



Environmental Report

April 2015

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Protecting and improving the environment is central to SE²'s ethos, operations and business activities and we are committed to improving our environmental performance.

This is our Environmental Report. It covers the period from 1 April 2013 - 31 March 2015 and will be published on our website: www.se-2.co.uk. We will review this report annually.

In April 2014, SE² went from 5 employees to 3. The decision was made to close the office and instead work remotely from home. This seemed the most appropriate and environmentally friendly option in order to reduce our now long commutes to work and improve our carbon footprint.

Now we are all working from home we need a new way to measure our emissions. We haven't been able to find any examples of environment reports based on home working so have calculated our footprint as closely as possible and would like to invite your thoughts and comments on our methodology.

Despite the changes, we continue to adhere to the following good practice:

1. **We turn off all office electrical items at the end of each working day.**
2. **We recycle paper, card, plastic, glass.** We will also recycle items we no longer need or donate to charity or local community groups eg: furniture and laptops.
3. **We maintain a 'paperless' office where possible.** We use email as the core means of communication. All information is kept securely in the cloud and locally on laptops and computers with no use of paper unless absolutely necessary. We always consider whether printing is necessary and get an accurate idea of the number of copies required, printing double-sided whenever possible. We make a donation to charity instead of sending Christmas cards.
4. **We ensure our home offices can be kept warm with minimal use of heating systems** by, for example, blocking draughts, improving insulation and using radiator panels to reflect more heat into the room. We increase clothing layers when it's cold rather than using more heat.
5. **We use energy efficient lighting wherever possible.** We use low energy light bulbs on all wall, ceiling and desk mounted appliances and only switch on lights when there is not enough daylight to work comfortably.
6. **We minimise our business travel and use public transport.** We use Green Tomato taxis and Gobetweens couriers, both of which operate low emission vehicles, and we don't fly. We use electronic communications with clients whenever appropriate, using web cams, conference calling and Skype rather than travelling unnecessarily for face-to-face meetings. We also keep our business mileage low by working from home as often as possible. All staff complete a travel for work survey in order to measure our carbon emissions.
7. **We consider the environmental impact of the food we eat.** We request local, seasonal food at the events we run and try to minimise waste (eg avoiding individual sachets or

plastic cups). We follow good practice for cooking, storage of food and washing dishes. We only boil the kettle when necessary and fill with the required amount of water.

8. We buy green products, in many ways:

- We use the Green Stationery Company and other ‘green’ suppliers for buying stationery, ensuring that products purchased have a high recycled content. We re-use discarded paper for notes.
- When requesting a printing quote, we ask for recycled paper and double sided printing. We also enquire about the type of inks used (vegetable based is preferable) and delivery methods.
- When booking hotels we look for options with good sustainability credentials and we offer the same choice to delegates for the events we manage.
- We buy fair-trade tea and coffee, organic milk and biscuits for our home offices and for meetings whenever possible.
- We check the energy rating before purchasing new appliances.
- We purchase our insurance from and bank with the Co-op, an ethical company.
- We continue to purchase Ecotricity’s Green Gas and Green Electricity at our main address and recommend all staff switch to a green energy supplier if they haven’t already done so.

9. We offset unavoidable carbon emissions. We calculate and offset the SE² carbon footprint annually and also for our larger events.

Our Emissions for 2013-15

In 2013-14, we all worked together in one office, but in 2014-15 we switched to a home-working model. This has meant significant shifts in our emissions, such as a big drop in energy use and the elimination of commuting. The data for both years is shown below.

Energy

[2013-14: working from the office](#)

Our office took up one floor in a 3-storey building. There was one central heating system serving the building and our gas consumption was calculated by the landlord as one third of the total consumption. This means that our gas consumption figure was, to some extent, beyond our control as regardless of what measures we took to reduce our own usage, if consumption on the other floors went up, our figure went up too. As we were unable to collect the correct data for this year, we have assumed consumption was the same as the previous year. However, as one member of staff left SE² at the beginning of January, we believe the emissions would actually have dropped.

	Energy used 2012-13 (kWh)	Per person ¹ 2012-13 (kWh)	Energy used 2013-14 (kWh)	Per person ² 2013-14 (kWh)	Change (per person) (kWh)
Gas	5031	1572	5031	1572	-
Electricity	1320	413	1320	412.5	-

[2014-15: working from home](#)

We were not able to find any tools for calculating our emissions based on home working, so we’ve developed our own calculator. This can be found on our website and we hope will help others in a similar position.

¹ Based on 3.2 full time members of staff

² Based on 3.2 full time members of staff

	Total Gas (kWh)	Total Electricity (kWh)	Gas consumption for work (kWh) ³	Electricity consumption for work (kWh)	GHG emissions for gas consumption (kgCO ₂ e)	CO ₂ emissions for electricity consumption (kgCO ₂ e)
Rachael	15734	2015	151.77	19.44	28.23	9.61
Liz	13000	3300	256.44	65.10	47.69	32.17
Kathryn	21609	3780	179.82	31.45	33.44	15.55
TOTAL	50343	9095	588.03	115.99	109.36	57.33
TOTAL CO₂					166.69	

We used just 10% of the electricity working from home compared to using the office (a fall from 1,320kWh to 135kWh/yr), and only 12% of the gas (a fall from 5,031kWh to 588kWh/yr) - which is an astonishing saving!

Transport

Some of our travel is business essential and therefore unavoidable. We met our target not to fly for business trips for both years of this report. We include commuting in our calculations.

2013-14: working from the office

Our travel emissions increased as one member of staff moved out of London and so their commute was much greater. We also ran a series of national workshops which increased our business mileage.

Total CO ₂ emissions (kg) 2012-13	Total CO ₂ emissions (kg) 2013-14	Average CO ₂ emissions (kg) per person ⁴ 2012-13	Average CO ₂ emissions (kg) per person ⁵ 2013-14	Change in total CO ₂ emissions (kg)
2024.49	2297.31	632.7	717.9	272.82 ↑ (13%)

2014-15: working from home

Working from home has produced a reduction in our total travel emissions. We now only have three members of staff but that includes the two people who do the most business travel, so our emissions per person have gone up. Distances travelled to meetings in London have also increased as we are now measuring this from home, and not our Greenwich office.

Total CO ₂ emissions (kg) 2013-14	Total CO ₂ emissions (kg) 2014-15	Average CO ₂ emissions (kg) per person 2013-14	Average CO ₂ emissions (kg) per person ⁶ 2014-15	Change in total CO ₂ emissions (kg)
2297.31	1889.99	717.9	859.1	407.32 ↓ (18%)

³ The consumption for work figures take into account the number of days we each work from home and the proportion of our home devoted to office space.

⁴ Based on 3.2 full time members of staff

⁵ Based on 3.2 full time members of staff

⁶ Based on 2.2 full time members of staff

Procurement
Stationery - Recycled Content

2013-14

Number of stationery items purchased 2012-13	Percentage of items with recycled content 2012-13	Number of stationery items purchased 2013-14	Percentage of items with recycled content 2013-14	Change
32	38%	21	43%	5% ↑

2014-15

Number of stationery items purchased 2013-14	Percentage of items with recycled content 2013-14	Number of stationery items purchased 2014-15	Percentage of items with recycled content 2014-15	Change
21	43%	18	50%	7% ↑

We have been buying fewer items year on year, but with a higher recycled content. Only 38% of our stationery items were recycled in 2012-13, but by 2014-15 this had risen to 50%.

Our Carbon Performance

2013-14

	CO ₂ produced 2012-13 (tonnes)	CO ₂ produced 2013-14 (tonnes)	CO ₂ produced per person ⁷ 2013-14 (tonnes)	Change from previous year (tonnes/%)
Gas	1.02	1.02	0.32	-
Electricity	0.6	0.6	0.19	-
Travel	2.02	2.30	0.72	0.28↑ (14%)
Food waste	1.31	1.48	0.46	0.17↑ (13%)
TOTAL	4.95	5.4	1.69	1.45↑ (9%)
Total to offset		5.4 tonnes		

2014-15

This is our 'working from home baseline' for future reference. We'll be adding targets in to our next report.

	CO ₂ produced 2013-14 (tonnes)	CO ₂ produced 2014-15 (tonnes)	CO ₂ produced per person ⁸ 2014-15 (tonnes)	Change from previous year (tonnes/%)
Gas	1.02	0.11	0.05	0.91↓ (89%)
Electricity	0.6	0.06	0.03	0.54↓ (90%)
Travel	2.30	1.89	0.86	0.41↓ (18%)
Food waste	1.48	1.69	0.77	0.21↑ (14%)
TOTAL	5.4	3.75	1.7	1.65↓ (31%)
Total to offset		3.75 tonnes		

⁷ Based on 3.2 full time members of staff

⁸ Based on 2.2 full time members of staff

Although our carbon emissions rose in 2013-14, they fell again in 2014-15, representing a 23% reduction compared to 2012-13 emissions. The total amount of carbon to offset for 2013-15 is 9.2 tonnes.

Calculation data

- * *Our gas and electricity emissions were calculated using the Pure Trust's carbon footprint online tool for small businesses (<http://www.pureleapfrog.org/page.jsp?id=26>).*
- * *We used Carbon Independent's online calculator to calculate our food waste emissions (www.carbonindependent.org/)*
- * *The calculator on our Travel for Work surveys uses the current CO₂ conversion factor data (www.ukconversionfactorscarbonsmart.co.uk).*
- * *In order to calculate the CO₂ produced from our travel emissions we must use the following calculation:
kg ÷ 1000 = tonnes*
- * *Other sources: www.gov.uk/government/uploads/system/uploads/attachment_data/file/69494/pb13310-ghg-small-business-guide.pdf*