

SUSTAINABILITY REPORT

Executive Summary Year Ending 2022

Documation Software Ltd.

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The Process:

Establish Boundaries

In line with the Greenhouse Gas (GHG) Protocol, Documation used an organisational approach to calculate emissions. Additionally, more detailed reporting using the Carbon Accounting Engine tool, Normative, was used to accurately measure the emissions generated annually in more areas of the business.

Create Report

A full emissions report was created and published on the website. This document is a summary of Documation's measurable emissions and achievements from 2022, including future commitments.

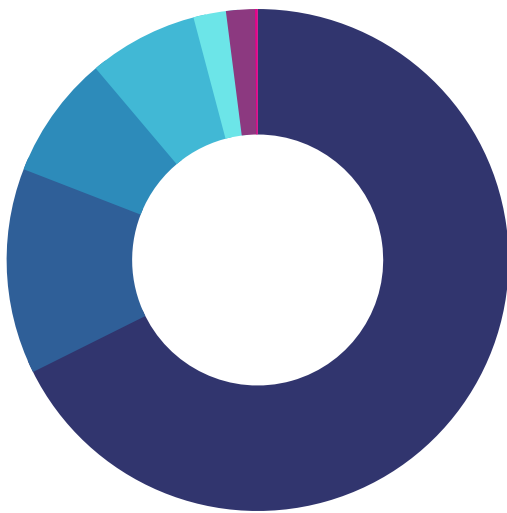
The emissions associated with key business practices were measured using conversion factors from the UK Government, the GHG Calculation Tool and the Carbon Accounting Engine tool, Normative. All necessary emissions have been calculated, and a full list of exclusions is available in the Emissions Report.

Measure Emissions

Based on the emissions measured and reported for 2022, Documation continues to commit to its Net Zero target, reducing emissions where possible and working towards the targets set for 2023.

Reduce and Offset

The Results:



Goods and Services: 67.6%

Electricity: 13.3%

Capital Goods: 7.9%

Commute: 7%

Business Travel: 2.1%

Remote Working: 1.9%

Direct Emissions: 0.2%

Total Emissions*:
48.2 tCO₂e

Summary of Scopes:

Documation Scope 1 emissions, relate to company-owned vehicles' direct emissions. Vehicles owned by Documation are solely hybrid or electric cars.

Without any gas facilities on site, the only Scope 2 activity relevant to Documation is purchased electricity.

The GHG Protocol only requires reporting on Scope 1 and 2 emissions. Nonetheless, continuing to produce a more accurate picture of Documation's Scope 3 emissions is a key target for future sustainability reports and reviews. This has been helped by access to resources such as Normative.



*Total for 2022 includes measurable Scope 3 emissions. Exclusions are outlined in the full report.

Offsetting Practices:

The Documentation team voted from a shortlist of Gold Standard Projects. The winner was Buenos Aires Renewable Energy Project in Brazil. Documentation have purchased 49 tonnes of carbon credits to offset the measured scope 1, 2 & 3 emissions.



The project is located in the Caatinga, an exclusively Brazilian biome, which occupies around 844,453 Km², around 11% of the whole country territory. Despite being rich in natural resources, the Caatinga is one of the most threatened ecosystems on the planet. In a region where the shortage of rivers leads to less access to electric energy, native firewood and charcoal account for 30% of the total energy utilised in the industries of the region, which has intensified the local deforestation.

The Buenos Aires project has switched the fuel used by a ceramic factory from illegal firewood to agricultural and industrial residues. This biomass would have otherwise been discarded as waste, so the fuel switch not only transforms residues into something useful, but also enables many local individuals to make a living – or complement their income – by supplying biomass waste directly to the factories.

Furthermore, the reduction in indoor air pollution from the switch has substantially improved working conditions for employees, with automated kilns that reduce heat exposure. The carbon project has become an important component of the ceramic's plans for expansion, involving new technology, improvements in work conditions and environmental management as value added for the business. Among the community, employees and suppliers, more than 110 families directly benefit from the project's activities, in addition to the indirect impact from donations provided to local families (housing and food donations), educational and sports institutions in the region, such as the sponsorship of a soccer team and a folk group in Pernambuco.

How did we do in 2022?

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

How did we achieve this?

- Adopted Normative, the Carbon Calculator Software to enhance reporting capabilities
- Educating the Documentation team on how to reduce their own carbon footprints through campaigns such as Couch to Carbon Zero.



2

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

Documentation have explored the principles of green coding and are continuing to monitor the requirements for this. A global set of principles and standards has only recently been established through the Green Software Foundation and we will be using the eight fundamental principles for planning a strategy for green software development in 2023.



3

Explore the possibility of switching service providers for sustainable alternatives.

How did we achieve this?

- Initiated new premises selection process for a 2023 move, focusing on various green credentials; renewable energy, enhanced natural light, and the option to open windows to minimise air conditioning usage.
- After a careful review, we chose to continue with our cloud service provider, [East Hosts](#). They have moved and upgraded to a sustainable data centre and hold ISO5001 certification for efficient energy management, ensuring Documentation's market based emissions stay at zero.



Future Targets for 2023

1

To implement a viable car sharing record system where team members can log their travel activities in a simple and easy way.

2

To review our supply chain and identify areas of risk and opportunity to reduce our carbon emissions through 3rd party suppliers

3

To appoint a CSO and set up an ESG taskforce to review on a regular basis that our policies, initiatives and activities are current and adhered to.

4

To promote engagement and involvement from Documentation team through the Green Channel, to share ideas, campaigns and activities both in and outside of the workplace.

5

To review carbon reporting methods in line with PPN06/21 Carbon reduction plan that is mandatory in UK for bidding for public sector tenders over £5million per annum.

6

To explore reporting tools for measuring social impact through volunteering, charitable activities, mentoring, work experience opportunities etc. to include in the 2023 report.

7

Continue to develop knowledge of scope 3 emissions through utilisation of the Normative software and ensure team members are trained to record and report on the scope 3 emissions accurately.

