

SUSTAINABILITY REPORT

**Executive Summary
Year Ending 2021**



Documation Software Ltd.
Parkway Business Centre
Campbell Rd
Eastleigh
SO50 5AD

The Process:

Establish Boundaries

In line with the Greenhouse Gas (GHG) Protocol, Documation used an organisational approach to calculate emissions. 2021 was chosen as the base year and will be used as a benchmark for future reporting.

Create Report

Once the emissions were measured, a full Emissions Report was created - this document is a summary of the key points. The full report is also published on our website.

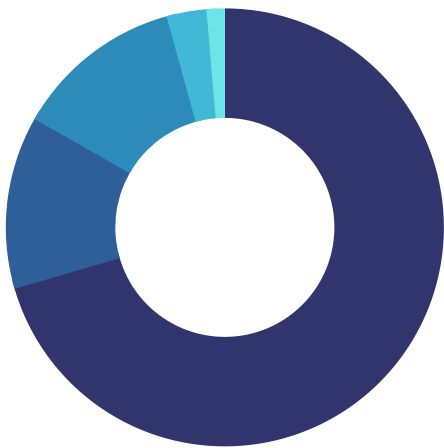
The emissions associated with key business practices were measured using conversion factors from the UK Government and the GHG Calculation Tool. All necessary emissions have been calculated, and a full list of exclusions is available in the Emissions Report.

Measure Emissions

Now the emissions have been measured and the report published, Documation commits to reducing where possible and offsetting where necessary.

Reduce and Offset

The Results:



Electricity: 70.5%

Team Commute: 12.8%

Remote Working: 12.5%

Business Travel: 3%

Microsoft Cloud: 1.2%

Total Emissions*:
9.4 tCO₂e

Summary of Scopes:

Documation did not record any Scope 1 emissions, meaning that no direct combustion of fuel or gas occurred.

The large majority of emissions measured related to Scope 2: Purchased Electricity.

The GHG Protocol only requires reporting on Scope 1 and 2 emissions. Nonetheless, producing a more accurate picture of Documation's Scope 3 emissions is a key target for future sustainability reports and reviews.



Offsetting Practices:

Documation have chosen the Gold Standard project of Solar Cooking for Refugee Families in Chad, purchasing 10 tonnes of carbon credits to offset their measured scope 1, 2& 3 emissions.



The project helps tens of thousands of refugees from Darfur giving them the chance to vastly improve their life using the CookIt solar cookers. By providing the necessary material, knowledge and training to manufacture their own solar cooker and prepare their meals using energy from the sun, the project prevents them from having to venture outside of the camp to collect scarce firewood and the risk of being attacked or raped. This project eliminates the danger of women exposing themselves to physical harm, but also verifiably improves health conditions, because cooking with solar energy is smokeless. It empowers the women by giving them a viable role in the project, and without the need to collect firewood women have more time to pursue handcrafting or other jobs and children to attend school.

Future Targets

1

Gain a more comprehensive understanding of scope 3 emissions through utilisation of project specific software and train team members to record and report on the scope 3 emissions

2

Explore the possibility of implementing green coding principles for the future development of Documation products and platform

3

Explore the possibility of switching service providers for sustainable alternatives.

