

Task Systems

Green House Gas Inventory

Revision 0001

Period Start 1st April 2023
Period End 31st March 2024

Issued October 25

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1. Non-Technical Summary

Name of the Entity making the declaration	Task Systems (Task) Ltd
Subject of the Declaration	Task Systems Ltd. Scope 1, Scope 2, Selected Scope 3 emissions. Operational control.
Function of Subject	Task Systems provide complete contract furniture solutions for business, from procurement through to installation and removal. The company has its own exclusive range which are adaptable to projects and their specific needs. In addition to Task's own extensive product portfolio, they are approved distributors for many other global manufacturers and are therefore able to bring together, what would otherwise be a multiple sourced project, and act as a single point of contact.
Rationale for Selection of Subject	Subject selected based on the requirements under WRI Green House Gas Protocol Corporate Reporting and Accounting Standard to include all Scope 1 and 2 emissions and additional ambition to include Scope 3 emissions over which the company has the potential to influence, and measurement is feasible.
Process	Task has retained Blue Marble to compile and develop the GHG Inventory and corresponding GHG Report. The inventory has been compiled taking into account the requirements of the WRI Green House Gas Protocol Corporate Reporting and Accounting Standard. Emissions factors utilised within the report have been supplied by the UK Government Department for Energy Security and Net Zero (DESNZ)
Total Emissions	Blue Marble has determined that Task has directly or indirectly emitted the following GHGs: • Total Scope 1 emissions were calculated to be 36.5 predominantly associated with purchased vehicle fuel • Scope 2 emissions were 13.0 tCO₂e, mainly associated with electricity supplied to manufacturing facility • Scope 3 Emissions were 159.8tCO₂e. The majority of Scope 3 emissions were from inbound transport • Total included emissions for the subject were 209.2 tonnes.
Reporting period start	1 st April 2023
Reporting period end	31 st March 2024
Individual responsible for the evaluation and provision of data necessary for the declaration of Carbon Neutrality	Ursula Bytnar

2. Quality Control

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Report Date	October 2025
Report Revision	Rev 01
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4. Glossary & Abbreviations

4.1. Glossary

Term	Explanation	Source
Anthropogenic Biogenic Green House Gas Emission	GHG Emission from biogenic material as a result of human activities e.g. burning wood, biodiesel, or fugitive emissions from anaerobic digestion facilities.	ISO 14064-1
Base Year	Specific historical period identified for the purpose of comparing GHG emissions, GHG removals or other GHG related information over time.	ISO 14064-1
Biogenic Carbon	Carbon derived from materials of biological origin, excluding material embedded in geological formations and material transformed to fossilized material.	ISO 14064-1
Biogenic Carbon Dioxide (CO ₂)	CO ₂ derived from oxidation of biogenic carbon.	ISO 14064-1
Carbon footprint	The absolute sum of all emissions and removals of greenhouse gases caused directly and indirectly by a subject either over a defined period or in relation to a specified unit of product or instance of service and calculated in accordance with a recognized methodology.	BSI PAS 2060
Carbon Neutral	The condition in which during a specified period there has been no net increase in the global emission of greenhouse gases to the atmosphere as a result of the greenhouse gas emissions associated with the subject during the same period.	BSI PAS 2060
Global Warming Potential (GWP)	The Global Warming Potential is defined "as the time-integrated radiative forcing due to a pulse emission of a given component, relative to a pulse emission of an equal mass of CO₂". These values are reported as a unit of CO₂ equivalent (CO₂e), which compensates for the greater impact of some non CO₂ GHGs. The GWP values used in this report are from IPCC Assessment Report 5, 2007.	IPPC, 2013
Greenhouse Gas Inventory	A list of GHG Sources, GHG Sinks, and their quantified GHG emissions and GHG removals.	ISO 14064-1
Greenhouse Gas Report	A standalone document intended to communicate an organization's or GHG Project's GHG related information to its intended users.	ISO 14064-1
Green House Gas Projects	Activities or activity that alter the conditions of the GHG baseline and which cause GHG emission reductions or GHG removal enhancements.	ISO 14064-1
Intended Users	Individual or organization identified by those reporting GHG related information as being the persons who rely on that information to make decisions.	ISO 14064-1
Non-Anthropogenic Biogenic GHG Emission	GHG emission from biogenic material caused by natural disasters (e.g. wildfire or insect infestation), or natural evolution (e.g. growth and decomposition).	ISO 14064-1

4.2. Abbreviations

AC	Air Conditioning
BA	Biogenic Anthropogenic
BEIS	UK Government Department for Business Energy & Industrial Strategy
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
Defra	UK Government Department for Environment, Food and Rural Affairs.
EU	European Union
EV	Electric Vehicle
GHG	Greenhouse Gas
HGV	Heavy Goods Vehicle
IPCC	Intergovernmental Panel on Climate Change
ISO	International Standards Organisation
km	Kilometres
kWh	Kilowatt Hours
NB	Non-Biogenic
NBA	Non-Biogenic Anthropogenic
PR	Public Relations
tCO ₂ e	Tonnes of Carbon Dioxide Equivalent

5. Introduction

5.1. Climate Change Action

Over the past two decades the effects of climate change have accelerated. Considerable evidence exists that climate change has been exacerbated by human activity. Changes in our post-industrial lifestyles have altered the chemical composition of the atmosphere, generating a build-up of greenhouse gases – primarily carbon dioxide, methane, and nitrous oxide levels – raising the average global temperature.

Climate change is a global threat which will impact the lives of everyone on the planet. Hence, it is vital that all individuals, businesses, organisations, and governments work towards the common goal of reducing greenhouse gas emissions.

Carbon management within organisations brings with it challenges but also opportunities as customers, employees, investors, and regulators increasingly look towards the triple bottom line of environmental, social as well as financial governance in their decision making.

5.2. The Journey

	Aim – Secure resources and management approval for the concept of carbon management and achieving Carbon Neutrality.
	Measure – Quantify emissions for a historical 12 month period using approved methods such as the GHG Protocol.
	Reduce – Using information from the GHG Inventory and advice from Blue Marble identify high impact opportunities for GHG Emissions Reduction.
	Remove – Offset GHG emissions for the reporting period using appropriate offset schemes to achieve Carbon Neutrality. Blue Marble focus on schemes which actively remove carbon dioxide from the atmosphere.
	Certification – Become Carbon Neutral Company.
	Communicate – Broadcast your targets, objectives and achievements in the area of GHG Management. Be part of the Carbon Neutral certified company directory to establish links with like-minded enterprises.

6. Organisation Information

Description of the reporting organisation	Task Systems provide complete contract furniture solutions for business, from procurement through to installation and removal. The company has its own exclusive range which are adaptable to projects and their specific needs. In addition to TASK's own extensive product portfolio, they are approved distributors for many other global manufacturers and are therefore able to bring together, what would otherwise be a multiple sourced project, and act as a single point of contact.
Mergers or acquisitions during the reporting period	There have been no mergers or acquisitions within the reporting period.
Reporting period start	1 st April 2023
Reporting period end	31 st March 2024

7. Establishing Organisational Boundaries

7.1. Background

Organisational boundaries are used to determine how GHGs are accounted for. Organisations can choose between three different boundary conceptions – Equity Share or Control Approaches. Control Approaches are then divided into Operational or Financial.

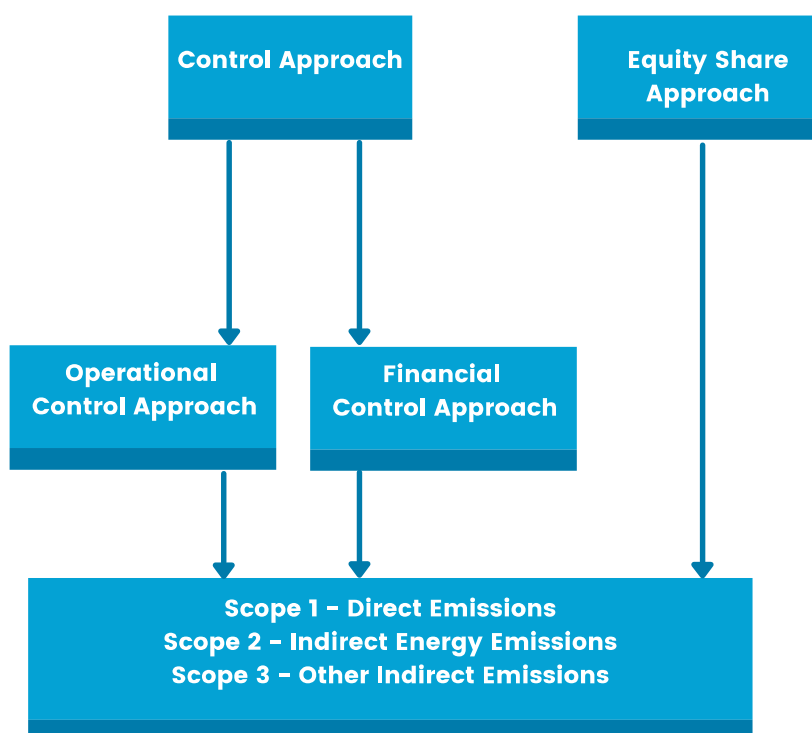


Figure 2. Graphic representation of the available organisational boundaries

7.2. Selected Organisational Boundary Methodology

Selected Organisational Boundary	Following discussions with Task the Operational Control approach has been selected as being the most appropriate for the organisational boundaries There are no legal or contractual obligations to perform an alternative consolidation approach.

8. Establishing Reporting (Operational) Boundaries

8.1. Background

Having established the organizational boundaries in terms of the operations that Task owns or controls the reporting boundaries were established.

This involved identifying emissions associated with the entity's operations and categorizing by Scope. The screening process involved selection of relevant emissions to be included within the inventory.

Scopes 1 and 2 are specifically defined to ensure that two or more companies will not account for emissions in the same scope. The relationship between all 3 scopes is shown below.

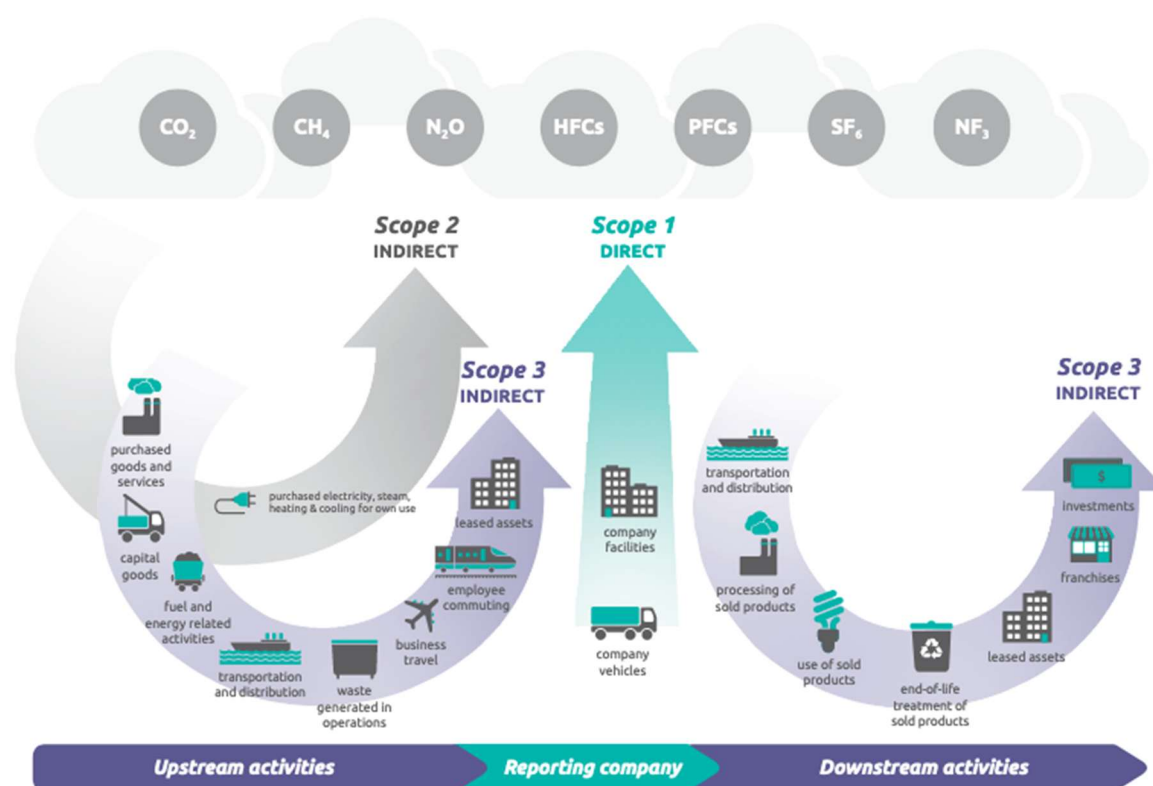


Figure 3: Green House Gas Protocol Scoping Diagram, (GHG Protocol 2013)

8.2. Scope 1 – Direct Emissions Description

Direct emissions and removals are those generated by organisational operations. They are normally owned or controlled by the organisation. Some examples include fuel consumption in heating / cooling, transportation, self-electricity production, process emissions from manufacture, and fugitive emissions.

Direct GHG emissions and removals are quantified separately for CO₂, CH₄, N₂O, NF₃, SF₆, and other appropriate groups where they have been identified. They are presented as an equivalent figure for CO₂ based on the Global Warming Potential values provided by IPPC in the 5th Annual Report (AR5, 2014) – this is represented as CO₂e

Biogenic emissions are those caused by combustion of biomass. They are recorded and reported separately.

8.3. Scope 2 – Indirect Energy Emissions Description

These are emissions generated through the provision of energy by a third party. This could be in the form of compressed air, heating, steam, or electrical energy.

8.4. Scope 3 – Other Indirect Emissions Description

Scope 3 emissions are, according to the Green House Gas Protocol Corporate Standard, optional for inclusion within a GHG Inventory. It does however provide an opportunity for an entity to be innovative in GHG management. They can elect to focus on accounting for and reporting those activities which are relevant to their business goals, which they are able to effectively influence and for which they have reliable information.

ISO 14064-1 and the Green House Gas Corporate Standard both suggest the following criteria be used when making decisions in regard to indirect emissions

- Magnitude – The indirect emissions or removals that are assumed to be substantial
- Level of Influence – The extent to which the organisation has the ability to monitor and reduce emissions and removals
- Risk or Opportunity – The indirect emissions that contribute to an organisation's exposure to risk e.g. financial, regulatory, supply chain, reputational risks, or alternatively its opportunity for business such as new markets, new business models, or increased client base
- Sector Specific Guidance – GHG emissions deemed as significant by the business sector as provided for by sector specific guidance
- Outsourcing – Activities which were previously performed in house, or activities which are performed by a third party which are generally undertaken in house by other reporting companies within the market sector
- Employee Engagement – How important are particular Scope 3 emissions to the engagement of the company workforce
- Data Availability – There is a recognition that within the value chain both up and downstream data accuracy is likely to be reduced and estimated emissions are acceptable as long as there is transparency in the approach

8.5. Screening to Establish Reporting Boundaries

Using the standards explained above, and based on information supplied from the organisation, Blue Marble performs a screening process to establish the boundaries of the report.

Screening takes account of the categories within the Green House Gas Protocol Scoping Diagram in Figure 3, and aims to select from the overall list the main activities.

Based on conversations with the client about their operations, as well as using the criteria presented in

Section 8.4 on Scope 3 emissions, activities are classified and the results presented within the following categories:

- Scope 1
- Scope 2
- Scope 3
- Outside of Scopes – This is where the GHG Protocol captures anthropogenic biogenic emissions.
- Outside of the Reporting Boundary – not considered further within this report. This is either because they were not found to occur, or are excluded using the rationale described in Section 8.4

8.6. Activities of the Entity

Scope 1	Multiple Scope 1 sources are owned and included
Scope 2	Multiple energy sources are used by Task and included
Scope 3	
1 - Purchased Goods and Services	Services such as logistics and waste management included under relevant categories
2 - Capital goods	No significant capital good purchases have been identified and this activity has been scoped out
3 - Fuel and Energy Related Activities	Energy related activities for Scope 1, 2, & 3 are included. Well to tank (WTT) is separated for fuel used in Scope 1. WTT, transmission and distribution, and the (WTT) for the fuel used in transmission and distribution are all considered and included within the figure for the relevant Scope 3 activity
4 - Upstream Transportation & distribution	Included – both for inbound shipments and sold product distribution
5 - Waste Generated in Operations	Included
6 - Business Travel	Included – flights, train, underground, taxis, hotels & grey fleet where they occurred
7 - Employee Commuting & Home Working	Home working is included
8 - Leased Assets	None identified
9 - Transportation and Distribution of sold Products paid for by purchaser	Transportation of products paid for by purchaser did not occur.
10 - Processing of Sold Products	No sold products requiring processing
11 - Use of Sold Products	Sold products are not responsible for emissions
12 - End of Life Treatment of Sold Products	Waste treatment beyond the control of the subject organisation
13 - Leased Assets	Company does not own assets which are leased
14 - Franchises	Company does not operate a franchise model
15 - Investments	No investments into 3 rd parties as part of business activities have been identified

9. Calculations

9.1. Selection of Quantification Approach

Having identified the sources, the next step is to select the calculation approach. Direct measurement of GHG emissions by monitoring concentration and flow rate is not common. On occasion they may be calculated based on a mass balance or stoichiometric basis specific to a facility or process. The most common approach however is through the application of documented emission factors. These factors are calculated ratios relating GHG emissions to a proxy measure of activity at an emissions source.

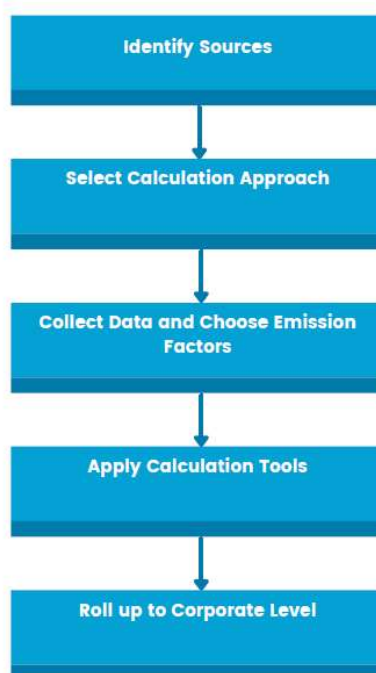


Figure 4: Quantification Approach Diagram

9.2. Activity Data Collection and Emission Factors

Calculation methods use activity data and emission factors to estimate GHG emissions. Activity data is a measure of the processes that result in GHG emissions e.g. miles travelled, litres of fuel used, or kWh of electricity consumed. Emission factors reflect the average GHG intensity per unit of activity data for a given source.

The GHG emissions data within this report are derived from a combination of client activity information and computation by Blue Marble. Task GHG Inventory has been calculated using the 2024 conversion factors developed by the UK Department Energy Security and Net Zero

Blue Marble has selected this as the preferred method of calculation as a government recognised approach which uses data realistically available from the client.

9.3. Global Warming Potentials

There are many GHGs, and some are considerably more potent in their action than CO₂. The major ones are specified in the GHG protocol, and include CO₂, Methane, N₂O, as well as several other groups of chemicals covered by the Kyoto Agreement.

As an example of this effect; over a period of 100 years, 1kg of Sulphur Hexafluoride has the same effect as 23,900kg of CO₂.

Global Warming Potentials (GWPs) are included within the Blue Marble calculations to normalise data to the approved units of mass of CO₂ equivalent (CO₂e) over 100 years. These emissions are based on the GWP values provided in the IPPC 5th Annual Report (AR5 2014)

In the most recent data which are shown in Figure 6, it can be seen that methane has an anticipated GHG effect 28 times that of CO₂.

Chemical Common Name	Chemical Formula	GWP for a 100 Year Time Horizon (AR5)
Carbon Dioxide	CO ₂	1
Methane	CH ₄	28
Nitrous Oxide	N ₂ O	265

Figure 5: Global Warming Potential Examples (AR5 2014)

10. Emissions Calculation for Task

10.1. Deriving Relevant Activity Data

In order to calculate the CO₂e footprint values, it is necessary to have a measure of activity which can be combined with the relevant emissions factor.

In some cases, information is available from entities in a format which can be used directly, in others pre-processing or combination with secondary data is required to develop a measure of activity data. This section explains any preprocessing, secondary data, or assumptions made to develop that activity data.

All data is then consolidated and presented in Section 10.2.

10.1.1. Business Travel – Rail

Embarkation and destination data was not available for the rail journeys made within the period, however a financial value of £18,476 was reported.

Information is available from the Office of Rail and Road (ORR), on rail industry finance. It reports that the average cost per km of all journeys in the UK is £0.15/km.

The majority of journeys taken on behalf of Task were within the Greater London area due to the location of their showroom, head office and significant clients. The cost of rail fares within this area is generally greater, resulting in fewer kilometres being travelled for the spent value. However, in order to provide a conservative (i.e. ensuring no under reporting occurs) value for carbon, the ORR value is used.

The resulting distance travelled = $£18,174 / 0.15 = 123,173$ kms

10.1.2. Business Travel Taxi

£740 was reportedly spent on taxis within the period. An estimate of £2.50 / mile which is £1.55/km. The result is 1,150km by taxi

10.1.3. Owned Vehicle Fuel

£19,398 was spent on diesel fuel for owned vehicles. Weekly fuel prices are provided by the office of national statistics. An average was generated for the time in question which was 1.53 GBP/litre

$£19,398 / £1.53 \text{ per litre} = 12,639$ litres of diesel fuel.

10.1.4. Grey Fleet

Petrol cars were reimbursed at a rate of 0.45 pence per mile. The total amount reimbursed was £29,111. This equates to a distance travelled by large petrol car of 64,691 miles

10.1.5. Waste Collections

Waste collection information was available for a 9 month period – 1st of January 2023 to 30th of September 2023. These values are increased by 1/3rd in order to represent a full 12 month period. 100% was deviated from landfill with 59% being recycled and 41% diverted – which is assumed to be incinerated.

Material	Predicted Fate	Mass Provided (tonnes)	Mass with Uplift for 12 months (tonnes)
Paper and Card	Recycled	23.62	31.49
General Commercial Industrial Waste	Combusted	5.78	7.7

10.1.6. Upstream Transportation – Inbound Deliveries

Task utilise a total of 4 suppliers to provide their own designed furniture, as well as other limited furniture brands which are resold within the UK.

In only one case is Task is responsible for selecting and organising logistics for those products to the Task warehouse. This is therefore included within the inventory as part of the Scope 3.

There were a total of 82 journeys of this type within the period. Each journey consists of 720km from point of origin to the Calais Port, a 50km ferry crossing, and a further 120km by road to the Task warehouse.

Material		Distance (km)
Total Road for 82 Journeys	Road	68,880
Total Ferry for 82 Journeys	Ferry	4,100

DESNZ release emissions factors for roll on roll off ferries only on the basis of tonne.km. They do not provide a value for crossing of an individual vehicle. Therefore, the assumption is made that the lorries are loaded to the UK maximum of 44 tonnes. This was sense checked against the value provided by the Eurotunnel freight calculator which does provide figures on a per vehicle basis. The results were within 1.5% of each other so are considered valid.

<https://www.eurotunnelfreight.com/uk/about/carbon-counter/>

4,100km x 44 tonnes = 180,400 tonne.km

The other 3 suppliers of furniture provide a manufacturing and delivery service, so goods arrive at the Becton Warehouse. The logistics of those deliveries are under the management and payment of 3rd parties – Task are unable to exert direct control over those transports and have no access to the data, they are therefore scoped out of the Task footprint.

10.1.7. Upstream Logistics – Sold product transport

The majority of furniture and associated elements are delivered to a client's site by the Task team responsible for the installation. This is done using vehicles that are owned by Task. Any servicing, warranty and recovery work is usually undertaken using the same format. Data is provided directly as litres of diesel and is included in Scope 1.

On some occasions, shipments of furniture were made using 3rd party logistics providers, operating both HGVs and 3.5 tonne vans. Entire vehicles are procured.

In addition, one shipment in the form of containers were sent Tokyo Singapore. It was assumed to have

been shipped by Articulated truck to Tilbury Docks, and then onto its destination by sea freight. The mass applied to the load was 2.927 tonnes.

Material	Distance (km)	Tonne.km
Total km by Average HGV	27,713	n/a
Total km by 3.5 tonne van	459	n/a
Total km	20,613	60,334

10.2. Complete Activity Data

Activity	Units	Value
Owned Vehicles	litres of diesel	12,639
Total Electrical Energy	kWh	62,680
Beckton (Warehouse) Gas Usage	kWh	25,733
Working from Home	days	4,272
Business travel – Rail	Passenger.km	123,173
Business travel – Taxi	Passenger.km	1,150
Business travel – Hotel rooms (UK)	guest.nights	47
Business travel – Grey Fleet – Average Car of Unknown Fuel	Miles	64,691
Upstream Logistics Raw Material – Articulated HGV	Km	68,880
Upstream Logistics – Raw Material Channel Crossing by Roll on Roll Off	tonne.km	4,100
Upstream Logistics – Sold Products – 3.5 tonne van	Km	459
Upstream Logistics – Sold Products – Average HGV	Km	27,713
Upstream Logistics – Sold Products – Container Ship	Tonne.km	60,334
Waste – Waste to Energy – Commercial Waste	Tonnes	7.70
Waste – Recycling – Paper and Card	Tonnes	31.49
Water Usage	m3	403

11. Results

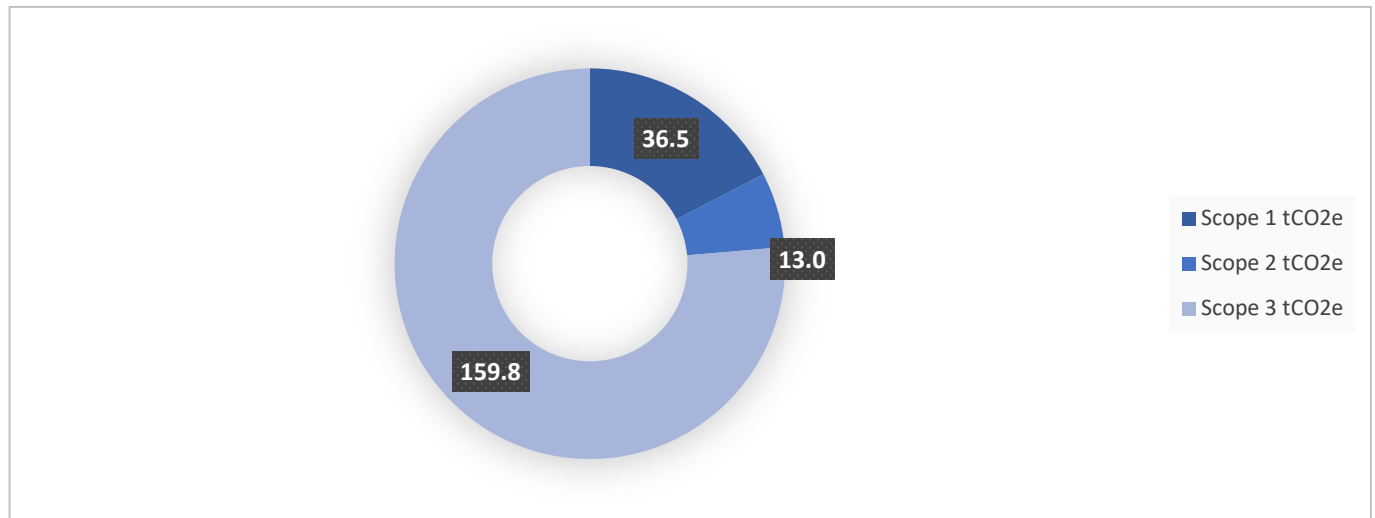
11.1. Summary of Results in Green House Gas Protocol Format

Activity	Scope 1				Scope 2				Scope 3	Outside of Scopes
	kg CO ₂ e	kg CO ₂	kg CH ₄	kg N ₂ O	kg CO ₂ e	kg CO ₂	kg CH ₄	kg N ₂ O	kg CO ₂ e	kg CO ₂ e
On Site Gaseous Fuels	4707	4697	7	2					777.4	
Vehicle Fuel Purchased	31759	31340	4	416					7722.6	2022
Provided Electrical, Heat or Cooling Energy					12978	12845	56	76	4272.9	
Hotels									488.8	
Public Transport & Grey Fleet									5686.0	
Personal Car Mileage									21955.5	0
Upstream - Inbound Delivery and Freight									77735.0	
Upstream - Sold Product Delivery and Freight									29408.9	
Waste Disposal									251.2	
Water Usage									61.7	
Employee / Contractor Working from Home									11407.3	
TOTAL GHG EMISSIONS kg CO₂e	36466	36037	11	418	12978	12845	56	76	159767.2	2022
TOTAL GHG EMISSIONS tonnes CO₂e	36.5	36.04	0.01	0.42	13.0	12.85	0.06	0.08	159.8	2.02
TOTAL tCO₂e	209.21									

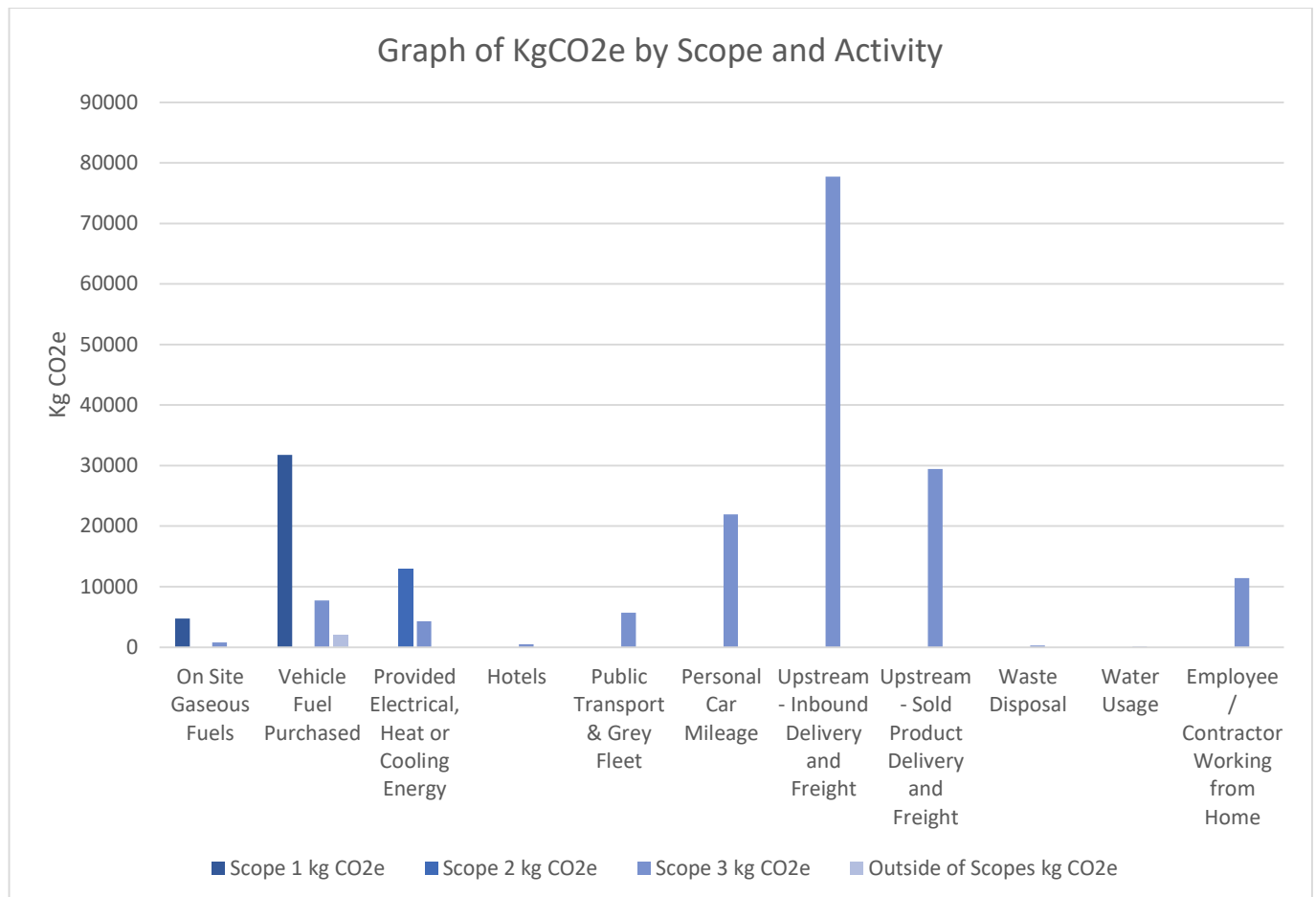
11.2. Carbon Footprint by Activity

Activity	Scope 1 (kgCO ₂ e)	Scope 2 (kgCO ₂ e)	Scope 3 (kgCO ₂ e)
Owned Vehicles	31,759		7,723
Total Electrical Energy	0	12,978	4,273
Beckton (Warehouse) Gas Usage	4,707		777
Working from Home			11,407
Business travel – Rail			5,473
Business travel – Taxi			213
Business travel – Hotel rooms (UK)			489
Business travel – Grey Fleet – Average Car of Unknown Fuel			21,955
Upstream Logistics Raw Material – Articulated HGV			77,475
Upstream Logistics – Raw Material Channel Crossing by Roll on Roll Off			259
Upstream Logistics – Sold Products – 3.5 tonne van			156
Upstream Logistics – Sold Products – Average HGV			28,059
Upstream Logistics – Sold Products – Container Ship			1,192
Waste – Waste to Energy – Commercial Waste			49
Waste – Recycling – Paper and Card			202
Water Usage			60

11.3. Carbon Footprint by Scope



11.4. Carbon Footprint by Scope and Activity



Scoping Category		Assessment Emissions			Tonnes (CO ₂ e)
Scope 1		Owned / Controlled Vehicles / Buildings			36.5
Scope 2		Location based Emissions from purchased energy e.g. heat, steam, electricity			13.0
Scope 3 Categories	1	Purchased Goods and Services	1a	Water usage	0.06
	3	Fuel and Energy related Activities	3a	Upstream emissions of purchased electricity and fuels	12.77
			3b	Transmission and distribution losses	
	4	Upstream Transport and Distribution	4a	Outbound courier deliveries of packages	107.14
			4b	Third party transportation and storage of inbound production related goods	
	5	Waste Generated in Operations	5a	Wastewater	-
			5b	Other waste	0.25
	6	Business Travel	6a	All transportation by air, public transport, rented/leased vehicle, taxi or grey fleet	27.64
			6b	Accommodation and hotels	0.49
	7	Employee Commuting and Homeworking	7a	Employee transport between home and worksite	-
			7b	Employee homeworking	11.4
	9	Downstream Transport and Distribution	9a	Third party transportation of sold products	-
	13	Leased Assets	13	Emissions from owned buildings	-

12. Base Year & Intensity Metrics

12.1. Base Year Background

Entities may elect to track emissions over time in response to a variety of business goals including public reporting, establishing GHG targets, managing risks and opportunities. This is done using a base year which is a specific historical period identified for the purpose of comparing GHG emissions, GHG removals, or other GHG related information over time.

Where possible, the base year should remain constant however it may need to be occasionally revisited to ensure transparency over time while allowing for “significant changes” such as structural alterations within a business to be accounted for. Structural alterations include acquisitions, divestments, and mergers.

A commonly used significance threshold is a 5% change in total Scope 1 and Scope 2 emissions due to relevant “significant changes”.

12.2. Intensity Metrics Background

The base year comparative values provided in this report reflect the GHG footprint for the organisation and how it compares to that point in time.

Although the base year can be revisited according to the criteria presented above, this does not account for factors such as organic business development, an increase in production, or in the number of staff. It is therefore helpful to consider how the GHG footprint has altered in relation to an appropriate metric. These are known as intensity metrics and are a good indicator of performance on a per unit basis.

Examples of intensity metrics include CO₂e per unit produced, per £ earned, or per employee.

The GHG Protocol allows for intensity metrics to be included in the report in addition to the total GHG values but not instead of them. The rationale is that organizations should strive to decouple their GHG emissions from their productivity as part of their carbon management strategy. Simply put, the aim is for production, employees and revenue to increase whilst GHG emissions decrease overall.

12.3. Base Year Comparison Results

	Total (tCO ₂ e)	Scope 1 (tCO ₂ e)	Scope 2 (tCO ₂ e)	Scope 3 (tCO ₂ e)
Base Year GHG Footprint (tCO ₂ e)	193.6	25.3	20.6	147.5
Year 2	225.32	25.7	17.6	182.0
Year 3	224.1	41.2	17.3	165.6
Current Year GHG Footprint (tCO ₂ e)	209.2	36.5	13.0	159.8

12.4. Intensity Metrics Results

	Total	Scope 1	Scope 2	Scope 3
Base Year - tCO ₂ e / Employee	5.866	0.768	0.625	4.473
Year 2 - tCO ₂ e / Employee	6.83	0.78	0.53	5.52
Year 3 - tCO ₂ e / Employee	6.401	1.176	0.493	4.732
Current Year - tCO ₂ e / Employee	6.974	1.216	0.433	5.326
Base Year - tCO ₂ e / £1,000,000 turnover	28.89	3.78	3.08	22.03
Year 2 - tCO ₂ e / £1,000,000 turnover	19.76	2.26	1.54	15.97
Year 3 - tCO ₂ e / £1,000,000 turnover	19.828	3.644	1.527	14.657
Current Year - tCO ₂ e / £1,000,000 turnover	19.552	3.408	1.213	14.932

13. Carbon Management Projects

13.1. Purpose

Some of the key benefits to Carbon Neutrality are related to the financial savings and business risk reduction conferred by a reduced reliance on fossil fuels. Entirely managing an organization's footprint through offsetting programs negates these benefits and is not consistent with Carbon Neutrality standards. Therefore, it is important that businesses strive to implement practical solutions. Task is committed to identifying and implementing carbon saving projects.

Task recognises that successful attainment of its carbon reduction targets is contingent upon the following key elements being in place:

- An organisational framework within the entity that is sufficiently robust to support the financing, delivery and monitoring of carbon reduction projects.
- Clearly identified responsibility and accountability for delivery of carbon reduction projects.
- Identification of a realistic suite of carbon reduction projects across a range of areas relevant to the carbon footprint; this list should be regularly reviewed and flexible to adapt to emerging needs and opportunities for funding.
- A data collection and collation system that is integrated sufficiently to inform an annual progress update on the Carbon Footprint.

13.2. Existing Projects & Recommendations

- Increased use of digital meetings to reduce business travel
- PIR lighting installed
- Most lights changed to LED
- Other lights remain on switch on / switch off, but are generally just off – also reduced wattage bulbs have been installed
- Beckton building built 2007 to high specification of insulation
- Transport loads are optimized and not shipped until full – prepared to wait and planned accordingly
- Furniture is flat packed and then delivered to site before it is built – saving space in lorries
- Packaging from the supplier is “industrial packed” meaning that there is minimal packing around the items and they are not separately isolated
- Products are designed from day one to be serviceable and dismantlable
- Task offer an upgrading service so table tops in a new designed office can be made to match the new ones without throwing away the bottom / base of the existing tables – reducing waste.
- Task educate clients on recycled content, recyclability of their products and best way of extending the lifespan of a product. They are looking at new materials available with increased recycled content.
- Task provide LCAs and EPDs to clients as a form of education on sustainability.
They are engaged in a sponsored tree planting scheme

14. References

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