

Greenhouse Gas Emissions – CY 2022

Statement, Methodology & Compliance

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METHODOLOGY

Scope 1: Fleet Vehicles and Generators

We used vehicle make, model, and mileage data provided by our corporate office staff associated with the vehicle to calculate emissions. We converted the reported data into CO₂e emissions using GHG Protocol's tool for calculating emissions from mobile sources. Emissions in the calculation include CO₂, CH₄, and N₂O, and the emissions factors and global warming potential values used were from the EPA GHG Emission Factors from ¹[Emission Factors for Greenhouse Gas Inventories \(www.epa.gov\)](https://www.epa.gov/system/files/documents/2022-04/ghg_emission_factors_hub.pdf)².

Scope 2: Facilities

The company occupies approximately 3075 square feet of leased space and 0 square feet of residential space. Consequently, all facilities emissions fall within Scope 2. We used data from company and individual utility bills to calculate average kilowatt hours (kWh) of electricity used within these facilities.

After kWh consumption was determined, we used the GHG emissions factors from the U.S. Environmental Protection Agency's (EPA) eGRID202 to calculate each building's emissions (differentiated by region). The formula we used to calculate emissions is: GHG emissions = Electricity consumed (in MWh) x EPA regional GHG emissions factor. We converted nitrogen dioxide and methane emissions to CO₂e using global warming potentials from the EPA GHG Emission Factors from [Emission Factors for Greenhouse Gas Inventories \(www.epa.gov\)](https://www.epa.gov/system/files/documents/2022-04/ghg_emission_factors_hub.pdf). Emissions in the calculation include CO₂, CH₄, and N₂O.

Scope 3: Business Travel and Commuting

Our calculations include estimated emissions from employee business travel, which we define as work-related air travel, car rentals, billable personal miles, and hotel stays. These estimates were provided by our travel providers, who work closely with us to track the environmental impact of each trip. We also estimate emissions associated with employees' commutes to and from work. All business travel and commuting emissions are Scope 3. Emissions in the calculations include CO₂, CH₄, and N₂O.

AIR TRAVEL

GHG Protocol emissions factors were used to estimate CO₂ emissions associated with all domestic and international flights recorded by our travel service providers. Flights were differentiated by length (long-, medium-, and short-haul), mileage, seat class, and type of aircraft. Factors and calculations for conversion are for [global data](#).

HOTELS

For hotel reservations we record the number of room nights occupied by each employee. DEFRA Conversion Factors 2022 Hotel Stays for Company Reporting to convert the number of room nights per country to estimated CO₂e emissions.

AUTOMOBILE

We converted reported automobile mileage (rental and personal vehicles) into CO₂e emissions using GHG Protocol's tool for calculating CO₂ emissions from mobile sources. The emissions factors and global

¹ https://www.epa.gov/system/files/documents/2022-04/ghg_emission_factors_hub.pdf

² https://www.epa.gov/system/files/documents/2022-04/ghg_emission_factors_hub.pdf

warming potential values used are from the EPA GHG Emission Factors from Emission Factors for Greenhouse Gas Inventories (www.epa.gov).

EMPLOYEE COMMUTING

Each year, we estimate miles commuted by each employee by recording the distance between their home and primary office addresses. Using guidance provided by the EPA's Emission Factors for Greenhouse Gas Inventories, we converted the average daily commuting distance into annual estimates for each mode of transportation. We used the conversion factors to determine the CO₂e emissions produced for each mode, then combined them to determine an aggregate commuting footprint. The emissions factors and global warming potential values used are from the EPA GHG Emission Factors from Emission Factors for Greenhouse Gas Inventories (www.epa.gov).

A large number of our employees work from home due to changes from the COVID-19 pandemic. These employees did not record commuting miles.

FY2022 GREENHOUSE GAS EMISSIONS

COMPANY STATEMENT

Our company's 2022 greenhouse gas (GHG) emissions are listed in the following Tables along with previous years as data is available.

GHG REPORTS

SCOPE	EMISSION CATEGORY	EMISSION SOURCE	EMISSIONS (tCO2E) 2022	% OF TOTAL EMISSION
Scope 1 Emissions			13.5	39.57
	Mobile Combustion		13.5	39.57
		Diesel Fuel	0	0
		Biodiesel (100%)	0	0
		Ethanol (100%)	0	0
		Motor Gasoline	13.5	39.57
	Stationary Combustion		0	0
		Biodiesel (100%)	0	0
		Ethanol (100%)	0	0
		Motor Gasoline	0	0
		Natural Gas	0	0
Scope 2 Emissions			0	0
	Domestic Facility		0	0
		Electricity	0	0
Scope 3 Emissions			20.62	60.43
	Business Travel		0	0
		Air	0	0
		Land Transportation	0	0
	Hotel		4.03	11.8
		US-based	4.03	11.8
		Australia	0	0
		Belgium	0	0
		Brazil	0	0
		Canada	0	0
		Chile	0	0
		China	0	0
		Colombia	0	0
		Costa Rica	0	0
		Egypt	0	0
		France	0	0
		Germany	0	0
		Hong Kong, China	0	0
		India	0	0
		Indonesia	0	0

	Italy	0	0
	Japan	0	0
	Jordan	0	0
	Korea	0	0
	Malaysia	0	0
	Maldives	0	0
	Mexico	0	0
	Netherlands	0	0
	Oman	0	0
	Philippines	0	0
	Portugal	0	0
	Qatar	0	0
	Russian Federation	0	0
	Saudi Arabia	0	0
	Singapore	0	0
	South Africa	0	0
	Spain	0	0
	Switzerland	0	0
	Thailand	0	0
	Turkey	0	0
	United Arab Emirates	0	0
	Vietnam	0	0
	UK	0	0
	UK (London)	0	0
	Commuting	16.59	48.63
	Passenger Cars	16.59	48.63
	Light-Duty Trucks	0	0
	Motorcycles	0	0
	Transit Rail	0	0
	Buses	0	0
Total		34.12	100

Figure 1 - GHG Annual Report

EMISSIONS (tCO2E)	2022
Scope 1 Emissions	13.5
Mobile Combustion	13.5
Stationary Combustion	0
Scope 2 Emissions	0
Domestic Facility	0
Scope 3 Emissions	20.62
Business Travel	0
Hotel	4.03
Commuting	16.59
Total	34.12

Figure 2 - GHG Report for 2022 and previous years

**COMPLIANCE WITH THE GHG PROTOCOL
CORPORATE ACCOUNTING AND REPORTING STANDARD**

The GHG Protocol Corporate Accounting and Reporting Standard establishes standards and guidelines for businesses and other organizations creating a corporate-level GHG emissions inventory. The standard covers the accounting and reporting of seven greenhouse gasses covered by the Kyoto Protocol – carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PCFs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃).

In this current report, the calculations are based on the GHG Protocol Corporate Accounting and Reporting Standard and its latest GHG Emission factors. Our report summarizes emissions from three (3) of the most important gasses: CO₂, CH₄ and N₂O.

The three reporting scopes are understood and defined as emissions from:

SCOPE 1 - Company-owned fleet vehicles and generators

SCOPE 2 - Electricity purchased from utility providers.

SCOPE 3 - Business travel, hotel nights, and employee commuting

To create this report and its summary figures, we used the following protocol:

- (1) Identify** GHG emissions sources,
- (2) Select** a GHG emissions calculation approach,
- (3) Collect** activity data and choose emission factors,
- (4) Apply** calculation formulas
- (5) Summarize** GHG emissions data at the corporate level.

In the reporting statement provided, common guidance on reporting to the corporate level was followed including:

- Brief description of the emission sources
- List with a comparison of previous years where provided
- Reporting period covered
- Trends evident in the data