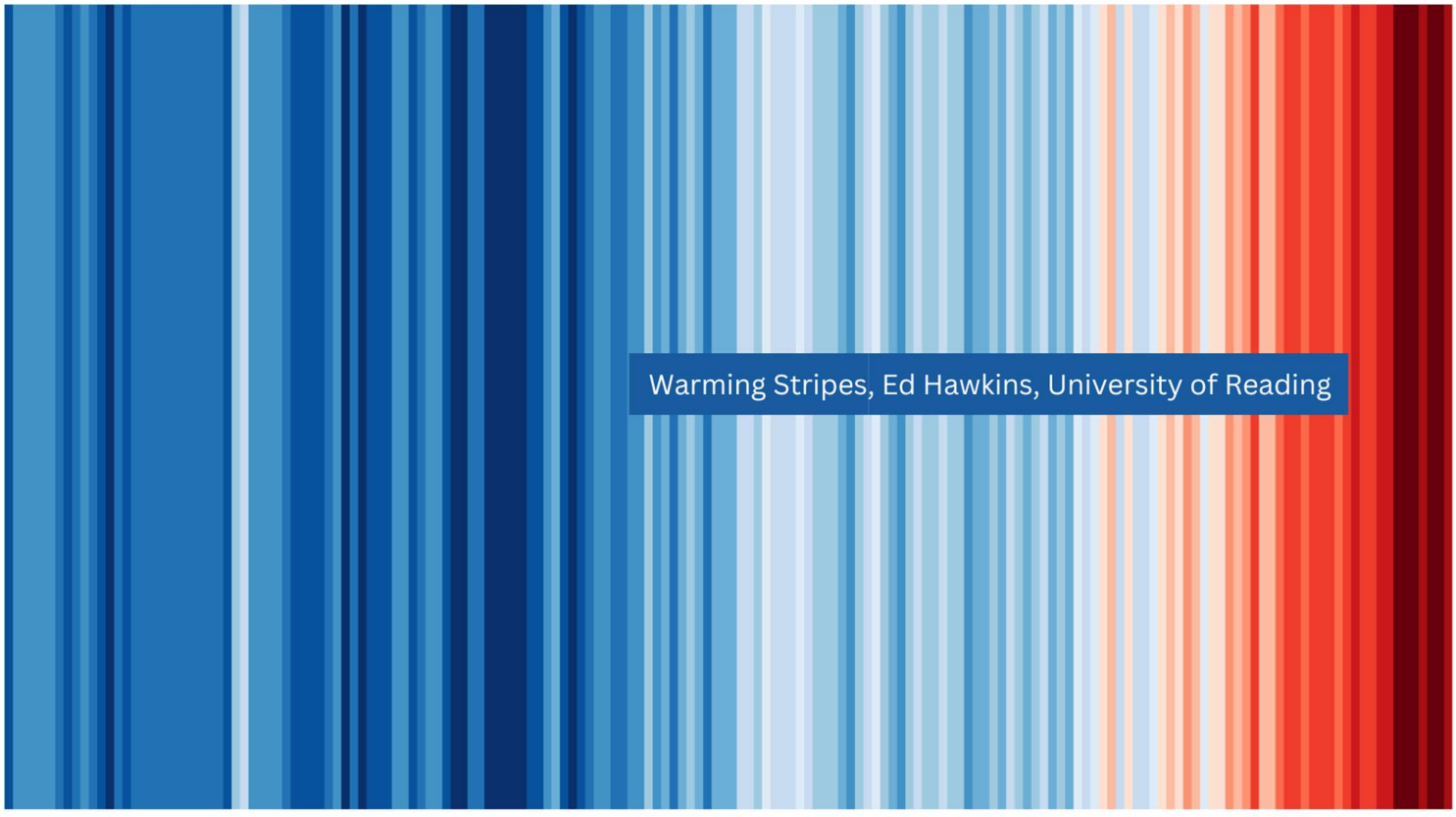
JPA® Workspaces

Carbon Report & Reduction Plan 2022

Prepared by Net Zero International

25th April 2023

net zero. international



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1 RACE TO ZERO PLEDGE

Declaration of Participation – Community Member Company

Our company continues to recognise the importance of making a full and lasting commitment to reducing the greenhouse gas emissions from our activities, in support of the wider commitment of the world to limit global temperature increases and the impact on the planet.

As a signatory member of the Network Net Zero Community, we are committed to the following:

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 that are designed to achieve our Net Zero commitments.
3. To report the total Greenhouse Gas emissions of our business regularly and for our performance to be part of the Community's annual reporting back to the UNFCCC.

We acknowledge that our commitment is reported on the Network Net Zero website.

JPA Workspaces made its pledge to the Race to Zero via the Network Net Zero Community on 27 April 2022. The record of the pledge can be found at https://www.futurenetzero.com/net-zero-international-race-to-zero/

	Year	Potential Year (if ahead of target)
Pledge to be Net Zero	**2050**	**2040****
50% Emissions Reduction	**2030**	**2030**

* UN Race to Zero suggested criteria

** In line with NHS Evergreen & UCLH Supplier Strategy

2 Company Overview

JPA Workspaces is a Limited Liability Partnership registered in England & Wales, company number 13384013, with a head office address of Sphere Industrial Estate, Campfield Road, St Albans, Hertfordshire, AL1 5HT.

3 Current Reporting Period

January 2022 – December 2022

4 Previous Period

The previous year used for comparisons is **January 2021 – December 2021.**

5 Organisational Data

Period	Current Period January 2022- December 2022	Previous Period January 2021 – December 2021
Industry	**Workplace Solutions**	**Workplace Solutions**
No. of Staff	33	22
No. of Offices – Owned	0	0
No. of Offices - Leased	1	1
No. of Company Vehicles - Owned	8	8
No. of Company Vehicles - Leased	0	0

6 Organisational Boundary

This report has been constructed using the:

- Operational Control Approach

7 Operational Scopes

Emissions from Scope 1 & 2 have been measured along with certain Scope 3 emissions. The Scope 3 emissions that have been included are those that have been practical to measure with available data, which are as follows:

- Employee commuting
- Business Travel
- Transmission & Distribution of electricity
- Supplier Spend – including upstream transport and distribution Employee Commuting
- Waste Disposal
- Water Supply & Treatment

  Note: downstream transport and distribution has been included in Scope 1 transport emissions

Remaining Scope 3 emissions have not been practical to measure in the reporting year and JPA is committed to expanding future reporting as required.

8 Baseline Emissions

Baseline Year: 2021	
Additional Details relating to the Baseline Emissions calculations. Although scope 1 & 2 emissions were calculated in 2020, we did not feel these would be suitable for comparison due to Covid-19. We have therefore used 2021 as our baseline year.	
Baseline year emissions: 2021	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**44.10 tCO2e**
Scope 2	**7.2 tCO2e**
Scope 3 **(Included Sources)**	**2048.9 tCO2e** Scope 3 emissions were calculated on spend – data not separated into categories. This is an improvement measure for 2022.
Total Emissions	**51.3 tCO2e = Total Scope 1 and 2** **2110.2 tCO2e = Total Scope 1, 2 and 3**

Reporting Year: 2022	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**28.6 tCO2e**
Scope 2	**6.8 tCO2e**
Scope 3 **(Included Sources)**	**3605.7 tCO2e including:** 1.Supplier Spend 3572 tCO2e (includes upstream transport and distribution emissions – these will be separated in 2023) 3. Fuel and energy related activities .6t CO2e 4. Upstream transport and distribution – included in category 1 5. Waste Disposal – 2.3 tCO2e 6. Business Travel – 5.5 tCO2e 7. Employee Commuting – 25.3 tCO2e 9. Downstream transport and distribution - 25.9 tCO2e included in Scope 1 transport emissions as deliveries completed by JPA Remaining Scope 3 emissions not measured or relevant practical in the reporting year. Scope 3 emissions have been calculated using the GHG protocols split into the 15 categories using BEIS Greenhouse Gas Conversion Factors.
Total Emissions	**35.4 tCO2e = Total Scope 1 and 2**

	3641.1 tCO2e = Total Scope 1, 2 and 3

9 Carbon Emissions Overview - Scopes 1, 2 and 3

The total calculated scope 1, 2 and 3 emissions for the business in 2022 were 3,641.1 t CO_2e. This is compared to 2,100.2 t CO_2e in the previous period and is an increase of 72.39%. This is due to a doubling of turnover in 2022.

Despite this significant increase in activity and turnover, Scope 1 and 2 emissions were reduced for the year by more than 20%.

JPA Workspaces has measured all Scope 1 and 2 emissions, plus elements of Scope 3 for this reporting period, including supplier spend. Supplier spend has been calculated using the EEIO methodology based on spend. All other data has been calculated using energy bills, travel expenses and employee surveys.

The Company is committed to continually evolve and improve the measurement process and accuracy in future years for Scope 3 emissions.

The business leases an office and warehouse and owns a fleet of 8 delivery vans.

The Company continues to measure an increasing amount of Scope 3 emissions and is committed to improving their emissions across all scopes.

10 Intensity Metric Analysis

Per Employee

	2022	2021	Increase/ Decrease %
Scopes 1 & 2	1.07	2.33	-54%
Scopes 1, 2 & 3	110.34	95.45	16%

Per £1000 Turnover

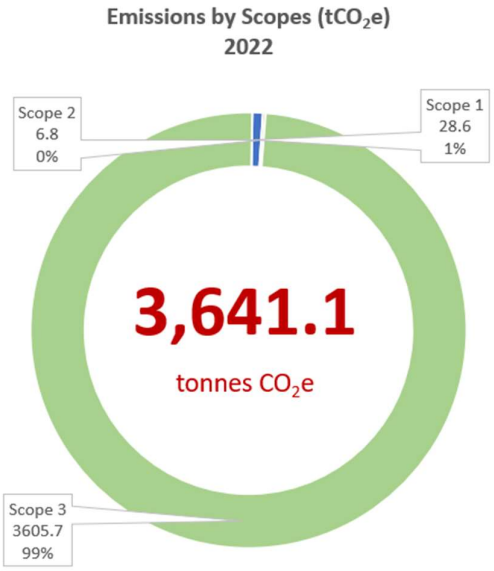
	2022	2021	Increase/ Decrease %
Scopes 1 & 2	0.01	0.02	-65%
Scopes 1, 2 & 3	0.59	0.68	-12%

The intensity metrics which **JPA Workspaces** measure are per Employee and per £1000 turnover.

For scope 1 and 2 emissions these decreased significantly in 2022.

The per £1000 turnover has decreased and is based on the increase in turnover as well as the company being more efficient with the carbon in its operation. The turnover has increased from £3.1m in 2021 to £6.2m in 2022.

11 Analysis by Scope



Scope 1 gas usage - has been calculated using monthly data from the provider. Gas is calculated at 2.7 t CO_2e in 2022 compared to 3.8 t CO_2e in the previous period, representing a decrease of 1.1 t CO_2e. This is due to improved energy awareness and efficiency programmes across the company premises.

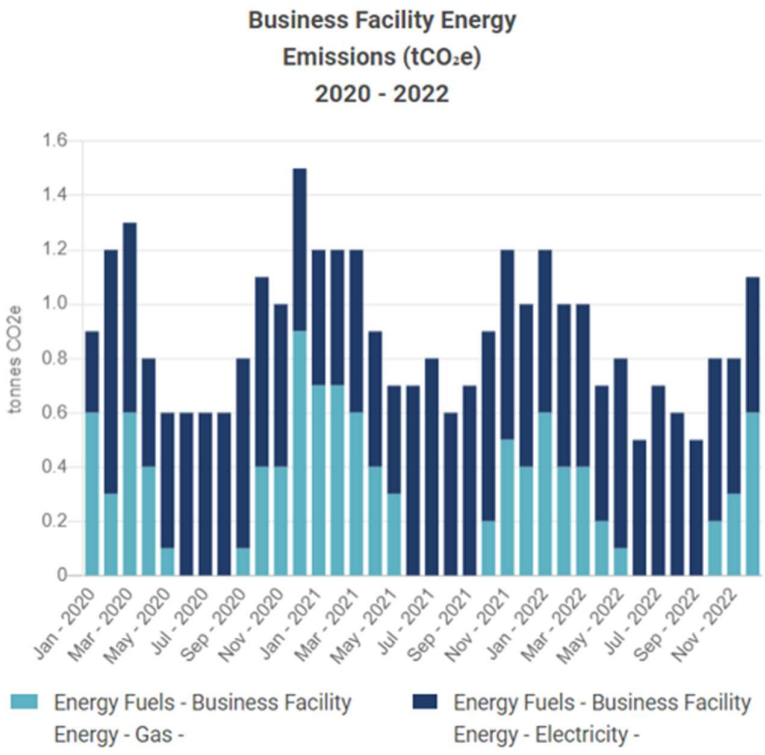
Scope 1 vehicle use - has been calculated using fuel card data for the owned vans of the business. Owned van emissions are calculated at 25.9 t CO_2e compared to 40.3 t CO_2e in the previous period. This is due to improved routing, increased reverse logistics, load optimisation and minimum order values, driver training and a switch to public transport where practical.

Scope 2 electricity usage - has been calculated using monthly data from the provider. Electricity is calculated at 6.8 t CO_2e, a decrease of 0.4 t CO_2e compared to the previous period. The company premises are currently not on a renewable tariff however discussions continue regarding the switch to a renewable tariff.

Scope 3 employee commuting has been calculated based on information gathered from a staff survey. Transmission and distribution losses have been calculated using the electricity usage data. Waste has been calculated using waste transfer notes. Supplier spend has been calculated using EEIO and has been retrospectively added to previous years reports. Business travel has been calculated using staff expense data. Scope 3 total is calculated at 3,605.7 t CO_2e this compares to 2,048 t CO2e in the previous period.

As **JPA Workspaces** grow their business in 2023, it is anticipated that Scope 3 calculated emissions will continue to increase. During this time, the company will look to improve the accuracy of measurement of supplier spend and consumption through improving communication and understanding of supplier issues and by collecting more accurate supplier scope 1 & 2 emissions via the introduction of wider reaching supplier audit. This will begin to establish better carbon benchmarking for suppliers with a view to future reduction in line with science-based targets.

12 Business Facility Energy Emissions – Gas and Electricity



The graph above shows the gas and electricity emissions by month from 2020 to 2022. There is a clear downward trend as the business focusses on energy efficiency through education, behaviour change and changes in equipment (i.e. paper-lite document management system, increased remote working, equipment upgrades etc).

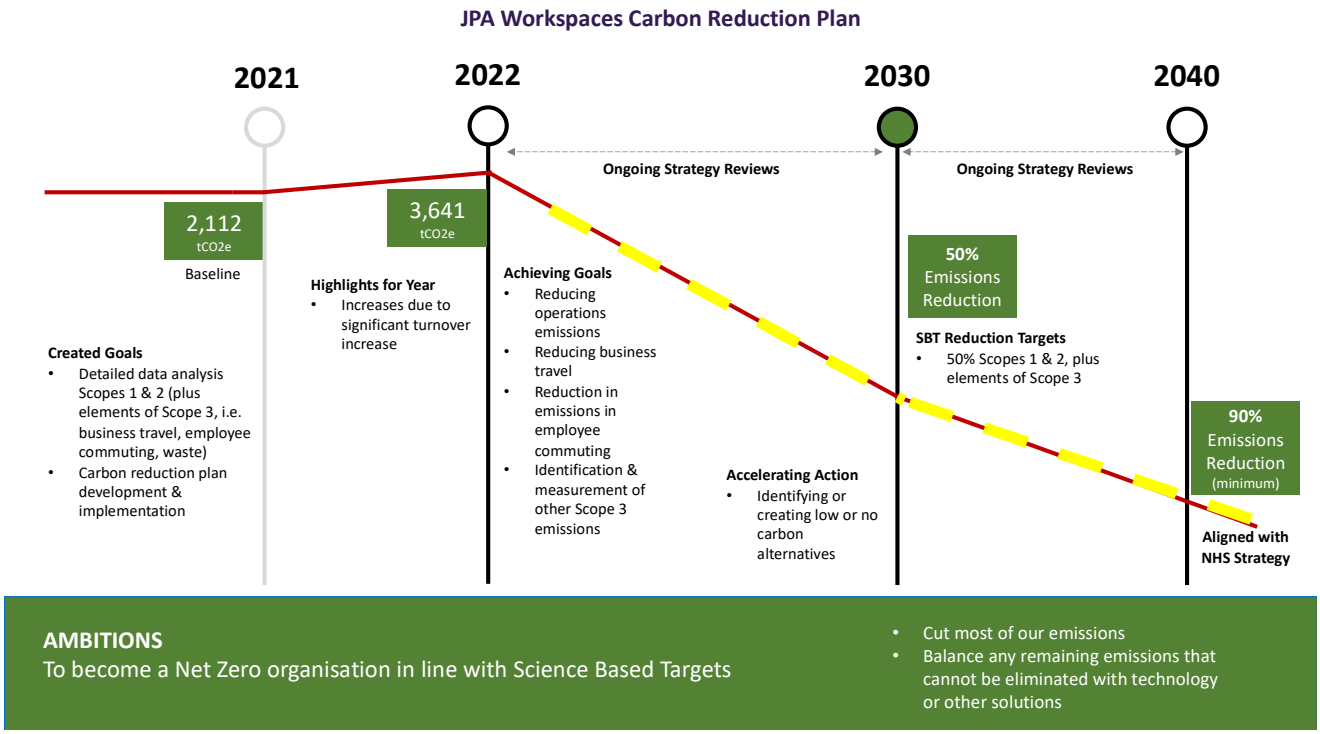
13 Emission Reductions Targets

We project that scope 1 & 2 carbon emissions will decrease over the next five years to 22.05 tCO_2e by 2027. This is a reduction of 50% from baseline. To continue progress to achieving Net Zero we have adopted the following carbon reduction targets and committed to:

A minimum 65% scope 1 and 2 emissions reduction by 2030.

A 90% scope 1 and 2 emissions reduction by 2040 enabled by renewables throughout our operation with offsetting in place for residual emissions using only certified carbon removal schemes.

A 50% scope 3 reduction by 2030. With manufacturing partners currently making up over 90% of our scope 3 emissions, we are working with key partners to get SBT/carbon reduction plans in place by FY2024 enabling scope 1 & 2 manufacturing (our scope 3) emissions to cascade from FY2026. This process has begun with several partners already manufacturing on renewables and implementing greener logistics as technology becomes available. Moving from spend based analysis to actual scope emissions from preferred partners will deliver this projection.



AMBITIONS
To become a Net Zero organisation in line with Science Based Targets

- Cut most of our emissions
- Balance any remaining emissions that cannot be eliminated with technology or other solutions

14 Business Commentary

2022 Activity

JPA re-set its Company Vision in 2022 to be "the designer and provider of workspaces that are better for people and the planet."

We achieve this by staying with our projects for life, providing complete designs, furnishings, ongoing maintenance, and decommissioning when no longer required. These services reduce waste, carbon, landfill, use of finite resources and destruction of natural habitats through a focus on less consumption, longer use and re-use.

SDG12 – Responsible Consumption and Production is at the core of our operation, services, and products. In essence we help our clients consume less, buy better and use their furniture for longer through circular services and support mechanisms. These services have helped our clients save over 500 tonnes CO2e to date through furniture-use, repair, refresh, and reconfiguration services whilst also generating procurement savings of over £1.5million.

2022 activity included pilot embodied carbon reporting for completed project works and first project specific Scope 3 calculations, both providing valuable benchmarks for future reduction. JPA also participated in the NHS Evergreen Sustainable Supplier pilot scheme which will go live in Summer 2023.

JPA are joint founders of the Herts Go Green and Grow Group, a group of like-minded individuals and businesses helping each other towards NetZero, shaping resources, knowledge and information locally – founder members include Net Zero International, KGK Genix, MCL Insight and Estu Global. The group now has over 50 members and is working together to reduce carbon and retain competitive edge.

Environmental expertise is reflected in participation on the Furniture Industry Sustainability Programme, Women in Office Design Sustainable Design Collective, East of England Furniture Makers and Furniture Makers Climate Change Committees. We are recognised externally through Business Awards including Green Business Leaders SME of the Year 2022, Inspiring Herts Green Business of the Year 2022, National SME Small Business of the Year 2022 and National Recycling Awards SME of the Year 2022.

Future Plans

JPA Workspaces aim to be the 'go to' designer and provider of workspaces that meet the needs of both people and planet. We also aim to develop and make available a cross-industry in-house knowledge hub to all local organisations in need of help on their way to NetZero. We believe that collaboration and innovation are the key to future success.

Short Term – 2025

Short term goals for Scope 1 & 2 emissions taking us to 2025 include switching to renewables (planned for 2023) and fleet review and upgrade. Fleet activity will continue to see optimised loads and increased efficiencies through scheduling software whilst options are explored including lease or rental of stop-gap petrol vehicles whilst electric models are developed to meet our needs.

ULEZ expansion in 2023 will not affect operational activities as vehicles are generally travelling into ULEZ zones in London already.

In relation to Scope 3 emissions, we are now engaging suppliers in fact-finding activity for and baselines for Scope 1 and 2 emissions.

In relation to products, we are working with both suppliers and clients to establish familiarity with carbon foot-printing for products and establishing common language, thresholds, and baselines for reduction. We will establish clear metrices for establishing project specific Scope 3 data.

Medium Term – 2030 (50% Reduction)

By 2030 JPA will have developed a reduced carbon fleet solution, as yet not set in stone due to emerging technologies and practices. Accurate data will be available for product carbon benchmarking with rental/furniture as a service and take-back models in place.

We will expect significant Scope 1 and 2 supplier emissions reduction during this time and therefore a significant drop in our own scope 3 emissions. With greater understanding of Lifecycle Assessments of product we will be better placed to meet carbon reduction targets of 50% by 2030 due to manufacturing evolution and increased circularity.

Long Term – 2045 (Net Zero Target)
Longer term plans are not fixed, other than to continue moving towards Net Zero whilst growing our business.

15 Carbon Reduction Initiatives

Completed Carbon Reduction Initiatives

- Energy audit of building completed
- Smart meters installed
- Moved to paperlite document system reducing energy, paper and toner consumption
- Reduced and upgraded remaining printers
- Upgraded phone system and computer hardware to less emissions hungry models
- Implemented route optimisation software for vehicles and installation teams
- Focused on waste reduction and materials recycling to eliminate redundant furniture landfill
- Become zero to landfill for all waste streams reducing air, ground and water pollution, vermin, disease, noise also protecting wildlife and mammal population
- Transitioned to renewables in 2023 for gas and electricity which will impact significantly on 2023 figure
- Planted over 1000 trees to create greener spaces and improve air quality
- Participated in local authority cleaner air campaigns
- Mentored local businesses to help them understand and begin carbon calculating
- Begun work with our supply chain to develop joint training programmes
- Developed circular services for furniture longevity reducing both carbon and waste
- Cummulatively recycled over 30,548 furniture items to date savings over 708 tonnes of landfill and 952 tCO2e.
- Introduced re-homing programmes for unwanted furniture assets with community partners
- Launch Responsible Business Strategy
- Publishes first White paper on Sustainable Workspace Development

Future Carbon Reduction Projects

- Develop robust but phased action plan for scope 3 emissions reduction with suppliers
- Develop wider training on carbon reduction for all stakeholders
- Develop benchmarking for products and projects to establish baselines for reduction in line with SBT
- Development of take-back and potentially buy-back schemes with manufacturing partners
- Furniture rental models ie. furniture as a service
- Develop maintenance agreements to extend lifecycle of existing furniture assets – reducing re-manufacturing emissions, raw materials use and biodiversity depletion
- Transition to greener fleet with regional hubs
- Upload data to shared visible platforms for wider engagement

16 Emissions Data

The data contained in the table below represents total emissions calculated and is consistent with SECR requirements. All sources of emissions that have been measured are included in the totals below. Emissions from key activities are summarised in the previous sections.

	SECR Status	Current Reporting Year Jan 22 – Dec 22	Previous Reporting Year Jan 21 -Dec 21
Energy consumption used to calculate emissions / kWh Electricity Scope 2 (UK & Offshore)	Mandatory	35,178	33,851
Energy consumption used to calculate emissions / kWh (Global: excluding UK & Offshore)	Mandatory	N / A	N / A
Basis of Energy reporting (Location or Market)		Market	Market
% Of total energy sourced from certified renewable sources		0%	0%
Emissions associated with energy consumption (UK, Offshore & Global) tCO_2e		6.8	7.2
Emissions from activities for which the company is responsible including combustion of fuel & operation of facilities **(Scope 1)** / tCO_2e	Mandatory	**28.6**	**44.1**
Emissions from purchase of electricity, heat, steam and cooling purchased for own use **(Scope 2)** / tCO_2e	Mandatory	**6.8**	**7.2**
Total gross Scope 1 & Scope 2 emissions / tCO_{2e}	**Mandatory**	**35.4**	**51.3**
Intensity ratio: t CO_2e per employee (Scope 1 & 2)	**Mandatory**	**1.2**	**1.6**
Emissions from upstream activities out of operational control **(Scope 3)** / tCO_2e	Optional	3,605.7	2,048.9
Emissions from use of sold products and services out of operational control **(Scope 3)** / tCO_2e	Optional	None included	None included
Total Gross Scope 3 emissions / tCO_2e	**Optional**	**3,605.7**	**2,048.9**
Total Gross Scope 1,2 (location, market) & 3 emissions / tCO_2e	**Optional**	**3,641.1**	**2,100.2**
Intensity ratio tCO_2e (gross Scope 1, 2 &3) / per staff member	Optional	110.34	95.46
Intensity ratio tCO_2e (gross Scope 1,2&3) / per 1,000 turnover	Optional	0.59	0.68
Carbon offsets tCO_2e	Optional	42.0	52.0
Total annual Net emissions / tCO2e	**Optional**	**3,599.1 (after offset)**	**2,048.2 (after offset)**

17 Data Overview

Data Details		2022		
Emission Type	**Scope**	**tCO2e**	**Data Source**	**Data Confidence**
Energy				
Gas	**1**	2.7	Gas Bills	High
Electricity	**2**	6.8	Electricity Bills	High
Business Travel				
Vans	**1**	25.9	Fuel Card Spend	High
Business Travel - Cars	**3**	5.5	Fuel Expenses Claims	Medium
Employee Commuting				
Car - Average	**3**	25.3	Employee Commuting Survey	Medium
Other Emissions calculated				
Supplier Spend	**3**	3,572	EEIO Spend Analysis	Medium
Transmission & Distribution of electricity	**3**	0.6	Electricity Bills	High
Waste Disposal	**3**	2.3	Waste Transfer Notes	High
TOTAL		**3,641.1**		

18 Standard and Methodology Used

JPA Workspaces categorises its Greenhouse Gas (GHG) Emissions as Scope 1, 2 or 3 as referred to in the WBCSD – WRI Greenhouse Gas Protocol (revised edition, dated March 2014). Emissions in Carbon Dioxide equivalent (CO_2e) for all scopes are calculated using the conversion factors listed in BEIS Greenhouse Gas Conversion Factors for the relevant 12-month period over which the Carbon Footprint is calculated. Procured renewable electricity and gas is calculated in accordance with the WBCSD – WSI Scope 2 Guidance on procured renewable energy (2015).

19 Data Quality / Confidence

The data used to generate this report has been collected from various sources from both within the company and using assumptions gathered by Net Zero International. These emissions have been converted to CO_2e using the CBN Expert Dashboard. In all cases CBN Expert has used the Conversion Factors published by BEIS/Defra for the relevant period.

20 Scope 3 Emissions

JPA Workspaces is committed to measure and act to reduce its emissions in all 3 Scopes. This report reflects the amount of Scope 1 and 2 emissions, plus the Scope 3 emissions that it has been feasible to calculate. JPA Workspaces remains committed to work with its entire supply chain to ensure as much of its Scope 3 emissions can be accurately measured and to develop actions that target long term reductions in this emissions category.

21 Offsets

JPA Workspaces have pledged to reduce GHG emissions and, ultimately, attain Net Zero. Offsetting options have been considered with 2022 scope 1 and 2 emissions offset through Ecologi's Gold Standard verified schemes. This is something JPA choose to do in addition to our ongoing carbon reduction plans. The company does not anticipate offsetting for 2023, preferring instead to invest in further reduction of actual scope emissions.

22 Third Party Verification

The data in this report has been produced using the CBN Expert dashboard and the figures have been certified under the future Net Zero Standard. The certification and licence number for the period for this report is shown here.

23 Offset schemes (if appropriate)

Scheme Name	Details (including weblinks)
Ecologi	Ecologi Gold Standard Verified Scheme

24 Declaration

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting. Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported for PPN6/19 compliance. This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of JPA Workspaces
on behalf of Board of Directors
Name: **Fiona Edwards**

Position: **Head of Sustainability**

Signed on behalf of Net Zero International

Name: **David Hawes**

Position: **Co-Founder**

25 Glossary

Benchmark Data	The chosen 12-month period that sets the calculated emissions that need to be mitigated and/or offset.
Carbon Reduction	Reduction in measured CO_2e emissions
Carbon Reduction Plan	Plan to reduce CO_2e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO_2e emissions from Company activities
Carbon Emissions (Net)	CO_2e emissions from Company activities minus verified carbon offsets the Company purchases
Carbon Neutral	When emissions are fully offset including those emissions that could be mitigated.
Carbon Offsets	A removal or reduction of carbon emissions through a verified scheme.
CO_2e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO_2e) for consistency of reporting.
GHG Protocol	Greenhouse Gas Protocol https://ghgprotocol.org/
Greenhouse Gases	Carbon Dioxide (CO_2), Methane (CH_4), Nitrous Oxide (N_2O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF_6)
Greenhouse Gas Conversion Factors	Annually published conversion factors normally published by relevant government departments. Converts activity into CO_2e emissions.
Greenhouse Gas Emissions (GHG)	Gases in the atmosphere that absorb and radiate heat
Intensity Metric/Ratio	A metric that measures carbon emissions per relevant unit of activity in a business.
Market Reporting v Location Reporting	Market is based on specific tariffs. Location is based on the country from which you are reporting.
Net Zero	GHG emissions are mitigated and those that cannot are offset
Renewable Tariff	An energy tariff that is 100% powered by renewable energy and is certified.
SBT	Science Based Targets – reducing emissions by 50% by 2030 and by 90% by 2050 and offsetting the remaining amount.
Scope 1	The fuels that are burnt (gas, transport the company owns, refrigerant gasses)
Scope 2	The energy that is bought (electricity from the grid, purchased heat)
Scope 3	Emissions embedded in everything a company buys and emitted as a consequence of everything a company sells.
SECR	Streamlined Energy & Carbon Reporting
tCO_2e	Metric tonnes of CO_2 equivalent emitted.
UNFCCC	United Nations Framework Convention on Climate Change
UN Race To Zero	United Nations campaign mobilising organisations to commit to reaching Net Zero no later than 2050.
WBCSD	World Business Council for Sustainable Development https://www.wbcsd.org/
WRI	World Resource Institute https://www.wri.org/