



GREENHOUSE GAS EMISSIONS INVENTORY REPORT

Toitū carbonreduce and Toitū carbonzero programme



OCS Limited New Zealand

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GREENHOUSE GAS EMISSIONS INVENTORY SUMMARY

Table 1: GHG emissions data summary.

| | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|----------|----------|----------|----------|----------|
| Scope 1 | 2,103.94 | 1,770.14 | 1,643.31 | 1,388.10 | 1,439.16 |
| Scope 2 | 95.05 | 36.19 | 8.76 | 7.42 | 0.00 |
| Scope 3 Mandatory | 344.16 | 259.50 | 449.96 | 299.38 | 316.77 |
| Scope 3 Additional | 14.65 | 13.68 | 49.20 | 40.95 | 5.97 |
| Scope 3 One time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total gross emissions | 2,557.79 | 2,079.51 | 2,151.22 | 1,735.85 | 1,761.91 |
| Certified green electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Purchased emission reductions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Net GHG emissions (all scopes) | 2,557.79 | 2,079.51 | 2,151.22 | 1,735.85 | 1,761.91 |
| Total gross GHG emissions per Turnover/revenue (\$Millions) | 17.53 | 13.34 | 13.04 | 11.22 | 10.88 |
| Total mandatory GHG emissions per Turnover/revenue (\$Millions) | 17.43 | 13.25 | 12.74 | 10.96 | 10.84 |

Note: total mandatory emissions includes scope 1, scope 2, and scope 3 (i.e. excludes scope 3 one-time and scope 3 additional). Refer to inventory spreadsheet for full time series.

Table 2: Gross organisation GHG emissions by scope for current measurement year.

| Indicator | tCO ₂ e |
|----------------------------------|--------------------|
| Scope 1 | |
| Transport fuels | 1,439.16 |
| Scope 2 | |
| Electricity | 0.00 |
| Scope 3 | |
| Electricity | 5.88 |
| Passenger vehicles - default age | 10.99 |
| Scope 3 Additional | 5.97 |
| Transport - other | 31.90 |
| Waste | 268.00 |
| Total | 1,761.91 |

Table 3: GHG emissions inventory summary by scope and business unit.

| Component gas | Scope 1 | Scope 2 | Scope 3 | Total | Removals | After removals |
|------------------|----------|---------|---------|----------|----------|----------------|
| CH ₄ | 6.82 | 0.00 | 268.55 | 275.37 | 0.00 | 275.37 |
| CO ₂ | 1,401.46 | 0.00 | 53.31 | 1,454.77 | 0.00 | 1,454.77 |
| HFCs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| N ₂ O | 30.89 | 0.00 | 0.88 | 31.77 | 0.00 | 31.77 |
| NF ₃ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PFCs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SF ₆ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 1,439.16 | 0.00 | 322.74 | 1,761.91 | 0.00 | 1,761.91 |

Table 4: Mobile and stationary combustion of biomass.

| Biomass | Quantity | Tonnes Biogenic CO ₂ |
|----------------------|----------|---------------------------------|
| No activity recorded | n/a | n/a |

Table 5: Deforestation of two hectares or more.

| Source | Mass | tCO ₂ e |
|---|------|--------------------|
| Deforestation tCO ₂ e (tCO ₂ e) | 0.00 | 0.00 |

Table 6: GHG stock liability (see Table 13: for mass of individual gases).

| Source | Units | Quantity | Potential Liability tCO ₂ e |
|----------------------|-------|----------|--|
| No activity recorded | n/a | n/a | n/a |

Table 7: Land-use liabilities.

| Type of sequestration | Liability tCO ₂ e |
|---|------------------------------|
| Contingent liability (carbon sequestered this reporting period) | 0.00 |
| Potential sequestration liability (total carbon stock) | 0.00 |

Table 8: Renewable electricity generation on-site.

| Renewable generation on-site | kWh generated | tCO₂e avoided |
|-------------------------------------|----------------------|---------------------------------|
| No activity recorded | n/a | n/a |

Table 9: Purchased emissions reductions.

| Type of emission reductions purchased | Amount | tCO₂e |
|--|---------------|-------------------------|
| Certified green electricity (tCO ₂ e) | 0.00 | 0.00 |
| Purchased emission reductions (tCO ₂ e) | 0.00 | 0.00 |
| Total | 0.00 | 0.00 |

1 INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions¹ inventory report for the named organisation. The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the **measure**-step² of the Programme, which is based on the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*³. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

This report covers specifically and exclusively the initiatives and data covering OCS (NZ). However, OCS works in close partnership with several large businesses that are making their own inroads into emissions reduction with OCS' urging and encouragement. Waste Management (NZ) and Office Max Are major partners that are making significant progress in this area with OCS support. Their emissions are excluded from this report, along with the work of contractors who work with OCS but are not part of the organisation. However, in all business partnerships, whether client, partner or contractor, OCS has committed to encouraging better practices for emissions reduction.

2 STATEMENT OF INTENT

This inventory forms part of the organisation's commitment to gain Programme certification. This inventory reports into the Toitū carbonzero programme.

3 ORGANISATION DESCRIPTION

OCS is a recognised local and global leader in Facilities Management Services, and we offer over 100 years of experience in a wide variety of sectors, including Health and Aged Care, Commercial, Education, Government and Public, Industrial & Manufacturing, Retail and Transportation.

Our local delivery approach is supported by an established network of 25 branches nationwide and a labour force of over 4,200 employees. Our extensive coverage provides presence across all New Zealand, plus our extensive staffing resources provide us a hard to match surge capacity which ensures the continuity of service delivery through any circumstances.

At OCS New Zealand we are committed to minimising the impact we have on the environment, our communities, and our employees and their families, we have achieved accreditation to ISO 14001, the global environmental management standard. We have a companywide environmental policy, review and manage our environmental impact, and set annual targets for improving performance.

As part of our commitment to protecting and looking after the environment we are a member of the Sustainable Business Council. We are serious about our commitment to reduce greenhouse gas submissions and build sustainability into our purchasing decisions. As member of the council, we are required to report on our progress on an annual basis.

We are also committed to supporting the United Nations Sustainable Development Goals. These goals provide a framework for governments and businesses to solve global economic, social and environmental challenges.

OCS is also a signatory to the Climate Leaders Coalition which aims to help New Zealand transition to a low emissions economy and create a positive future for kiwis, businesses, and the economy.

¹ Throughout this document "emissions" means "GHG emissions".

² Programme refers to the Toitū carbonreduce and the Toitū carbonzero programme.

³ Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2006' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

4 ORGANISATIONAL BOUNDARIES INCLUDED FOR THIS REPORTING PERIOD

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2006 standards. The GHG Protocol allows two distinct approaches to be used to consolidate GHG emissions: the equity share and control (financial or operational) approaches. The Programme specifies that the operational control consolidation approach should be used unless otherwise agreed with the Programme.

An operational control consolidation approach was used to account for emissions.

Our organisational chart as attached below shows the organisational structure of how OCS Limited fits against our parent company, OCS Group Limited. The OCS NZ offices is represented in the colour orange and are the parts of the business within the boundary of this Emissions Inventory Report (EIR).

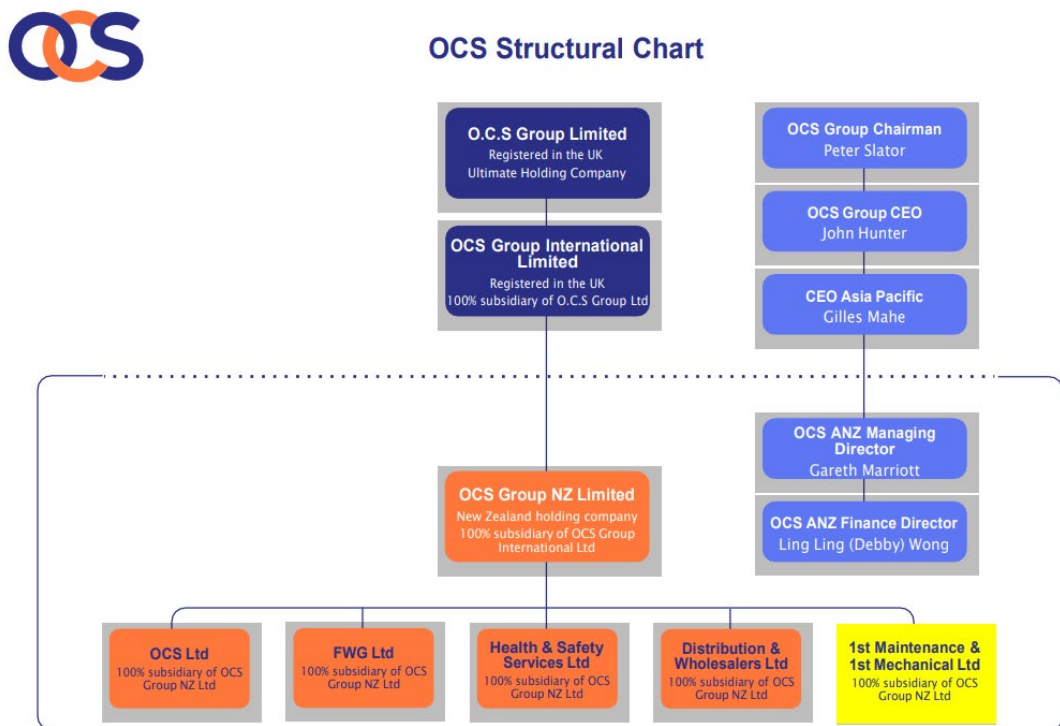


Figure 1: Organisational structure.

The national structure is broken into three geographical regions: Northern, Central and Southern.

These regions are further divided into 13 geographic areas which have a total of 24 branches nationwide.

OCS frontline staff work as teams based in the different branches.

Table 10: Brief description of business units in the certifying entity.

| Business unit | Address |
|-----------------------------------|--|
| NSO (Head Office) | 26 Virginia Avenue East, Auckland 1021 |
| OCS Auckland Airport (old office) | Auckland International Terminal, Mezzanine Floor, Emery Drive |
| OCS Auckland Airport (new office) | GM ² Ray Emery Drive, Auckland International Terminal (New office from 14th September 2020) |
| OCS Blenheim | 6a Park Terrace, Blenheim 7240 |
| OCS Christchurch | Unit 6, 38 Hayton Road, Sockburn 8042 Christchurch |
| OCS Dunedin | 13 Turakina Road, Andersons Bay, Dunedin 9054 |
| OCS Gisborne | EIT Tairāwhiti Campus, Building TA1003, 77 Cobden Road, Gisborne |
| OCS Greymouth | 10 Johnstone Street, Greymouth 7840 |
| OCS Hamilton | 83 King Street, Frankton, Hamilton 3204 |
| OCS Invercargill | 157 Liddel Street, Invercargill 9812 |
| OCS Masterton | Unit 3, 392 Queen Street, Masterton |
| OCS Mt Maunganui | Unit 1/33 Newton Road, Mt Maunganui 3116 |
| OCS Napier | 3 Turner Place, Onekawa, Napier 4410 |
| OCS Nelson | 104 Vanguard Street, Nelson 7010 |
| OCS New Plymouth | 33 Hurlstone Drive, New Plymouth, 4340 |
| OCS Palmerston North | 459 Tremaine Ave, 4112 Palmerston North |
| OCS Queenstown (old office) | 13/70 Glenda Drive, Frankton Queenstown |
| OCS Queenstown (new office) | 831 Frankton Road, Frankton, Queenstown (New office from 1st November 2020) |
| OCS Rotorua | 56a White Street, Rotorua |
| OCS Thames | 26 Kopu Road, Thames |
| OCS Timaru | 53 North Street, Timaru 7940 |
| OCS Wellington | 20 Glover Street, Ngauranga, Wellington 6035 |
| OCS Westport | 187 Palmerston North, Westport 7825 |
| OCS Whakatane | 26A Alexander Ave, Whakatane 3120 |
| OCS Whangarei | 47 Commerce Street, Whangarei |
| OCS Northland | Unit 4/21 Mill Lane, KeriKeri |

5 ORGANISATIONAL BUSINESS UNITS EXCLUDED FROM INVENTORY

For the purpose of this report, we have excluded 1M Limited, which is represented in yellow colour as seen in section 4, figure 1. Such business unit is excluded from the GHG emissions boundary as they are either a different region or a separate company within the region OCS Limited NZ operates in. Within the define operational boundary, we have excluded certain business units during our data collection process due to insufficient or incomplete information. These business units are explained in Table 10 of this report.

6 GHG EMISSIONS SOURCE INCLUSIONS

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2006 standards. Identification of emissions sources was achieved via personal communications with OCS Limited staff and cross-checked against operational expenditure records for the reporting period. These records were viewed in order to see what activities may be associated with emissions from all of the operations.

As adapted from the GHG Protocol, these emissions were classified into the following categories:

- **Direct GHG emissions (Scope 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** GHG emissions required by the Programme that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company. Inclusion of other Scope 3 emissions sources is done on a case-by-case basis.

After liaison with the organisation, the emissions sources in Table 11 have been identified and included in the GHG emissions inventory.

It should be noted that while we are able to have high confidence in the veracity of some emissions data (e.g. air travel), there is a degree of uncertainty built into the below figures due to the variability of (for example) individual motor vehicles and other cumulative data. We have presented the below information to the best of our ability and in good faith, but with the caveat that some variability from exact figures will be present.

Table 11: GHG emissions sources included in the inventory

| Business unit | GHG emissions source | GHG emissions level scope | Data source | Data collection unit | Uncertainty (description) |
|------------------|--|---------------------------|---|----------------------|--|
| OCS Limited (NZ) | Air travel domestic (average) | Scope 3 | Annual Activity Reports provided by Travel Agents (APX and Verve) | pkm | Low uncertainty as the data reports provided by our Travel Agents are assumed to be an accurate account of all the travel activity for the company. |
| OCS Limited (NZ) | Air travel short haul (econ) | Scope 3 | Annual Activity Reports provided by Travel Agents (APX and Verve) | pkm | Low uncertainty as the data reports provided by our Travel Agents are assumed to be an accurate account of all the travel activity for the company. |
| OCS Limited (NZ) | Air travel short haul b/f class | Scope 3 | Annual Activity Reports provided by Travel Agents (APX and Verve) | pkm | Low uncertainty as the data reports provided by our Travel Agents are assumed to be an accurate account of all the travel activity for the company. |
| OCS Limited (NZ) | Composting | Scope 3 Additional | Monthly excel spreadsheets provided by Waste Management. | t | Low degree of uncertainty as the data provided from Waste Management are assumed to be a correct account of this activity |
| OCS Limited (NZ) | Diesel | Scope 1 | Monthly fuel consumption reports provided by LeasePlan | L | Low uncertainty as the data was directly sourced from the Fuel consumption reports provided by LeasePlan. Therefore, we assume that data to be complete and an accurate account of the fuel consumed by our fleet. |
| OCS Limited (NZ) | Electricity distributed T&D losses | Scope 3 | Invoices provided by Ecotricity | kWh | Low degree of uncertainty as the data was directly sourced from the invoices provided by Ecotricity. |
| OCS Limited (NZ) | Electricity Toitū carbonzero certified factor Ecotricity | Scope 2 | Invoices provided by Ecotricity | kWh | Low degree of uncertainty as the data was directly sourced from the invoices provided by Ecotricity. |

| Business unit | GHG emissions source | GHG emissions level scope | Data source | Data collection unit | Uncertainty (description) |
|------------------|---|---------------------------|---|----------------------|---|
| OCS Limited (NZ) | Paper use - default | Scope 3 Additional | Invoices and monthly excel reports provided by Ricoh. | kg | Low degree of uncertainty as the excel monthly reports provided by Ricoh are assumed to be a complete and accurate for the purposes of this report. |
| OCS Limited (NZ) | Petrol premium | Scope 1 | Monthly fuel consumption reports provided by LeasePlan | L | Low uncertainty as the data was directly sourced from the Fuel consumption reports provided by LeasePlan. Therefore, we assume that data to be complete and an accurate account of the fuel consumed by our fleet. |
| OCS Limited (NZ) | Petrol regular | Scope 1 | Monthly fuel consumption reports provided by LeasePlan | L | Low uncertainty as the data was directly sourced from the Fuel consumption reports provided by LeasePlan. Therefore, we assume that data to be complete and an accurate account of the fuel consumed by our fleet. |
| OCS Limited (NZ) | Private Car average (fuel type unknown) | Scope 3 | Data from our accounting GL code 474,240 from our ERP SAP system. | km | Low uncertainty as the data is directly sourced from GL code 474,240 in our ERP SAP system. Although the data is originally in dollar value, we have transformed the data into KM's travelled by dividing the dollar value by our standard rate of \$0.72 per km. This rate of \$0.72 is the standard rate for mileage reimbursements OCS pays out to its employees who are claiming mileage. This is seen in our Vehicle Policy. |
| OCS Limited (NZ) | Taxi (regular) | Scope 3 | Invoices from Corporate Cabs and from accounting GL coded 474,100 for Taxi Reimbursements. | \$ | Low uncertainty as the data was collected from invoices we received from Corporate Cabs and from the GL account 474,100 in our ERP SAP system. |
| OCS Limited (NZ) | Waste disposal recycling of Glass | Scope 3 Additional | Monthly excel spreadsheets provided by Waste Management. | t | Low degree of uncertainty as the data provided from Waste Management are assumed to be a correct account of this activity. |
| OCS Limited (NZ) | Waste disposal recycling of Paper | Scope 3 Additional | Reports provided by various Paper Waste suppliers - Waste Management, Reclaim, Full Circle. | t | Low degree of uncertainty as the information is provided directly from our suppliers. However, the data collected was only for various branches and not for all OCS branches in NZ. |

| Business unit | GHG emissions source | GHG emissions level scope | Data source | Data collection unit | Uncertainty (description) |
|------------------|-----------------------------------|---------------------------|---|----------------------|---|
| OCS Limited (NZ) | Waste disposal recycling of Paper | Scope 3 Additional | Reports provided by various Paper Waste suppliers - Waste Management, Reclaim, Full Circle. | t | Low degree of uncertainty as the information is provided directly from our suppliers. However, the data collected was only for various branches and not for all OCS branches in NZ. |
| OCS Limited (NZ) | Waste disposal recycling of Paper | Scope 3 Additional | Reports provided by various Paper Waste suppliers - Waste Management, Reclaim, Full Circle. | t | Low degree of uncertainty as the information is provided directly from our suppliers. However, the data collected was only for various branches and not for all OCS branches in NZ. |
| OCS Limited (NZ) | Waste disposal recycling of Paper | Scope 3 Additional | Reports provided by various Paper Waste suppliers - Waste Management, Reclaim, Full Circle. | t | Low degree of uncertainty as the information is provided directly from our suppliers. However, the data collected was only for various branches and not for all OCS branches in NZ. |
| OCS Limited (NZ) | Waste landfilled LFGR Garden | Scope 3 | Monthly excel spreadsheets provided by Waste Management. | t | Low degree of uncertainty as the information is provided by the Waste Suppliers are assumed to be accurate. |
| OCS Limited (NZ) | Waste landfilled LFGR Mixed waste | Scope 3 | Reports provided by various Waste Suppliers. | t | Low degree of uncertainty as the information is provided from our Waste Suppliers are assumed to be accurate. |
| OCS Limited (NZ) | Waste landfilled LFGR Mixed waste | Scope 3 | Reports provided by various Waste Suppliers. | t | Low degree of uncertainty as the information is provided from our Waste Suppliers are assumed to be accurate. |
| OCS Limited (NZ) | Waste landfilled No LFGR Garden | Scope 3 | Monthly excel spreadsheets provided by Waste Management. | t | Low degree of uncertainty as the information is provided by the Waste Suppliers are assumed to be accurate. |

| Business unit | GHG emissions source | GHG emissions level scope | Data source | Data collection unit | Uncertainty (description) |
|------------------|--------------------------------------|---------------------------|--|----------------------|---|
| OCS Limited (NZ) | Waste landfilled No LFGR Mixed waste | Scope 3 | Reports provided by various Waste Suppliers. | t | Low degree of uncertainty as the information is provided by the Waste Suppliers are assumed to be accurate. |
| OCS Limited (NZ) | Waste landfilled No LFGR Mixed waste | Scope 3 | Reports provided by various Waste Suppliers. | t | Low degree of uncertainty as the information is provided by the Waste Suppliers are assumed to be accurate. |

6.1 Other emissions – HFCs, PFCs and SF₆

We use HFCs but they are excluded (e.g. due to *de minimis* or operational control reasons).

No operations use perfluorocarbons (PFCs), Nitrogen Trifluoride (N₃) nor sulphur hexafluoride (SF₆), therefore no holdings of these are reported and no emissions from these sources are included in this inventory.

6.2 Other emissions – biomass

No biomass is combusted in the operations and therefore no emissions from the combustion of biomass are included in this inventory.

6.3 Other emissions – deforestation

No deforestation has been undertaken by the organisation on land it owns and that is included in this inventory. Therefore, no emissions from deforestation are included in this inventory.

6.4 Pre-verified data

No pre-verified data is included within the inventory.

7 GHG EMISSIONS SOURCE EXCLUSIONS

Emissions sources in Table 12 have been identified and excluded from the GHG emissions inventory.

Table 12: GHG emissions sources excluded from the inventory

| Business unit | GHG emissions source | GHG emissions level scope | Reason for exclusion |
|-------------------------------------|-----------------------|---------------------------|--|
| OCS Limited Auckland Airport Branch | Waste to Landfill | Scope 3 Mandatory | For the purpose of this report, we have excluded the Waste for our Auckland Airport branch office in 2021 due to the lack of data provided to us from our supplier. From the data that we obtained from Waste Management, there is no data specifically for our branch site. |
| OCS Limited | Staff Air Travel | Scope 3 | For the purpose of this report, we have excluded certain people from the travel data provided from our travel agents Verve and APX. This is because they are not considered as being part of or working for OCS Limited New Zealand. |
| OCS Gisborne | Waste and Electricity | Scope 2 and Scope 3 | We have excluded the Gisborne branch during the data collection process for the Waste and Electricity emission due to the quality and the availability of the data. It was difficult to obtain this information. Because this branch on its own is relatively small, we have ruled the data as being <i>de minimis</i> for the purposes of this 2021 EIR report. We aim to improve the data collection for this site so we can measure them in the new year. |

| Business unit | GHG emissions source | GHG emissions level scope | Reason for exclusion |
|----------------------|-------------------------|---------------------------|---|
| OCS Wanganui | Waste and Electricity | Scope 2 and Scope 3 | We have excluded the Wanganui branch during the data collection process for the Waste and Electricity emission due to the quality and the availability of the data. It was difficult to obtain this information. Because this branch on its own is relatively small, we have ruled the data as being <i>de minimis</i> for the purposes of this 2021 EIR report. Going forward, we aim to work more closely with this branch so we can measure these emissions in the new year. |
| OCS Masterton | Waste | Scope 3 | We have excluded the Masterton branch during the data collection process for waste due to the quality and the availability of the data. It was difficult to obtain this information. Because this branch on its own is relatively small, we have ruled the data as being <i>de minimis</i> for the purposes of this 2021 EIR report. Going forward, we aim to work more closely with this branch so we can measure these emissions in the new year. |
| OCS Invercargill | Waste | Scope 2 and Scope 3 | We have excluded the Invercargill branch during the data collection process for the Waste due to the quality and the availability of the data. The Waste Supplier (Southern Co Transport) does not weigh the bins upon collection. They only measure the number of times the skip bins were emptied. If we decided to include this, we feel that the data would be inaccurate as it would all be based on assumptions and estimates. Therefore, we have decided to exclude this. We aim to work more closely with Southern Co Transport so we can accurately measure these emissions in the new year. |
| OCS Whakatane | Electricity | Scope 2 | We excluded the Whakatane branch during the data collection process for the electricity/ecotricity consumption. Electricity for this site is directly invoiced from the landlord and paid by automatic payment. Because this data is only given in \$ spent, we are not able to determine the total kWh for this site for 2021. Thus, for the purpose of this report, we have ruled that data as being <i>de minimis</i> . We aim to improve the quality of this data for the new year going forward. |
| OCS Westport | Electricity | Scope 2 | We excluded the Westport branch during the data collection process for the electricity consumption. Electricity for this site is included in the monthly rent paid by to the landlord. Because this data is only given in \$ spent, we are not able to determine the total kWh for 2021. Therefore, we have ruled the data as being <i>de minimis</i> . We aim to improve the quality of this data for the new year going forward. |
| Various OCS Branches | Waste Disposal of Paper | Scope 3 Additional | We have decided to exclude data we received from TIMG for waste disposal of paper as the data provided were estimates. This supplier does not weigh the paper inside the bins and were only able to provide estimates based on the total bins charged. Going forward, we aim to work more closely with TIMG so we can improve the quality of this data. |

8 DATA COLLECTION AND UNCERTAINTIES

Table 11 provides an overview of how data were collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions made. Estimated numerical uncertainties are reported with the emissions calculations and results.

All data was calculated using Toitū emanage and GHG emissions factors as provided by the Programme (see Appendix 1 - data summary.xls).

A calculation methodology has been used for quantifying the GHG emissions inventory using emissions source activity data multiplied by GHG emissions or removal factors.

As mentioned before, it should be noted that there is some uncertainty regarding our waste data provided from some of our main suppliers. For some of the smaller branches, it was difficult to obtain waste data. Therefore, going forward, we aim to work closely with both our suppliers and branches to improve the quality of this information and provide accurate figures for the future years.

During our data collection process, we found it difficult to obtain data for the recycling of Paper for some of our branches across the country. Therefore, the data entered in our Inventory Report were only for the sites we could gather information for. We aim to work closely with our suppliers this year to ensure that the data is complete and that we receive reports monthly.

While we have high confidence that the paper usage data provided by our supplier is true and accurate, we have made some assumptions regarding the total weight of paper consumed. To get the total weight of paper consumed, we have used the below calculation methodology.

Paper Consumption (kg)=total number of paper×5g (weight of 1 single A4 paper)/1000kg.

During our data collection process, we have also had to make some adjustments and assumptions regarding the private car usages (employee mileages). The data for this is directly sourced from our general ledger account in our SAP system. Because this data is reported in dollars, we have had to transform this data to find the total kilometres travelled per month. To calculate this, we have adopted the below calculation methodology.

Total KMs travelled=total amount (\$) claimed standard rate per km.

OCS standard rate for mileage reimbursements is \$0.72 per km travelled.

We have updated our approach when analysing the staff travel data prepared by our travel agents. In regards to our Senior Management team, we have only entered in half of the kilometres they have travelled in 2021. This is because they are classified as Regional. Regional being, that they work for both OCS New Zealand and OCS Australia. As this report exclusively focuses on our New Zealand company, we have taken the allocation of time approach which our company currently uses when calculating costs for the senior management team.

9 GHG EMISSIONS CALCULATIONS AND RESULTS

GHG emissions for the organisation for this measurement period are provided in Table 1 where they are stated by greenhouse gas, by scope, by business unit and as total emissions.

A substantial amount of GHG emissions is captured within Scope 1 which arises mainly from our fuel consumption of Diesel and Petrol regular.

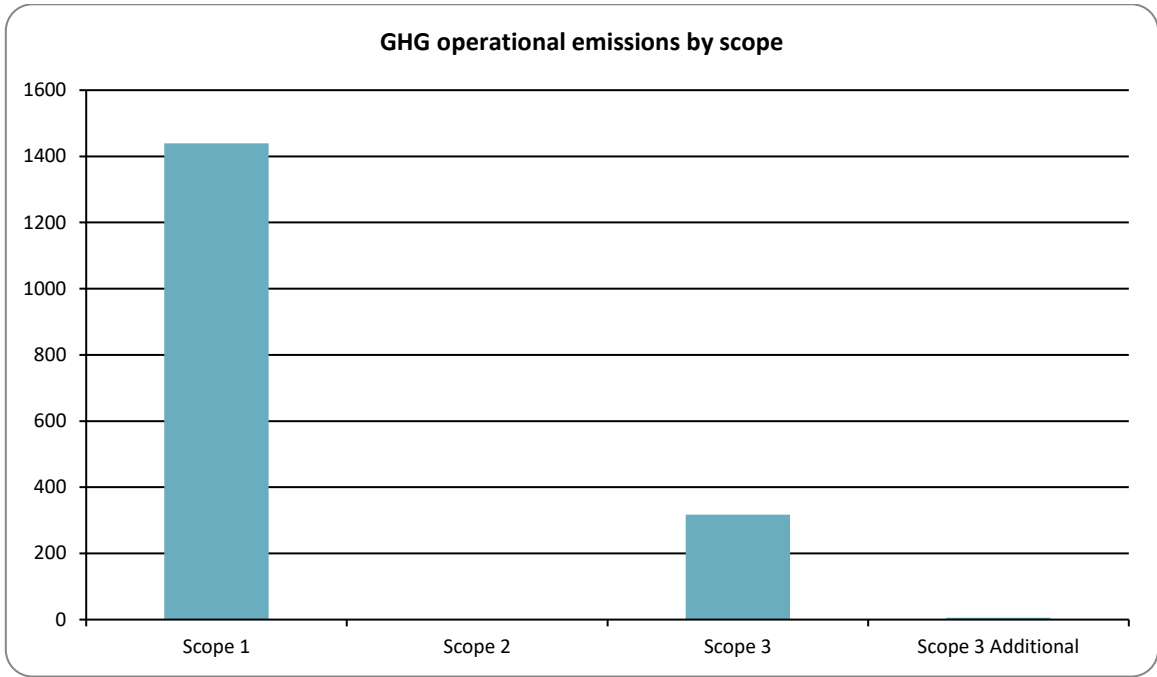


Figure 2: GHG emissions (tonnes CO₂e) by scope

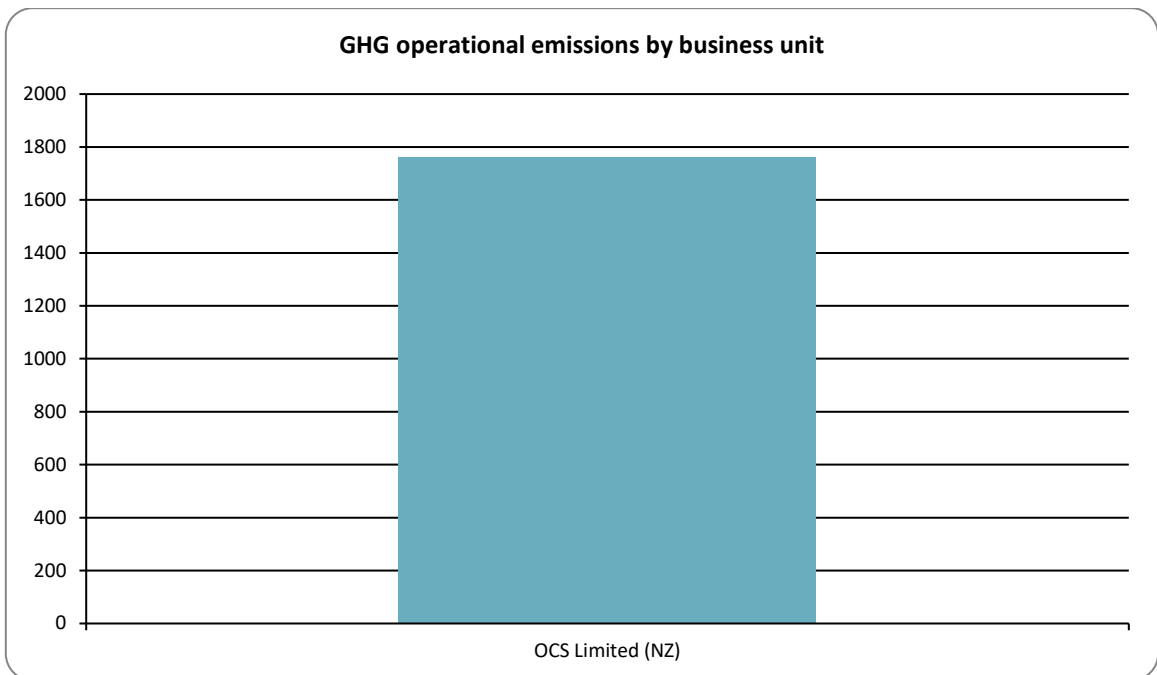


Figure 3: GHG emissions (tonnes CO₂e) by business activity.

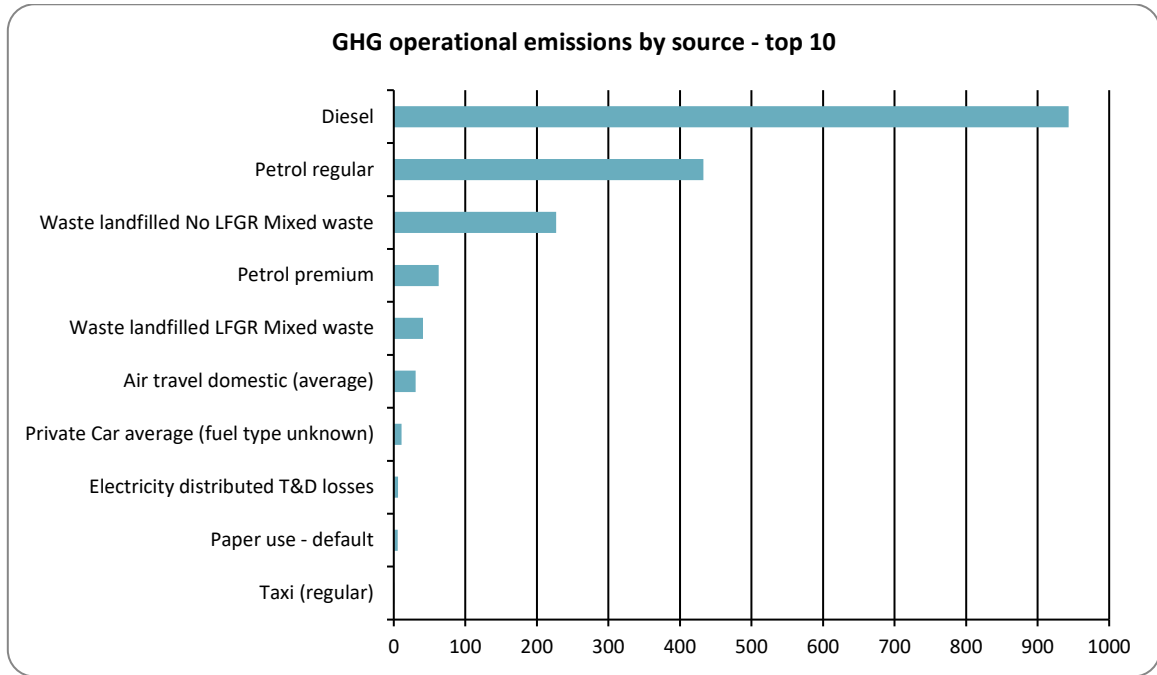


Figure 4: GHG emissions sources by source.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certified entity.

10 EMISSIONS REDUCTIONS AND REMOVALS ENHANCEMENT

GHG emissions for the organisation for the current reporting period are detailed in Table 1. This is OCS Limited (NZ)'s fifth Emissions Inventory reported generated.

As illustrated in Figure 5 below, reductions can be seen across all scopes 1 from 2017 to 2021. This can be seen as a positive result as the scope 1 emission sources are the biggest contributors to our total carbon footprint. This year 2021, we can see that there is also a reduction in scope 2 and 3 from 2020.

As shown in Figure 7, total gross GHG emissions for 2021 is 1,762 tonnes of CO₂e compared to 1,736 tonnes of CO₂e seen in 2020. This result is very similar to the result as 2020. This means there is no change we can see across all the scopes. Covid-19 had a significant impact on our emissions for 2021 specifically our Air Travel emissions, Fuel and Waste.

The organisation will have an updated management plan in place for managing and reducing emissions in the future in order to maintain Programme recertification.

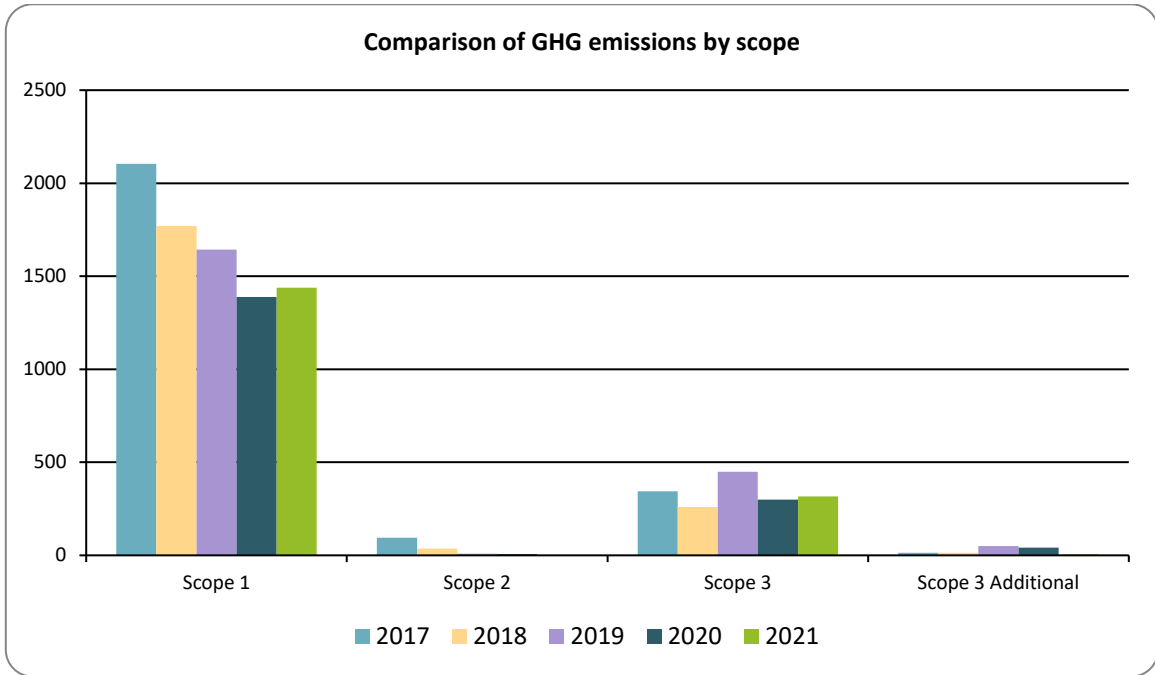


Figure 5: Comparison of GHG operational emissions by scope between the reporting periods.

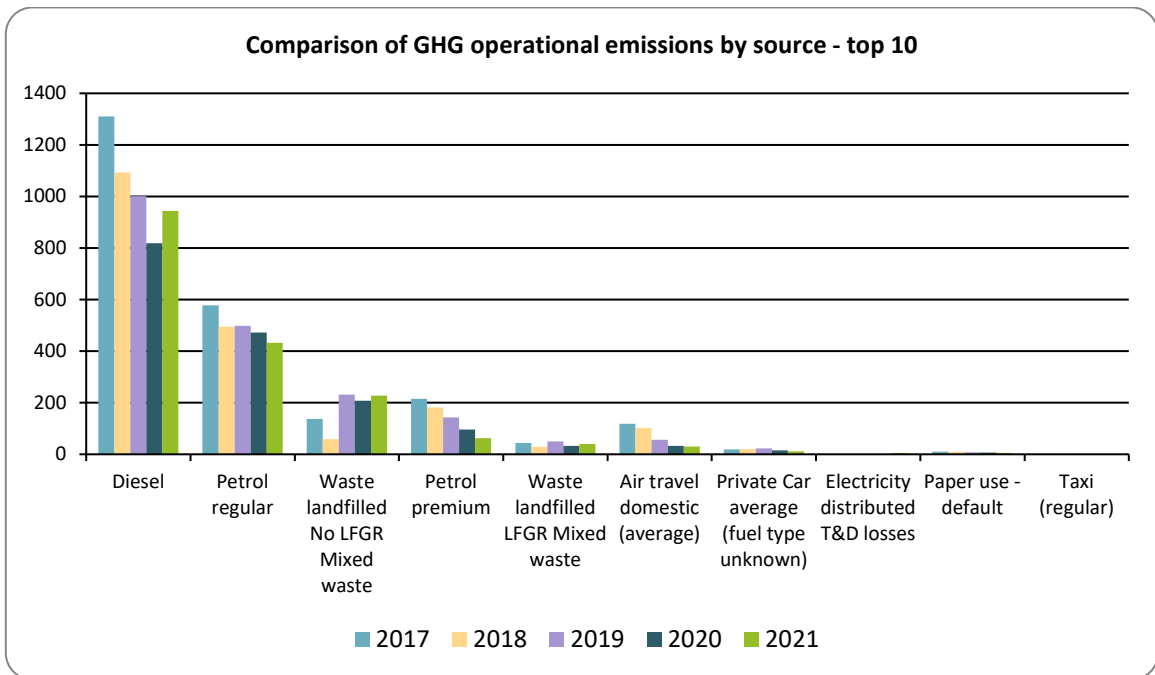


Figure 6: Comparison of GHG operational emissions by emissions sources between the reporting periods.

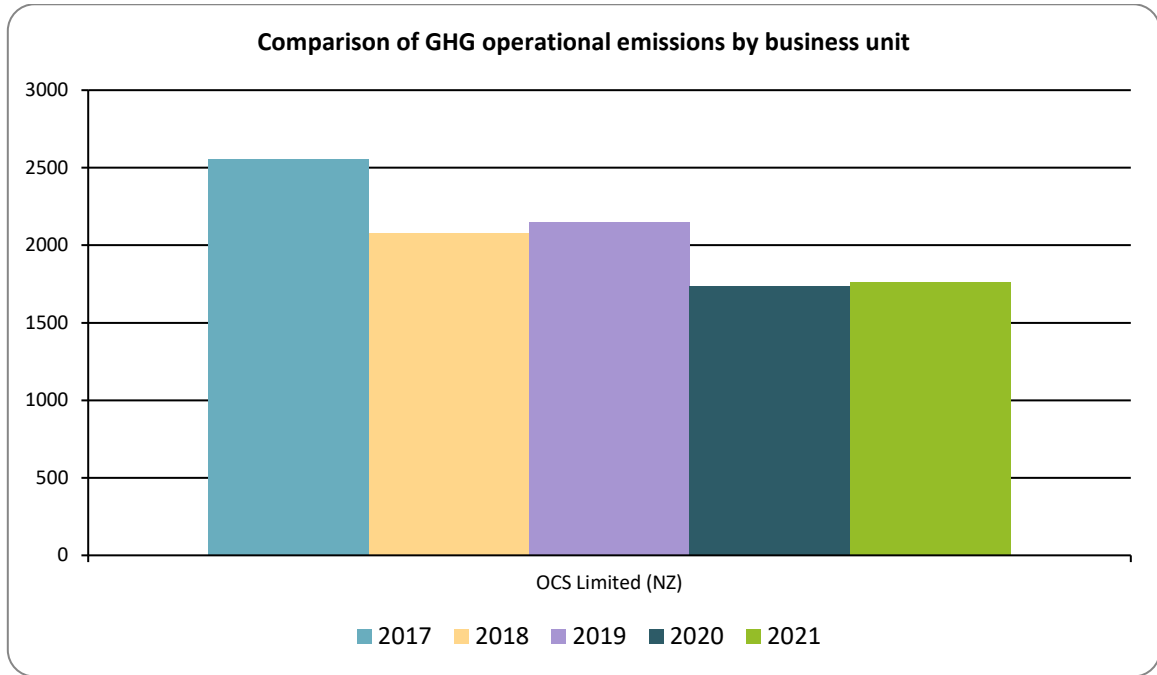


Figure 7: Comparison of emissions by business unit between the reporting periods.

11 LIABILITIES

11.1 GHG stocks held⁴

HFCs, PFCs and SF₆ represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for that year, and therefore the stock holdings are reported under the Programme (Table 13).

GHG stocks have not been reported in this inventory.

Table 13: HFCs, PFCs and SF₆ GHG emissions and liabilities.

| Business Unit | Source | Units | Amount held - start of reporting period | Amount held - end of reporting period | Potential Liability tCO ₂ e |
|----------------------|--------|-------|---|---------------------------------------|--|
| No activity recorded | n/a | n/a | n/a | n/a | n/a |

⁴ HFC stock liabilities for systems under 3 kg can be excluded.

11.2 Land-use change

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where a sequestration is claimed, then this also represents a liability in future years should fire, flood or other management activities release the stored carbon.

Land-use change has not been included in this inventory.

12 PURCHASED REDUCTIONS

Purchased reductions could include certified “green” electricity, verified offsets or other carbon-neutral-certified services. Organisations may choose to voluntarily purchase carbon credits (or offsets) or green electricity that meets the eligibility criteria set by a regulatory authority. The reported gross emissions may not be reduced through the purchase of offsets or green tariff electricity.

Purchased emission reductions have not been included in this inventory.

Certified green electricity has not been included in this inventory.

We do not generate on-site renewable electricity.

13 DOUBLE COUNTING / DOUBLE OFFSETTING

Double counting/offsetting refers to situations where:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both organisation and product.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g. a company and one of its suppliers/contractors. This is particularly relevant to indirect (Scope 2 and 3) emissions sources.
- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation’s GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has not been included in this inventory. During 2018, our company has decided to switch to Ecotricity as the sole supplier of electricity for all our offices across the country. Changing to Ecotricity has enabled us to benchmark our carbon footprint and offset our electricity carbon emissions. However, as Ecotricity have already offset this energy, we are not able to offset electricity emission.

14 REFERENCES

International Organization for Standardization, 2006. ISO 14064-1:2006. Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

15 APPENDIX 1: GHG EMISSIONS DATA SUMMARY

More GHG emissions data is available on the accompanying spreadsheet to this report: