



PUBLIC DISCLOSURE STATEMENT


JARDAN AUSTRALIA PTY LTD

ORGANISATION CERTIFICATION

FY2022-23

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Jardan Australia Pty Ltd
REPORTING PERIOD	Financial Year 1 July 2022- 30 June 2023 Arrears report
DECLARATION	<p><i>To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.</i></p>  <p>Name of signatory: Michael Garnham Position of signatory: Managing Director 17/11/2023</p>



Australian Government
**Department of Climate Change, Energy,
the Environment and Water**

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Version August 2023.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	2,437 tCO ₂ -e
OFFSETS USED	3% ACCUs 97% CERs
RENEWABLE ELECTRICITY	39.67%
CARBON ACCOUNT	Prepared by: EnergyLink Services
TECHNICAL ASSESSMENT	Date: FY2022/23 Organisation: EnergyLink Services Next technical assessment due: FY 2025/26

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2. CARBON NEUTRAL INFORMATION

Description of certification

This certification includes all emissions associated with the business operations of Jordan Australia Pty Ltd for FY2022-23.

Organisation description

Jordan, ABN 27 005 256 397, is a manufacturer of premium, Australian made furniture that incorporates environmental, social, and economic considerations throughout the total product lifecycle.

Employing the philosophy of making small, meaningful changes every day, we aim to create big impacts over time. Jordan has manufacturing facilities in the Melbourne metropolitan area, and showrooms in Sydney, Brisbane, Melbourne, and Perth.

Jordan has been certified under Climate Active (formerly NCOS) since 2012-13 and enjoys the honour of being Australia's first carbon neutral furniture manufacturer. Maintaining our carbon neutral certification (for the 10th consecutive year) is one of the key ongoing commitments of our sustainability policy, which includes a range of goals across the triple bottom line – planet, people, and prosperity.

Jordan transparently discloses its performance against these goals in our GRI Sustainability Report, which we encourage readers of this PDS to access via our website:

<https://www.jordan.com.au/pages/sustainability-2022>

3.EMISSIONS BOUNDARY

Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

Quantified emissions have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

Non-quantified emissions have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

Outside the emissions boundary

Excluded emissions are those that have been assessed as not relevant to an organisation's operations and are outside of its emissions boundary or are outside of the scope of the certification. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

Inside emissions boundary

Quantified

Accommodation and facilities
Carbon Neutral Products and services
Electricity
Food
ICT services and equipment
Postage, courier, and freight
Refrigerants
Stationary energy
Transport (air)
Transport (land and sea)
Taxi and Uber
Water
Waste
Working From home

Non-quantified

Lubricants and greases
Office equipment and supplies
Printing and stationary
Packaging materials and supplies

Outside emission boundary

Excluded

Product disposal
Product materials
Consumer transport

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Jardan's emission reduction strategy is based on the below action plan.

	<p>The organisation's annual production of greenhouse gases will be comprehensively accounted for through a greenhouse gas emissions inventory. The inventory (and this statement) is developed and compiled in accordance with the Climate Active Carbon Neutral Standard for Organisations.</p>
Measure	<p>This means the inventory and report are developed in a clear, factual, neutral, and understandable manner, based on clearly documented and archived information that constitutes a complete audit trail. Specific exclusions or inclusions are identified and justified, assumptions disclosed, and appropriate references provided for the methodologies applied and the data sources used.</p>
Set Objectives	<p>Objectives for managing/reducing emissions have been made and integrated into the business planning process through written policies and management plans. Stated objectives should be SMART: specific, measurable, achievable, realistic, and timely.</p>
Avoid	<p>Implementation of emission management plans prioritise low cost/cost neutral, behavioural change actions which avoid the production of emissions. These 'low hanging fruit' opportunities will be implemented, and their success will be documented and communicated.</p>
Reduce	<p>Efficiency options will be evaluated, implemented, and monitored. Savings generated should ideally be re-invested into new energy and resource efficiency initiatives to generate further emission reductions.</p>
Switch	<p>Opportunities to de-carbonise energy sources or business practices will be assessed and implemented.</p>
Evaluate	<p>Progress is continually measured against set objectives using appropriate monitoring and accounting methodologies and transparent reporting processes.</p>
Offset	<p>The purchase of offsets aligns with the organisations culture and philosophy. A portfolio of offset products are procured and retired to meet emission reduction targets (if required).</p>
Report	<p>Progress against set objectives is reported over time to meet voluntary and/or Climate Active certification obligations. This includes a description of emission reduction measures compared against the base year actions to be taken moving forward.</p>

Jardan, as an expanding organisation with projected growth in the coming years, expects a proportional increase in gross emissions. As such, Jardan has chosen to report and monitor emissions reductions through an intensity ratio, specifically targeting a 30% reduction in emissions intensity (emissions per m³ of furniture shipped to customers) by the conclusion of the FY2023-24 period, relative to a 2019-20 baseline. During the reporting period of this report (FY22-23), the trajectory of reductions based on the intensity ratio shifted due to the company's relocation efforts. Production was interrupted for 3 months, meaning less cubic meters of

furniture was produced than the previous year, and extra electricity was consumed due to being spread over more sites, this influencing the emissions intensity ratio, as it is indicated in the table below. However, this effect is deemed transient, linked to the relocation process. Jordan is confident that electricity emissions will be reduced in the subsequent reporting period, facilitating the achievement of the 2023-24 emissions intensity reduction target.

Moreover, Jordan is proactively setting a new emissions reduction target of 40% against the 2019-20 baseline for the fiscal year 2027-28. This ambitious goal reflects the company's belief in its capacity to not only meet but exceed targets.

Emissions intensity (and product shipment volumes) are shown in the table below:

Emissions Intensity		
	m ³ product shipped	tCO ₂ -e/m ³
2019-20	10,012.89	0.182
2020-21	11,302.69	0.165
2021-22	14,661.55	0.145
2022-23	12,367.94	0.197

These reductions will be achieved by the following actions:

- All the electricity will be renewable at the factory site for the next five years from 1st July 2023.
- Part of the fleet – at least one vehicle – will be replaced with electric vehicles during FY23-24.
- Two LPG forklifts will be replaced with electric ones during FY23-24.
- The disposal of fabric waste in landfills will be ceased and an upcycling process to transform it into felt will be adopted during FY23-24.
- Complete the replacement of our fleet to electric by FY27-28 or sooner.
- Ongoing reporting and target setting under the GRI reporting framework.

Emissions reduction actions

Jordan have implemented a number of emission reduction actions during the reporting period FY22-23.

These include:

- The 500kW solar system at Scoresby commenced full operation within the reporting period of FY22-23.
- Energy efficiency initiatives have been introduced in the new offices.
- Lighting automation in factory and office.
- Briquette machine to reduce timber waste.

Jordan continues to strive to reduce emissions where possible, including through upgrading equipment such as lighting or motors, purchasing carbon neutral products or installing solar PV systems. Jordan will monitor and assess capital upgrade opportunities as they arise moving forward. Jordan is also engaging with staff to help identify opportunities to reduce emissions and exploring opportunities to procure lower carbon/certified carbon neutral freight service providers.

5. EMISSIONS SUMMARY

Emissions over time

		Emissions since base year	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Year 1:	2012–13	1,100.75	1,100.75
Year 2:	2013–14	1,301.34	1,301.34
Year 3:	2014–15	1,349.05	1,349.05
Year 4:	2015-16	1,445.51	1,445.51
Year 5:	2016-17	1,533.52	1,533.52
Year 6:	2017-18	1,698.07	1,698.07
Year 7:	2018-19	1,705.16	1,705.16
Year 8:	2019-20	1,734.55	1,821.28
Year 9:	2020-21	1,864.92	1,864.92
Year 10:	2021-22	2,074.51	2,126.37
Year 11:	2022-23	2,376.80	2,436.22

Significant changes in emissions

Emission source name	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Detailed reason for change
Electricity (market-based method, scope 2)	520.581	917.163	The company's relocation to a new site resulted in an increased consumption during the transition process.

Use of Climate Active carbon neutral products, services, buildings or precincts

Certified brand name	Product/Service/Building/Precinct used
Opal Australian Paper	Carbon Neutral Paper

Emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a market-based approach.

Emission category	Sum of scope 1 (tCO ₂ -e)	Sum of scope 2 (tCO ₂ -e)	Sum of scope 3 (tCO ₂ -e)	Sum of total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	11.22	11.22
Cleaning and Chemicals	0.00	0.00	38.74	38.74
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	917.16	121.39	1038.55
Food	0.00	0.00	13.33	13.33
ICT services and equipment	0.00	0.00	17.53	17.53
Postage, courier and freight	0.00	0.00	453.39	453.39
Refrigerants	13.07	0.00	0.00	13.07
Stationary Energy (gaseous fuels)	49.80	0.00	3.93	53.73
Stationary Energy (liquid fuels)	7.97	0.00	2.66	10.63
Transport (Air)	0.00	0.00	68.38	68.38
Transport (Land and Sea)	37.09	0.00	434.87	471.96
Waste	0.00	0.00	180.00	180.00
Water	0.00	0.00	6.27	6.27
Total emissions	107.93	917.16	1351.71	2376.80

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions that cannot be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

Reason for uplift factor	tCO ₂ -e
2.5% uplift to account for non-quantified sources where data collection is not cost effective	59.42
Total of all uplift factors	59.42
Total emissions footprint to offset <i>(total emissions from summary table + total of all uplift factors)</i>	2,436.22

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 2,437 t CO₂-e. The total number of eligible offsets used in this report is 2,437. Of the total eligible offsets used, none of them were previously banked and 2,437 were newly purchased and retired. No offsets are remaining and have been banked for future use.

Co-benefits

Piccaninny Plains Carbon Abatement

Piccaninny Plains is situated in the centre of Cape York Peninsula, about 500 km northwest of Cairns and 100 km south-east of Weipa. The sanctuary extends from the foothills of the McIlwraith Range to the western plains of the Gulf of Carpentaria and contains a remarkable diversity of ecosystems, ranging from rainforest to grassland to floodplains. The majority of Piccaninny Plains is covered by open woodlands and tropical grasslands which are home to well over a hundred species of birds, mammals, and mammals. The plains contain a vast network of wetlands, which support resident and migratory waterbirds, fresh and saltwater crocodiles, aquatic snakes, 26 species of frogs, freshwater crabs, 4 turtles and 30 species of fish.

This project is managed by the Australian Wildlife Conservancy (AWC) and involves strategic and planned burning in the early dry season (May - June) and, if required, fire suppression in the late dry season (October – December). Prescribed burning is delivered by aerial incendiary operations with supplementary ground burning operation. Every year, the reduction in wildfires across AWC's northern properties averts more than 100,000 tonnes of carbon from being emitted into the atmosphere. The savings in greenhouse gases going into the environment each year is equivalent to removing more than 25,000 vehicles off the road for a year. It also helps in the preservation of biodiversity as it has significant benefits for wildlife by reducing wildfires across all properties.

The key co-benefits of this project include:

- Supporting action to mitigate climate change.
- Reducing the devastating impact of wildfires at Cape York.
- Increasing the extent of "old growth" vegetation and dispersing it more evenly across the landscape.
- Protecting the exceptional conservation values of Piccaninny Plains, including a high number of threatened species and ecosystems.
- Establishing a catalytic model which aims to improve conservation and management across Cape York Peninsula - a region of international significance.



Malawi Cookstoves

The RIPPLE Africa cook stove project in Nkhata Bay District, Malawi that is run by RIPPLE Africa (a charity from the UK) and involves the installation of low cost, high efficiency wood fired cook stoves specially designed for local conditions. RIPPLE has so far replaced about 40,000 traditional three-stone cooking fires with fuel efficient cook stoves and the project therefore benefits approximately 200,000 people. Significant additional benefits arise from the project since the traditional three-stone fires:

- Consume a huge amount of wood resulting in major deforestation. It also takes a lot of time to collect all this wood. This time can be spent on education and other activities.
- Produce lots of smoke and so cause health problems such as lung cancer and child pneumonia. This mostly affects women and children.
- Are unsafe for children.

RIPPLE Africa has made this fuel-efficient cook stove a way of life and has significantly reduced Malawi's greenhouse gas emissions and can be seen in RIPPLE's [video](#).

RIPPLE Africa will use the funds from the sale of the credits to expand the project and support other RIPPLE Africa activities such as fish conservation, tree planting, forest conservation, education and health care services. RIPPLE Africa wants to expand the project so that 500,000 people will benefit from this fuel-efficient cook stove. All RIPPLE's activities address various Sustainable Development Goals (SDGs). The cook stove project alone addresses the following SDGs:



Indonesia Geothermal

Located on the volcanic island of Java, 150km from Jakarta, this project avoids greenhouse gas emissions associated with electricity generation from fossil fuels by tapping into Indonesia's vast geothermal resources to generate electricity for the JAMALI grid. Recognised as one of the most efficient geothermal plants in the world, Darajat Unit III is helping to displace coal and oil in Indonesia's electricity infrastructure and supporting the Nation's transition to renewable energy.

Sitting within an area known for its biodiversity, Darajat Unit III has helped improve infrastructure in the region, and supports the local community through job creation and investment in schools, helping to address high illiteracy rates in the area.



Eligible offsets retirement summary

Offsets retired for Climate Active carbon neutral certification											
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity retired (tCO ₂ -e)	Eligible quantity used for previous reporting periods	Eligible quantity banked for future reporting periods	Eligible quantity used for this reporting period	Percentage of total (%)
Piccaninny Plains Carbon Abatement	ACCUs	ANREU	18/10/2023	8,330,152,158 – 8,330,152,236	2021-22	-	79	0	0	79	3.24%
Improved Cook Stove Project 2, Nkhata Bay District, Malawi	CER	CDM	18/10/2023	MW-5-204051-2-2-0-9935 – MW-5-204550-2-2-0-9935	CP2	-	500	0	0	500	20.52%
Darajat Unit III Geothermal Project	CER	ANREU	24/10/2024	20,454,216 – 20,456,073	CP2	-	1,858	0	0	1,858	76.24%
Total eligible offsets retired and used for this report										2,437	
Total eligible offsets retired this report and banked for use in future reports									0		
Type of offset units		Eligible quantity (used for this reporting period)				Percentage of total					
Australian Carbon Credit Units (ACCUs)		79				3%					
Certified Emissions Reductions (CERs)		2,358				97%					



United Nations
Framework Convention on
Climate Change

Date: 18 OCTOBER 2023
REFERENCE: VC30102/2023

VOLUNTARY CANCELLATION CERTIFICATE

Presented to

Jardan Australia Pty Ltd

Project

Improved Cook Stove Project 2, Nkhata Bay District, Malawi

Reason for cancellation

Retired to meet Jardan Australia Pty Ltd obligations under the Climate Active Carbon Neutral Standard for the financial year 2022/23.

Number of units
cancelled

500 CERs

Equivalent to 500 tonne(s) of CO₂



Start serial number: MW-5-204051-2-2-0-9935
End serial number: MW-5-204550-2-2-0-9935

The certificate is issued in accordance with the procedure for voluntary cancellation in the CDM Registry. The reason included in this certificate is provided by the cancellor.



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19 October 2023

VC202324-00317

To whom it may concern,

Voluntary cancellation of units in ANREU

This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, ENERGYLINK SERVICES PTY LTD (account number AU-3226).

The details of the cancellation are as follows:

Date of transaction	18 October 2023
Transaction ID	AU30263
Type of units	KACCU
Total Number of units	79
Serial number range	8,330,152,158 - 8,330,152,236
ERF Project	Piccaninny Plains Carbon Abatement - EOP100549
Vintage	2021-22
Transaction comment	Retired to meet Jordan Australia Pty Ltd obligations under the Climate Active Carbon Neutral Standard for the financial year 2022/23.

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, <http://www.cleanenergyregulator.gov.au/OSR/ANREU/Data-and-information>.

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

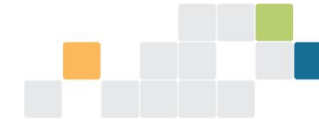
Yours sincerely,

David O'Toole
ANREU and International
NGER and Safeguard Branch
Scheme Operations Division
Clean Energy Regulator
registry-contact@cer.gov.au www.cleanenergyregulator.gov.au



Australian Government
Clean Energy Regulator

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24 October 2023

VC2022324-00321

To whom it may concern,

Voluntary cancellation of units in ANREU

This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, ENERGYLINK SERVICES PTY LTD (account number AU-3226).

The details of the cancellation are as follows:

Date of transaction	24 October 2023
Transaction ID	AU30336
Type of units	CER
Total Number of units	1,858
Serial number range	20,454,216 - 20,456,073
Kyoto Project	ID-673
Transaction comment	Retired to meet Jordan Australia Pty Ltd obligations under the Climate Active Carbon Neutral Standard for the financial year 2022/23.

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, <http://www.cleanenergyregulator.gov.au/OSR/ANREU/Data-and-information>.

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

Yours sincerely,

David O'Toole
ANREU and International
NGER and Safeguard Branch
Scheme Operations Division
Clean Energy Regulator
CER-RegistryContact@cer.gov.au
www.cleanenergyregulator.gov.au



7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

Location-based method:

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The location-based method does not allow for any claims of renewable electricity from grid-imported electricity usage.

Market-based method:

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

For this certification, electricity emissions have been set by using the **market-based approach**.

Market-based approach summary			
Market-based approach	Activity Data (kWh)	Emissions (kg CO ₂ -e)	Renewable percentage of total
Behind the meter consumption of electricity generated	402,065	0	22%
Total non-grid electricity	402,065	0	22%
LGC Purchased and retired (kWh) (including PPAs)	0	0	0%
GreenPower	49,739	0	3%
Climate Active precinct/building (voluntary renewables)	0	0	0%
Precinct/Building (LRET)	0	0	0%
Precinct/Building jurisdictional renewables (LGCS surrendered)	0	0	0%
Electricity products (voluntary renewables)	0	0	0%
Electricity products (LRET)	0	0	0%
Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	263,299	0	15%
Residual Electricity	1,087,489	1,038,552	0%
Total renewable electricity (grid + non grid)	715,103	0	40%
Total grid electricity	1,400,527	1,038,552	17%
Total electricity (grid + non grid)	1,802,592	1,038,552	40%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	1,087,489	1,038,552	
Scope 2	960,380	917,163	
Scope 3 (includes T&D emissions from consumption under operational control)	127,109	121,389	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	39.67%
Mandatory	14.61%
Voluntary	2.76%
Behind the meter	22.30%
Residual scope 2 emissions (t CO₂-e)	917.16
Residual scope 3 emissions (t CO₂-e)	121.39
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	917.16
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	121.39
Total emissions liability (t CO₂-e)	1,038.55

Figures may not sum due to rounding. Renewable percentage can be above 100%

Location-based approach summary						
Location-based approach	Activity Data (kWh) total	Under operational control			Not under operational control	
Percentage of grid electricity consumption under operational control	100%	(kWh)	Scope 2 Emissions (kgCO ₂ -e)	Scope 3 Emissions (kgCO ₂ -e)	(kWh)	Scope 3 Emissions (kgCO ₂ -e)
ACT	0	0	0	0	0	0
NSW	47,197	47,197	34,454	2,832	0	0
SA	0	0	0	0	0	0
VIC	1,311,393	1,311,393	1,114,684	91,798	0	0
QLD	21,332	21,332	15,572	3,200	0	0
NT	0	0	0	0	0	0
WA	20,606	20,606	10,509	824	0	0
TAS	0	0	0	0	0	0
Grid electricity (scope 2 and 3)	1,400,527	1,400,527	1,175,219	98,653	0	0
ACT	0	0	0	0		
NSW	0	0	0	0		
SA	0	0	0	0		
VIC	402,065	402,065	0	0		
QLD	0	0	0	0		
NT	0	0	0	0		
WA	0	0	0	0		
TAS	0	0	0	0		
Non-grid electricity (behind the meter)	402,065	402,065	0	0		
Total electricity (grid + non grid)	1,802,592					

Residual scope 2 emissions (t CO ₂ -e)	1,175.22
Residual scope 3 emissions (t CO ₂ -e)	98.65
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	1,175.22
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	98.65
Total emissions liability	1,273.87

Operations in Climate Active buildings and precincts

Operations in Climate Active buildings and precincts	Electricity consumed in Climate Active certified building/precinct (kWh)	Emissions (kg CO ₂ -e)
Not applicable	0	0
<p><i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct certification. This electricity consumption is also included in the market based and location based summary tables. Any electricity that has been sourced as renewable electricity by the building/precinct under the market based method is outlined as such in the market based summary table.</i></p>		

Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
<i>Not applicable</i>	0	0
<p><i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market based summary table.</i></p>		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following emissions sources have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. They have been non-quantified due to one of the following reasons:

1. **Immaterial** <1% for individual items and no more than 5% collectively
2. **Cost effective** Quantification is not cost effective relative to the size of the emission but uplift applied.
3. **Data unavailable** Data is unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.
4. **Maintenance** Initial emissions non-quantified but repairs and replacements quantified.

Relevant non-quantified emission sources	Justification reason
Office equipment and supplies.	Cost effective
Printing and Stationary.	Cost effective
Packaging materials and supplies.	Cost effective
Lubricants and greases.	Cost effective

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation's operations and are outside of its emissions boundary. These emissions are not part of the carbon neutral claim. Emission sources considered for relevance must be included within the certification boundary if they meet two of the five relevance criteria. Those which only meet one condition of the relevance test can be excluded from the certification boundary.

Emissions tested for relevance are detailed below against each of the following criteria:

1. **Size** The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions.
2. **Influence** The responsible entity has the potential to influence the reduction of emissions from a particular source.
3. **Risk** The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.
4. **Stakeholders** Key stakeholders deem the emissions from a particular source are relevant.
5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

Excluded emission sources summary

Emission sources tested for relevance	Size	Influence	Risk	Stakeholders	Outsourcing	Justification
Product disposal	N	N	N	N	N	<p>Size: The emissions from this source are considered to be negligible in comparison to the rest of the analysed emission sources.</p> <p>Influence: We do not have the potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p> <p>Risk: There are no relevant laws or regulations that apply to limit emissions specifically from this source, the source does not create supply chain risks, and it is unlikely to be of significant public interest.</p> <p>Stakeholders: Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business.</p> <p>Outsourcing: We do not have the potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p>
Product materials	Y	N	N	N	N	<p>Product materials are associated to a Product Certification, not to this Organisation Certification.</p> <p>Influence: We have limited potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p> <p>Risk: There are no relevant laws or regulations that apply to limit emissions specifically from this source, the source does not create supply chain risks, and it is unlikely to be of significant public interest.</p> <p>Stakeholders: Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business.</p> <p>Outsourcing: We do not have the potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p>
Consumer transport	N	N	N	N	N	<p>Size: The emissions from this source are considered to be negligible in comparison to the rest of the analysed emission sources.</p> <p>Influence: We do not have the potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p> <p>Risk: There are no relevant laws or regulations that apply to limit emissions specifically from this source, the source does not create supply chain risks, and it is unlikely to be of significant public interest.</p> <p>Stakeholders: Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business.</p> <p>Outsourcing: We do not have the potential to influence the emissions from this source, including by shifting to a different lower-emissions supplier for our business.</p>



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