reported on the SME Climate Hub website. Cleardata made our pledge to the Race to Zero on 23 March 2023

The record of our pledge can be found at https://smeclimatehub.org/

	Year	Potential Year (if ahead of target)
Pledge to be Net-Zero	2050	2050
50% Emissions Reduction	2030	2030

Company Overview

Cleardata UK is a Private Limited Company, company number 03986970, registered in England & Wales with a registered address of Innovation House, Coniston Court, Blyth Riverside Park, Blyth NE24 4RP

Reporting Year	2021/22
Industry	Document management and storage
No of staff	133 - 277 over the reporting period including directors.
Accreditations	ISO9001 quality, ISO27001 information security, ISO22301 business continuity, BS10012 personal information management, BS10008 electronic information management, BSEN15713 secure shredding, BS7858 staff vetting and Cyber Essentials Plus

Cleardata is a leading document management company, offering high volume document scanning, archive storage with flexible scan on demand, data capture, digital mail room operations, robotic process automation and document processing services throughout the UK.
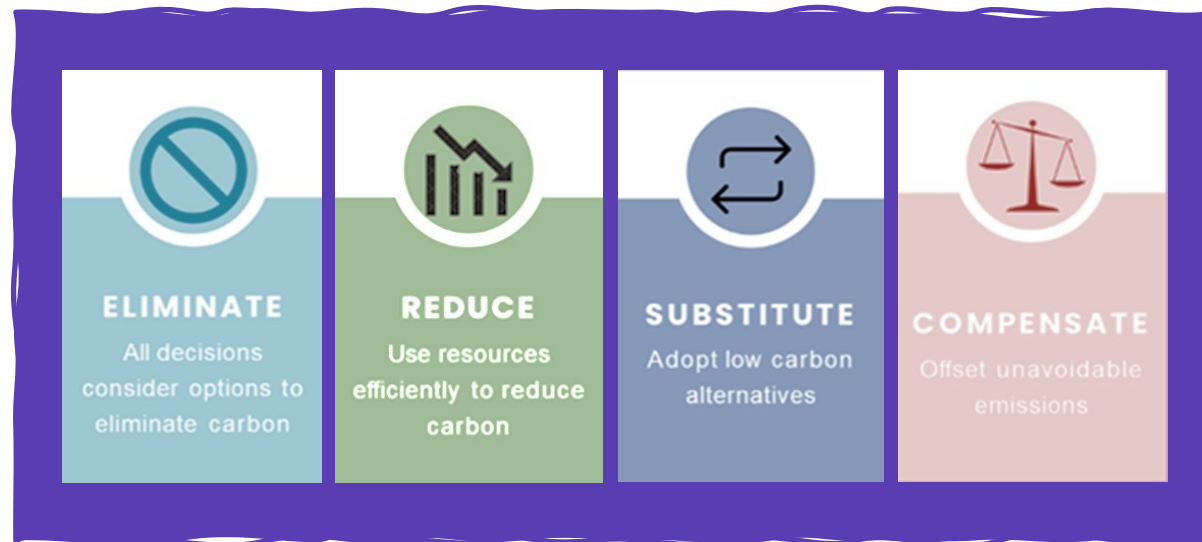
We are an innovative and friendly team, providing UK businesses with ideas, services and solutions to help make some real efficiencies. Reducing overheads, automating manual processes, saving time, protecting information and assisting companies in making the seamless transition to the paperless office is part of our daily routine.

Net-Zero Strategy

In determining our carbon reduction plan, we follow the Greenhouse Gas (GHG) Management Hierarchy set out by the Institute of Environmental Management and Assessment (IEMA). Umi is committed to prioritising the elimination, substitution, and reduction of carbon in advance of any offsetting commitments.

ELIMINATE
All decisions consider options to eliminate carbon

REDUCE
Use resources efficiently to reduce carbon

SUBSTITUTE
Adopt low carbon alternatives

COMPENSATE
Offset unavoidable emissions

Completed Carbon Reduction Initiatives

As this is our initial year, future net-zero actions based on the data and report can be found in the actions section. Over this reporting period we have begun working with a sustainability consultant to support our ambition.

Environmental commitment

Cleardata is committed to actively reducing its impact on the environment and recognises its responsibilities. This is managed through our environment policy and working practices, control of pollution and care for the environment.

✓ 98% of our waste is sorted and recycled

✓ All waste disposed of in accordance with the Environmental Protection Act and UK Waste Electrical and Electronic Equipment (WEEE) Regulations

✓ Our North East archive facility features a 7.35kw, 32 solar panel system generating around 6000 kwh electricity

✓ All shredded paper is recycled via a licenced waste management provider in line with ISO 14001

✓ Our scanning technology is EPEAT energy star qualified

✓ All vehicles exceed Euro IV emissions standards

✓ Our scan on demand service provides a secure alternative to physical document deliveries, reducing carbon emissions and footprint

✓ The bike to work scheme is available to all staff

✓ Our employees are encouraged to use conference call solutions to reduce travel where possible
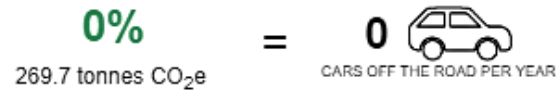
Step two.

Measure

Total Carbon

Total Reduction v Benchmark

0%

269.7 tonnes CO_2e

= **0**

CARS OFF THE ROAD PER YEAR

Last Period	This Period
April 2022	May 2022

↑8.9%

247.7 tonnes CO_2e

269.7 tonnes CO_2e

Intensity Metrics

Per Employee

	This Period	Benchmark
	1.28	↑0.00%
	tonne CO_2e	1.28 tonne CO_2e

Per £1000 Turnover

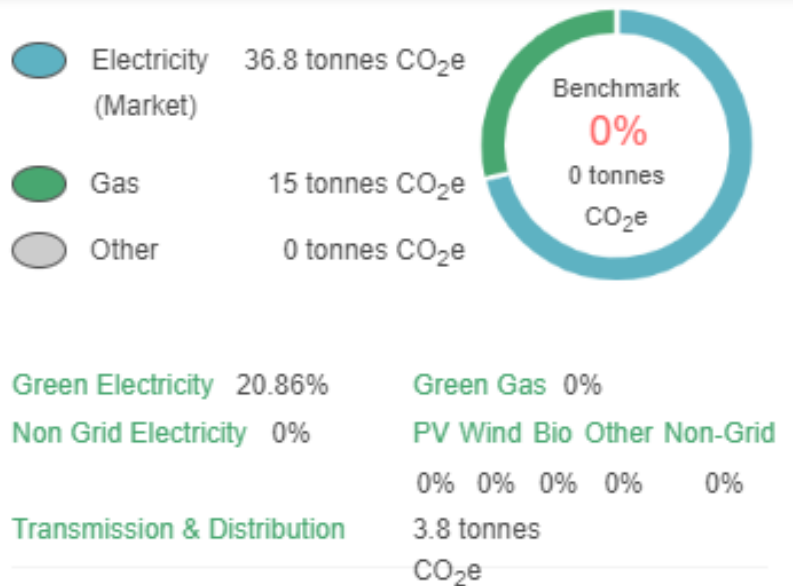|	This Period	Benchmark
	0.04	↑0.00%
	tonne CO_2e	0.04 tonne CO_2e

Reporting Year: 01 June 2021 to 31 May 2022

- Cleardata UK emitted 269.7 tCO2e (Kilogrammes of carbon dioxide equivalent[1]) across scope 1, 2 and 3 and reported using the operational control methodology

- This can be presented with an intensity indicator[3] of 1.28 tCO2e per total full-time equivalent employee (FTE).
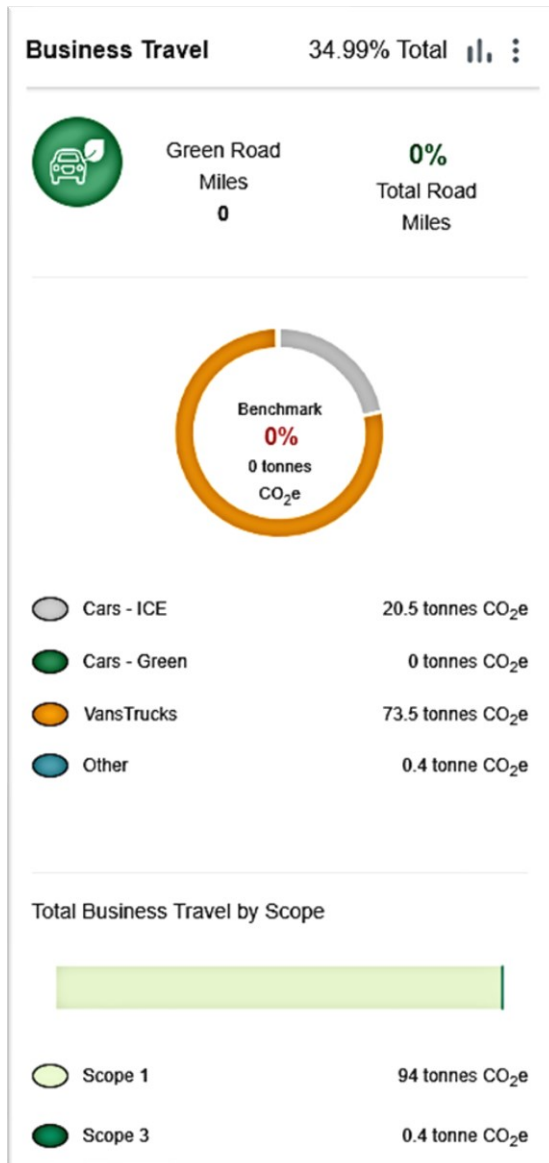
cleardata

Energy & Fuels   19.21% Total

Electricity (Market)   36.8 tonnes CO_2e

Gas   15 tonnes CO_2e

Other   0 tonnes CO_2e

Benchmark
0%
0 tonnes
CO_2e

Green Electricity 20.86%   Green Gas 0%

Non Grid Electricity 0%   PV Wind Bio Other Non-Grid

0% 0% 0% 0%   0%

Transmission & Distribution   3.8 tonnes CO_2e

- Cleardata UK operates from three regional operational premises based in Blyth, Northumberland and Hawarden in Deeside.

- We also operate with a small aspect of homeworking across certain areas of the business.

- Office electricity and gas usage and emissions were calculated using meter read data from our energy invoices.

- Energy sources and tariff information was provide by our suppliers and 20% of usage was from renewable energy sources.

Business Travel   34.99% Total

Green Road Miles   **0%**
0   Total Road Miles

Benchmark
0%
0 tonnes
CO_2e

⬭ Cars - ICE	20.5 tonnes CO_2e
⬭ Cars - Green	0 tonnes CO_2e
⬭ VansTrucks	73.5 tonnes CO_2e
⬭ Other	0.4 tonne CO_2e

Total Business Travel by Scope

⬭ Scope 1	94 tonnes CO_2e
⬭ Scope 3	0.4 tonne CO_2e

- Cleardata Group's business travel represents 34.99% of emissions. Business travel is essential to provide services to clients.

- The majority of our business travel is a result of our company vans picking up documents from our clients premises. Where possible, we encourage customers to use our 'scan on demand' services which is more efficient and reduces travel emissions.

- We are in the process of developing a company business travel policy and will publish this in 2023.
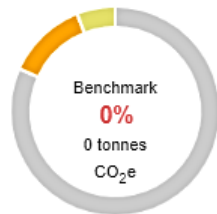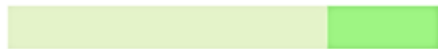
Employee Commuting   29.82% Total

Green Road Miles
36,467.28

9.33%
Total Road Miles

Benchmark
0%
0 tonnes CO₂e

⬤ Cars - ICE	65.7 tonnes CO₂e
⬤ Cars - Green	0 tonnes CO₂e
⬤ Bus	9.9 tonnes CO₂e
⬤ Rail	0 tonnes CO₂e
⬤ Other	4.8 tonnes CO₂e

Zero Carbon Miles   **9.33%**

⬤ Walking	27 tonnes CO₂e
⬤ Cycling	9.5 tonnes CO₂e

- Cleardata UK's commuting accounts for >29% of recorded emissions. Working from our offices is essential to run our business, develop our culture and deliver services to clients.

- We are in the process of reviewing the data and developing a company commuting policy and will publish this in 2023.
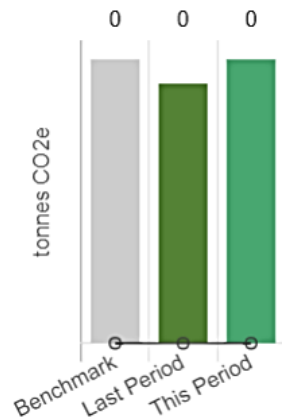
Detailed Carbon

Total

Benchmark
0%
0 tonnes CO_2e
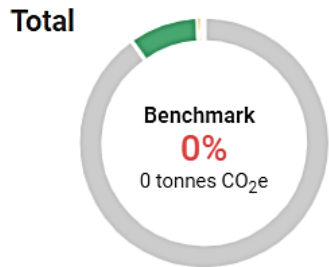
⬤ Other	38.9 tonnes CO_2e
⬤ Waste Disposal	3.9 tonnes CO_2e
⬤ Water Treatment	0.3 tonne CO_2e
⬤ Water Supply	0.1 tonne CO_2e
⬤ Material Used	0 tonnes CO_2e

Board - Archive Box

From Benchmark
0%
0 tonnes CO_2e

tonnes CO2e

0   0   0

Benchmark   Last Period   This Period

☐ Benchmark	28.1 tonnes CO_2e
☐ Last Period	25.7 tonnes CO_2e
☐ This Period	28.1 tonnes CO_2e

- Scope 3 emissions represent our next phase of work in understanding and reducing our carbon emissions. As this is our initial report the following categories of Scope 3 were included;

  4 - Upstream transportation and Distribution
  5 – Waste Generated in Operations
 6 - Business Travel
  7 – Employee Commuting

- Historical recycling and waste agreements were in place during the reporting period. Partial waste data with financial information relating to the number of bins removed from offices and sites were used alongside accurate waste types and weights to create totals.

- Water invoices and estimations for one site were combined to calculate usage.

- Upstream transportation and our use of archive boxes were calculated using finance system data.

Carbon by Scope

Total
This Period

Reduction
38.9 tonnes
CO_2e
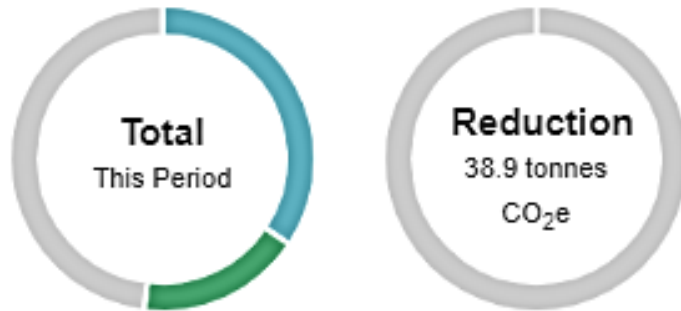
	% of Total	% of Reduction
Scope 1	34.37	0
Scope 2	17.54	0
Scope 3	48.09	+ 100

- As this is Cleardata's initial benchmark report Scope emissions breakdown is based on recorded data and will be subject to change as we develop our internal process and data quality.

- We are working to reduce all impacts, starting in Scopes 1&2 and bringing together a strategy to consider Scope 3 emissions and supply chain engagement.

- Whilst this means we may not have direct control over the sources and solutions, we are committed to working with our property management companies, suppliers and people to reduce our emissions and make a positive impact where possible

Methodology

This report has been created using the Environmental Reporting Guidelines, including Streamline Energy & Carbon Reporting guidance. The report uses the operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol1 and the BEIS Environmental Reporting Guidelines. The calculations were completed using the UK Government emissions factors and the CBN Expert dashboard. If emissions without published factors have been used, these have been calculated in consultation with relevant stakeholders and available industry data.

Data Quality

The data used to generate this report has been collected from internal accounting systems for travel and converted to CO2e using the CBN Expert Dashboard. This dashboard has been reviewed and signed off by Sustainable Business Services to ensure that it is a true and fair reflection of the both the units of consumption and the resultant GHG emissions of the reporting firm. Data quality is important to the SBS process and improving data collection year on year is a key target and backed by a data quality matrix.

Estimations:

- Estimations on annual commuting were calculated using data from our staff survey and extrapolated over the reporting year.
- Water consumption was part estimated using actual data from 1/2 sites and calculating a per m2 usage total and the site size for the missing premises.
- Homeworking energy usage data was estimated by calculating the number of hours and days individuals worked over the reporting period.

Exclusions:

- This is our initial report, we have begun with our organisational footprint that will be extended to include our upstream and downstream value chain emissions through Scope 3.
- New processes will be implemented to record all Scope 3 emissions over time including our supply chain with a target of 80% by 2025 and 100% by 2030.
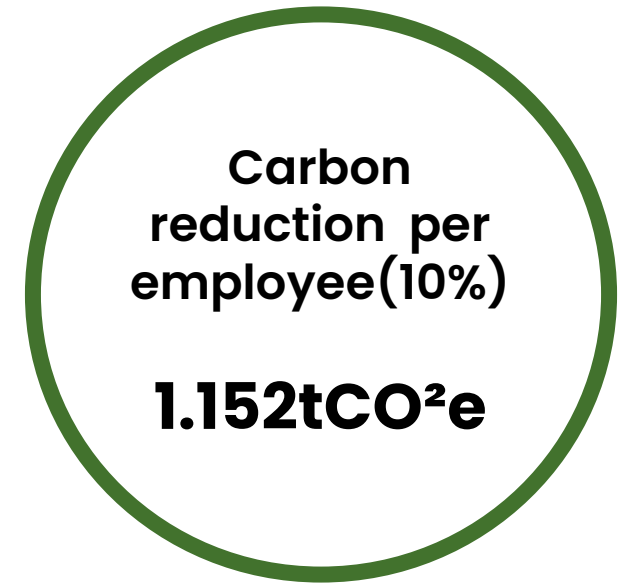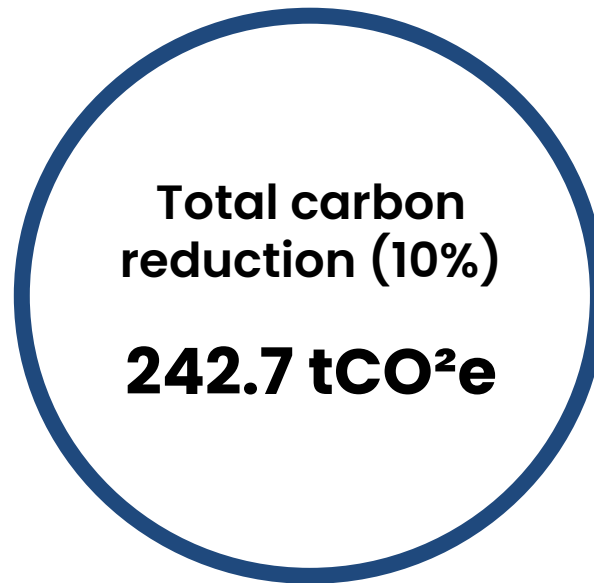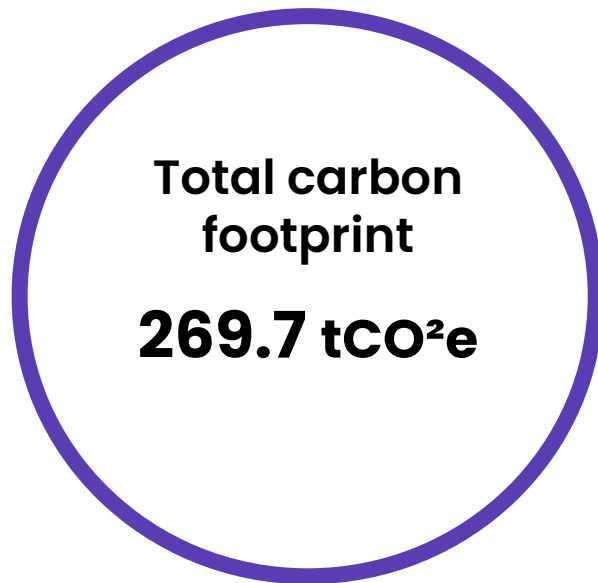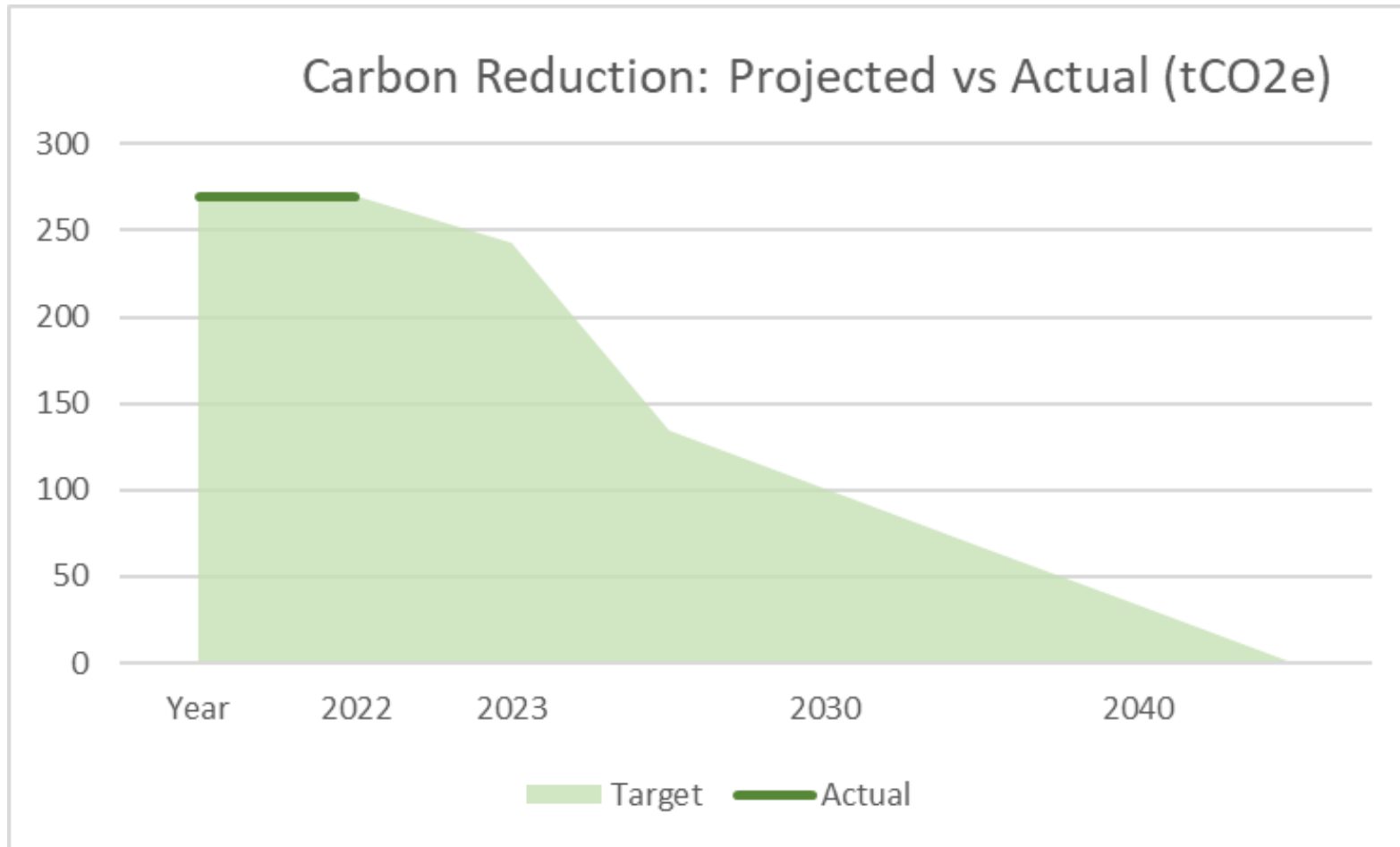
Step three.

Reduce

Action Plan & Targets:

- **Business travel** – Cleardata will continue to assess the EV van market alongside an understanding of our routes to maximise efficiency and adopt EV vans when technology supports our needs.

- **Commuting** – we will continue to understand our commuting data and use this to encourage greener forms of transport to reduce our emissions

- **Education and awareness** – we will continue to raise carbon literacy awareness across our workforce through external and internal training. Cleardata UK will actively encourage a wider understanding of water and energy efficiency across the business and our 'green group' will introduce a new target for reducing our usage.

- **Off-setting -** As part of Cleardata's commitment to target reductions in its GHG emissions and, ultimately, attain Net Zero the company will review and report all offsetting that it enters into. All offsetting options will be considered and reporting included, formally certificated schemes Gold Standard & Verra as well as more informal schemes. Where offsetting is carried out against informal schemes, details of the calculation logic will be reported. Offsetting will be used following our targeted and stretched carbon reduction strategy and only used to offset Scopes 1&2 when 90% reduction has been achieved and Scope 3 when 60% reduction has been achieved.

- **Sustainable suppliers -** we are undertaking a wide review of Scope 3 emissions during 2023/24 and will create a supplier charter, to encourage all of Cleardata UK's suppliers to consider their impact. This charter will be developed in partnerships with Sustainable Business Services.

- **Buildings** – Cleardata aims to ensure that any new warehouses have a BREEAM excellent, EPC A Rating.

5 Year Target reductions

Total carbon footprint

269.7 tCO²e

Total carbon reduction (10%)

242.7 tCO²e

Carbon reduction per employee(10%)

1.152tCO²e

Carbon Reduction: Projected vs Actual (tCO2e)

Future progress against targets will be presented in the graph above

Step four.

Engage

Stakeholder engagement

Sustainability is in our DNA, we are passionate and committed to understanding more about our impact on the environment and communities.

We commit to actively talk about our journey to our staff, supply chain and clients and through social media and marketing. Collectively we can make a difference.

We also undertake voluntary work with the local community and/or environmental organisations. Where possible we encourage our clients to utilise our scan on demand retrieval services and have as many boxes as possible available for collection at one time , to minimise the number of physical collections.

Carbon Literacy – our training commitments for 2023

Carbon Literacy is "An awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions, on an individual, community and organisational basis."

Carbon Literate citizens understand how climate change will affect them – both geographically and sectorally – and have acquired the knowledge and skills to lower their carbon footprint, with typical realised carbon savings of 5-15% per person.

Cleardata is committed to carbon literacy training for our staff and we have nominated a "green team" to support our ambition and encourage collective action in and out of the workplace.   During 2023, our "green team" comprising of 48 staff at all levels, are undertaking ProQual Level 3 Award in Energy Management: Behavioural Change and Motivation to help us proactively drive our climate commitments and support us by driving new initiatives to become a greener organisation.

Glossary

Term	Definition
Carbon dioxide equivalent (Co²e)	Carbon dioxide equivalent (CO2e) is the unit of measurement which allows different greenhouse gases to be compared on a like for like basis relative to one unit of CO2.
Intensity indicator	Intensity indicators compare emissions data with an appropriate business metric or financial indicator, such as staff numbers, to allow comparison over time or with other organisations
Organisational boundaries	In setting organizational boundaries, a company selects an approach for consolidating GHG emissions and then consistently applies the selected approach to define those businesses and operations that constitute the company for the purpose of accounting and reporting GHG emissions.
Greenhouse Gas Protocol	GHG Protocol supplies the world's most widely used greenhouse gas accounting standards
UK Government emissions factors	These emission conversion factors are for use by UK and international organisations to report on and are updated annually, greenhouse gas emissions. From: Department for Business, Energy & Industrial Strategy
Scope 1	Direct emissions that result from activities within your organisation's control. This might include on-site fuel combustion, manufacturing and process emissions, refrigerant losses and company vehicles.
Scope 2	Indirect emissions from any electricity, heat or steam you purchase and use. Although you're not directly in control of the emissions, by using the energy you are indirectly responsible for the release of CO2.
Scope 3	Includes all other indirect emissions that occur in a company value chain, eg purchased goods, travel and waste disposal
Carbon footprint	A carbon footprint is the total greenhouse gas (GHG) emissions caused directly and indirectly by an individual, organisation, event or product, and is expressed as a carbon dioxide equivalent (CO2e
Benchmark year	The initial reporting year to be used to set reduction targets against
Operational control	After a company has determined its organizational boundaries in terms of the operations that it owns or controls, it then sets its operational boundaries. This involves identifying emissions associated with its operations

Thank you.

Get in touch

compliance@cleardata.co.uk

01244 660816

www.cleardatagroup.co.uk

hello@sustainablebusinessservices.co.uk

01918155200

sbs.eco