BSI Greenhouse gas (GHG) emissions

Accounting Framework

Your partner
in progress

1 Roles and Responsibilities

GHG reporters

Accountable:

a) Provide data that abide by the five reporting principles described in Chapter 4: Relevance, Completeness, Consistency, Transparency, and Accuracy.

Responsible:

a) Report auditable and high-quality data for companies within the organisational boundary by providing traceable and evidence-based information.

b) Perform all necessary calculations and estimations in accordance with guidance from the Group Operational Sustainability Excellence Team.

c) Ensure the reported data is provided in the correct format, template, and unit of measurement.

d) Report data using the correct communication channels.

e) Inform the Group Operational Sustainability Excellence Team in advance of any difficulties, issues, and potential delays in providing the necessary reporting data, as well as limitations and unusual conditions with the dataset.

f) Assess the data and query data owners in case of discrepancies with previous reported periods or doubts.

g) Respond to queries the Group Operational Sustainability Excellence Team raises, providing timely clarification and additional information when requested.

h) Work alongside and collaborate with the Group Operational Sustainability Excellence Team to continually improve how data is collected and assessed.

i) Update and provide data and evidence according to the reporting rules detailed in this Framework Document and/or as requested by the Group Operational Sustainability Excellence Team.

j) Notify the Group Operational Sustainability Excellence Team of any changes in responsibilities impacting the reporting activity.

k) Ensure that only data from the current assessment period is reported, clearly communicating about late claims, and that billed data is prorated at the beginning and the end of the reporting period.

Consulted:

a) Changes in the reporting process, including additions or exclusions of data.

Informed:

a) Reporting deadlines, new reporting templates, and changes in the reporting process, including data additions or exclusions.

b) Expansions or reductions in the organisational and inventory boundaries.

c) Updates and changes in the online reporting platform, including temporary access restrictions.

Group Operational Sustainability Excellence Team	**Accountable:** a) Ensure the Accounting Framework is a true, accurate and fair representation of the reporting practices. b) Ensure that wider and specific industry best practices are assessed and, when appropriate, incorporated into the Accounting Framework Process. **Responsible:** a) Manage the overall GHG reporting process, including: • Setting up and managing the use of the online reporting platform for collating, calculating and reporting GHG emissions. • Collecting and storing data and evidence. • Overview of the necessary calculations and estimations. • Performing quality verification of sampled information. • Planning and preparing for the assurance and verification processes. • Assessing opportunities for improvement and implementing best practices. • Preparing the GHG sections in the BSI Annual Financial Reports. b) Support the company and its Divisions and Functions to plan and design specific carbon reduction plans in line with the Group's reduction ambitions. c) Decide on the most appropriate organisational and inventory boundaries, including reviewing the materiality assessment and documenting any exceptions and exclusions to the reporting scope. d) Coordinate the carbon offset purchase at the Group level. **Consulted:** a) Group's carbon reduction and offset strategies. b) Business practices that deviate from the process described in this Framework Document. c) Changes in business processes that may impact the availability and quality of data used in the reporting assessment. **Informed:** a) Difficulties, issues and potential data gathering and reporting delays. b) Limitations and unusual conditions with the dataset. c) Changes in responsibility that impact the reporting activity. d) Updates and changes in the online reporting platform, including temporary access restrictions.
GHG Representatives	**Accountable:** **a)** The GHG Representatives act as a liaison between divisions/functions and the Ops Sustainability team on BSIs greenhouse gas (carbon reduction) performance.

Responsible:

- Receive quarterly GHG data reports for aligned division/function.
- Communicate performance and feed into dashboards/reporting locally.
- Collect data for travel forecasting where possible.
- Progress actions and initiatives to reduce emissions particularly travel related emissions.
- Attend quarterly calls to share knowledge, challenges and opportunities.

Consulted:

a) During data scoping and methodology review – any changes to data boundaries, methodologies, or calculation approaches to provide operational insight or highlight potential data impacts

b) Where data gaps, quality issues, or anomalies are identified, GHG Reps may be asked to liaise with local stakeholders or suppliers to investigate and resolve these issues

Informed:

a) At key collection stages they will receive regular communications and guidance from the Operational Sustainability Team outlining timelines, expectations and updates to reporting requirements or tools

b) Once data is consolidated and validated, GHG Reps will be informed of high-level outcomes, key learnings, and any follow-up acti9ons required to improve data quality in future reporting cycles.

2 Definitions

a) **Baseline:** quantified greenhouse gas emissions and removals of an organisation at a specified time against which assessment of progress to net zero can be performed.

b) **Carbon dioxide equivalent (CO_2e):** the universal unit of measurement used to indicate the global warming potential of greenhouse gases expressed in terms of the 100-year global warming potential of one metric tonne of carbon dioxide.

c) **Carbon neutral:** a condition in which, during a specific period, there has been no net increase in the global emission of greenhouse gases to the atmosphere due to the greenhouse gas emissions associated with the subject during the same period.

d) **Carbon neutrality:** state of being carbon neutral.

e) **Carbon offset:** discrete reduction in greenhouse gas emissions not arising from the defined subject, made available in the form of carbon credit and used to counteract emissions from the defined subject.

f) **Conversion factor:** assumption used to change the original unit of measure of activity data into alternative units. This is particularly useful where the activity data is collected in units that do not have emission factors that can be directly used to determine a carbon emission total.

g) **Direct emissions, Scope 1 emissions:** emissions from sources owned or directly controlled by the reporting company.

h) **Emission factor:** the amount of greenhouse gases emitted, expressed as carbon dioxide equivalent and relative to a unit of activity.

i) **Global warming potential (GWP):** factor describing the radiative forcing impact of one mass-based unit of a given greenhouse gas relative to an equivalent unit of carbon dioxide over a given period.

j) **Greenhouse gases (GHG):** gaseous constituent of the atmosphere, natural or anthropogenic, that absorbs and emits radiation at specific wavelengths within the spectrum of infrared radiation emitted by the Earth's surface, the atmosphere, and clouds. Seven gases are listed in the Kyoto Protocol (as added by the Doha Amendment) and the IWA 42:2022: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3).

k) **Greenhouse gases (GHG) inventory:** list of greenhouse gas sources and sinks and their quantified greenhouse gas emissions and removals.

l) **Indirect emissions, Scope 2 emissions (energy indirect) and Scope 3 emissions (other indirect):** emissions that are a consequence of the operations of the reporting company but occur at sources owned or controlled by another company.

m) **Inventory boundary:** grouping of greenhouse gas direct and indirect emissions or removals reported within the organisational boundary, based on materiality assessment.

n) **Material sources of GHG emissions:** greenhouse gas emissions from sources significantly contributing to the estimated final carbon footprint. PAS 2050:2011 establishes material emissions as

higher than 1% of the anticipated total greenhouse gas emissions. Emissions sources can also be classified as non-material when quantification is not technically feasible, practicable or cost-effective or when other documented motives reasonably justify it.

o) **Net zero emissions:** human-caused greenhouse gas emissions reduction to as close to zero as technically feasible, practicable or cost-effective while ensuring the remaining emissions are removed from the atmosphere and durably stored in geological, terrestrial or ocean reservoirs or products.

p) **Removal:** withdrawal of greenhouse gas from the atmosphere due to deliberate human activities. Removals include afforestation, building with biomass, direct air capture and storage, habitat restoration, soil carbon capture, enhanced weathering, and bioenergy with carbon capture and storage.

q) **Residual emissions:** greenhouse gas emissions from the defined subject remaining after the achievement of reductions.

r) **Science-aligned pathway:** pathway where the greenhouse gas reduction targets align with the 1.5°C global warming scenario reduction by 2050 proposed by the Paris Agreement.

s) **Self-generation:** on-site generation owned, managed and/or operated by the entity that consumes the power.

t) **Offset credit:** represents the reduction, removal, or avoidance of greenhouse gas emissions from a specific project used to compensate for greenhouse gas emissions occurring elsewhere.

u) **On-site generation:** energy (electricity, heat/steam) generated by a generation facility located in a site under the organisation's control and management. If the generation facility is owned, managed and/or operated by the consuming company, it is referred to as *self-generation*.

v) **Operational control:** a consolidation approach whereby a company accounts for 100 per cent of the greenhouse gas emissions over which it has operational control. It does not account for greenhouse gas emissions from operations in which it owns an interest but does not have operational control.

w) **Organisational boundary:** a group of activities or facilities where the organisation exercises operational or financial control or has an equity share.

x) **Uncertainty:** estimated amount or percentage by which an observed or calculated value may differ from the true value.

3 Introduction

The British Standard Institution (BSI) has pledged to achieve net zero emissions within its operational control (Scope 1 & 2) by 2030, a targeted reduction of its Scope 3 emissions according to a science-aligned pathway, and the ambition to achieve a continuous carbon neutrality status for its operations.

The 2022 emissions data was chosen as the baseline emission for the net zero and reduction target. This dataset is the first less affected by the distortions from COVID-19 and aligned with the ISO 14064-1 principles of relevance, completeness, consistency, accuracy and transparency.

This Greenhouse Gas Emissions Accounting Framework Document sets the context for BSI Group's carbon accounting and reporting and aligns with the following:

- The British Standard Institution. 2014. PAS 2060:2014 Specification for the demonstration of carbon neutrality. ISBN 978-0-580-83670-1.
- International Organisation for Standardisation. 2020. ISO 14064-1:2019, Greenhouse gases, Part 1: specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals. ISBN 978-0-539-07130-6.
- International Organisation for Standardisation. 2019. ISO 14064-2:2019, Greenhouse gases, Part 2: specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements. ISBN 978-0-539-07131-3.
- International Organisation for Standardisation. 2022. IWA 42:2022(E), Net zero guidelines.
- World Resources Institute. World Business Council for Sustainable Development. 2004. Greenhouse gas protocol, A corporate accounting and reporting standard. ISBN 1-56973-568-9.
- World Resources Institute. World Business Council for Sustainable Development. 2015. Greenhouse gas protocol, Scope 2 guidance: an amendment to the GHG Protocol Corporate Standard. ISBN: 978-1-56973-850-4.
- World Resources Institute. World Business Council for Sustainable Development. 2011. Greenhouse gas protocol, corporate value chain (Scope 3) accounting and reporting Standard: supplement to the GHG Protocol Corporate Accounting and Reporting Standard. ISBN 978-1-56973-772-9.
- World Resources Institute. World Business Council for Sustainable Development. 2013. Greenhouse gas protocol, technical guidance for calculating Scope 3 emissions: supplement to the Corporate Value Chain (Scope 3) Accounting & Reporting Standard.
- The United Kingdom. HM Government. 2019. Environmental reporting guidelines: including streamlined energy and carbon reporting guidance.

4 Reporting Principles

By applying the following reporting principles—relevance, completeness, consistency, transparency, accuracy, and conservativeness—BSI ensures its GHG report encompasses a true and accurate representation of the Group's emissions and provides vital information to support its stakeholders' decision-making.

The applicable reporting principles are:

- **Relevance:** the report reflects an adequate organisation and inventory boundary and appropriate GHG sources, data, and methodologies.
- **Completeness:** the report includes all material emission sources and removals within the inventory boundary, and any exclusions are disclosed and justified.
- **Consistency:** the report applies consistent methodologies to allow for meaningful emissions comparisons over time and transparently documents changes to the data, inventory boundary, methods, and other relevant factors.
- **Transparency:** the report is based on clear, auditable trail data and discloses the relevant assumptions, methods, and data sources.
- **Accuracy:** the report is structured to reduce bias and uncertainties as far as practical.
- **Conservativeness:** when assessing options similar in completeness and accuracy, priority is given to the cautiously moderate option to ensure neither negative nor positive effects are maximised.

5 Reporting Structure

BSI Group's annual GHG accounting report includes data from 1st January to 31st December (inclusive) and aligns with the company's financial reporting year. BSI endeavours to collect the necessary data regularly and with reasonable granularity, aiming for quarterly data collection.

If necessary, the activity data will be adjusted (prorated) at the initial and final months of the reporting period to ensure that the emissions calculated arise exclusively from the 365-day reporting period. Adjustments involve normalising the activity data and multiplying it by the number of days within the period requiring adjustment. If the activity data falls short of a period of less than 30 days, the normalised activity data used is the average daily consumption of the last billing month available. However, if the activity data falls short of a period exceeding 30 days, the normalised activity data used is the average daily consumption of the entire year.

Data will be structured and reported as Scopes 1, 2 and 3 following the GHG Protocol Standards. Emissions from electricity sources will be reported as location-based and aligned with the respective conversion factors. *Market-based* conversion factors will be used when available, and BSI Group will strive to obtain the necessary information.

6 Organisational boundary

BSI Group has chosen *operational control* as the approach for its organisational boundary. This means that emissions from sources over which BSI has operational control are grouped as direct GHG emissions (Scope 1) and indirect GHG emissions (Scope 2). In contrast, emissions from sources over which BSI does not have operational control are indirect GHG emissions (Scope 3).

BSI Group is considered to have operational control when:

- it owns the emission source, has unrestricted control, and has full authority to introduce and implement operational policies.
- it is the lessor of the emission source, retaining unrestricted control over it and the authority to introduce and implement operational policies.
- it is the lessee of the emission source for a continuous period greater than fourteen days, has some control over it, and has the authority to introduce and implement operational policies.
- it is the policyholder of utility contracts and maintenance services of the emission sources.
- it purchases F-gases for use in owned and leased emission sources.

All BSI Group companies are included in the reporting unless their total GHG emissions arise exclusively from non-material sources.[1] Companies within the reporting boundaries are reviewed at least once a year. Emissions from acquired or disposed sources will be proportionally reflected in the report in accordance with the reporting period, the transaction date, and the chosen organisational boundaries. Chapter 17 presents the latest list of BSI Group companies and their status in the report.

7 Inventory boundary

BSI Group will report its GHG emissions from material sources within its organisational and inventory boundaries. With stakeholders' support, the Group Operational Sustainability Excellence Team annually reviews the materiality assessment of emission sources and updates the inventory boundary as required.

Emission sources can be considered outside the inventory boundary (non-material) when:

- their potential GHG emissions represent less than 1% of the Group’s estimated carbon footprint.
- the quantification of their potential GHG emissions is not technically feasible, practicable or cost-effective at a particular moment in time.
- any other reasons as long as they are documented, and assumptions and reasons clearly stated.

When data is non-existent, BSI Group will explore alternatives, such as deploying proxy quantifications to report as many emission sources as possible. Technical feasibility, practicability, and cost-effectiveness principles will also guide the effort.

We will use the BSI Group Exchange Rates to convert activity data reported in currency if necessary. The company’s exchange rates from March will be used for each yearly assessment.

[1] *For information about* non-material sources*, see ‘M*aterial Sources of GHG Emissions’ *in Chapter* ***Error! Reference source not found.*** *(Definitions).*

The BSI Group Materiality Assessment documents exclusions alongside assumptions and reasoning. Below is a summary of the inventory boundary. For detailed guidance on data collection, consult Appendix C.

Unless otherwise stated, all emissions described below are measured in tonnes of CO_2 equivalent (tCO_2e).

7.1 Direct Emissions

Scope 1 emissions

Scope 1, or direct emissions, arise from sources owned or controlled by BSI Group that include but are not limited to:

- **Stationary fuel combustion:** on-site sources using liquid fuels and burning oil to produce electricity, heat and/or steam.
- **Natural gas:** on-site sources burning gas fuel to produce heat and/or steam.
- **Mobile fuel combustion:** vehicles, such as cars and vans, owned or leased to BSI for over 14 days.
- **Bottled gases:** combustion of bottled gases, including those used in stationary and off-road uses.
- **On-site fugitive emissions:** on-site sources that use refrigerant gases and fire suppressants.

The following Scope 1 emissions are outside of the inventory boundary due to their quantification not being technically feasible, practicable or cost-effective at this moment:

- Mobile fugitive emissions sources.

Emissions sources not owned or controlled by BSI Group are addressed in Scope 3 emissions.

7.2 Indirect Emission (Energy)

Scope 2 emissions

Scope 2, or indirect emissions, arise from acquiring electricity, steam, heat or cooling consumed by sources owned or controlled by BSI Group and include, but are not limited to:

- **Static sources:** electricity, steam, heat or cooling used in office spaces.
- **Mobile sources:** electric vehicles owned or leased to BSI for over 14 days.

The inventory boundary includes all Scope 2 emissions sources. Emissions sources not owned or controlled by BSI Group are addressed in Scope 3 emissions.

7.3 Indirect Emission (Other)

Scope 3 emissions

Scope 3, or indirect emissions, arise from sources not owned or controlled by BSI Group or where BSI's control is limited. Scope 3 emissions sources within the inventory boundary include the following largest categories:

- **Fuel and energy-related activities (Category 3):** upstream emissions from the production of fuels and energy purchased and consumed in sources owned or controlled by BSI Group. Includes well-to-tank (WTT) and transmission and distribution (TD).
- **Business travel (Category 6):** emissions from the transportation of employees for business-related activities in vehicles owned or operated by third parties and emissions associated with hotel stays. Includes private transport (employee-owned vehicles, short-term rental cars, taxis), public transport (trains, buses, ferries, flights), and hotel stays.
- **Employee commuting (Category 7)[2]:** emissions from the transportation of employees between their homes and contracted offices. It also includes emissions from working from home.
- **Upstream leased assets (Category 8):** emissions from the operation of assets leased to BSI Group (lessee). These include emissions from stationary fuel combustion, natural gas, purchased electricity, steam, heat, or cooling from sources BSI Group does not have operational control over.

The following Scope 3 emissions are outside of the inventory boundary because the sources of emissions arise from indirect sources that are not owned or controlled by BSI Group:

- **Category 3:** WTT and TD emissions from sources not owned or controlled by BSI Group.
- **Category 8:** stationary and mobile fugitive emissions of refrigerant gases and fire suppressants in sources not owned or controlled by BSI Group.

The current inventory boundary excludes Scope 3 Categories 1, 2, 4, and 15 because it is not feasible, practical, or cost-effective to measure them at this time but we do have plans to scope this out in the development of a long-term net zero plan in 2026. BSI Group is actively working to gradually expand its reporting scope. Additionally, Scope 3 Categories 9, 10, 11, 12, 13, and 14 are outside the current inventory boundary due to the nature of the services provided by BSI Group. Finally, Scope 3 Category 5 is deemed non-material because the number of sites with operational control over waste management is limited.

8 Emission factors

The online reporting platform sources its emission factors from trustworthy and official sources to transform activity data into the total carbon dioxide equivalent (tCO_2e)—unless otherwise stated. It also creates customised emission factors by combining official data sources. Some examples of customised emission factors include Ecometrica's Global Electricity emission factors and Ecometrica's

[2] This category of emissions was first measured in 2023 and is not included in the 2022 baseline emissions for the net zero and reduction targets.

Working-from-home factors. The BSI Group materiality assessment document (Appendix B) includes a list of emission and conversion factors and their respective sources.

The online reporting platform applies the most recent global warming potential values (GWP) from the Intergovernmental Panel on Climate Change (IPCC) (6th Assessment Report), except for sources where emission factors are already provided as an aggregate of CO_2e. In those cases, the original GWP values used by the source data to calculate the emission factors were preserved.

Additionally, the online reporting platform also sources and creates customised conversion factors by combining trustworthy and official data sources to facilitate the submission of activity data in various units and ensure their conversion is uniform and consistent throughout the reporting assessment.

9 Carbon offset

Carbon offsetting is a complementary mechanism to counterbalance the absolute proportion of emissions that couldn't be eliminated or reduced by the end of a specific reporting period. BSI Group first achieved carbon neutrality in 2020 and has remained so since.

All carbon offset credits purchased by BSI Group shall be traceable to trusted partners and high-standard sources, utilising credible carbon offsetting schemes that follow market best practices and the Oxford Principles for Credible Carbon Offsets.

Alongside PAS 2060:2014 principles and the Ten Core Carbon Principles underpinned by the Integrity Council for the Voluntary Carbon Market (ICVCM); BSI Group's carbon offset strategy considers the following principles:

- **Additionality:** a criterion for assessing whether a project has resulted in GHG emission reductions or removals in addition to what would have occurred in its absence. This is an important criterion when the project aims to offset emissions elsewhere.
- **Permanence**: reductions are permanent and stable, and the carbon removed or stored is unlikely to return to the atmosphere at some point in the future.
- **Leakage:** also known as a secondary effect, leakage occurs when a project changes the availability or quantity of a product or service, resulting in changes in GHG emissions elsewhere.
- **Double counting:** two or more reporting companies take ownership of the same emissions or reductions.

Reliable carbon offset credits shall be supported by documentation containing further details about the project, quantification methodology, and validation and verification procedures.

To achieve targeted positive social and environmental changes, BSI will strive to purchase carbon offset credits, in full or in part, from its operating locations. Offsets must align with the United Nations (UN) Sustainable Development Goals (SDGs).

Carbon offset credits shall be retired privately unless stated otherwise, and evidence of retirement is retained for the period the carbon neutrality status is valid and for six years after that.

10 Process dataflow and quality control

Quality controls are essential tools that ensure data is an accurate, true and fair representation of emissions and allow for a successful assurance and verification process.

The Group Operational Sustainability Excellence Team performs checks on all data provided by the GHG reporters. If queries are identified, reporters are notified and supported throughout the process until the query is closed. Raised queries and their resolution are logged, and documentation is retained accordingly.

Internal QA procedures are embedded at multiple stages of the data lifecycle, including:

Data input validation: The GHG Reporting Leads conduct initial checks on data submissions at source, ensuring completeness, consistency with previous reporting periods, and alignment with defined data boundaries.

Central review by the Sustainability Data Analyst in the Sustainability Operations Team: The central Data Analyst review all submitted data for anomalies, errors, or inconsistencies. This includes variance analysis, historical trends, and validation of emissions factors used.

Internal Review and Sign-Off: Draft inventories and calculations undergo a structured internal review and approval process before extern assurance. This includes consultation with GHG Representatives, subject matter experts and relevant business functions/divisions.

The following principles from Chapter **Error! Reference source not found.** are used as guidelines when reviewing the information submitted by reporters. Depending on the situation, additional points may be considered.

Appendix D presents the current data process flow and steps of quality control.

Relevance:

- If the information comes from companies within the reporting scope.
- If the information is correctly allocated within the organisational and inventory boundaries, corresponds to the reporting period, and follows BSI's definition of operational control.
- If the sources used to obtain the information are adequate, which includes the suitability of calculations or assumptions.

Completeness:

- If the information includes all material emissions sources.
- If all data sources are captured and reported.
- If any exclusions, special conditions or anomalies exist, and if they are communicated.
- If all necessary information is provided in the correct format through the proper communication channels.
- If measures were taken to prevent duplication or omission of data.

Consistency:

- If the information's magnitude and unit of measurement are consistent with previous periods.
- If the reporter communicates relevant changes to the data when information is inconsistent with previous periods.

Transparency:

- If the data is extracted from reliable sources.
- If the information can be traced back to clear and reliable sources.
- If the calculations, assumptions, exclusions, and relevant changes are documented.

Accuracy:

- If the sources with the most accurate data are given preference.

Conservativeness:

- If the information was obtained from a cautiously moderated source.

BSI will seek external assurance and verification of its processes and data regularly, based on the use of the relevant standards:

- The Financial Reporting Council Limited. 2020. International Standard on assurance engagements (UK) 3000 (July 2020): assurance engagements other than audits or reviews of historical financial information.
- International Auditing and Assurance Standards Board. 2012. International Standard on assurance engagements 3410: assurance engagements on greenhouse gas statements.
- International Organisation for Standardisation. 2020. ISO 14064-1:2019, Greenhouse gases, Part 1: specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals. ISBN 978-0-539-07130-6.

11 Uncertainty and Risk Assessment

BSI Group determines the relative level of uncertainty and risk of its dataset based on the nature of individual activities.

11.1 Office-related data

The data uncertainty related to the operation of office spaces within the organizational and inventory boundaries is evaluated by qualitatively assessing the information sources. This involves determining the level of certainty of the activity data based on its sources using high, medium, and low certainty categories, as described in Figure 1, which are based on the principles listed in Chapter 4. The assessment is recorded in the BSI Emissions Accounting Framework Support Document (Appendix B), which is reviewed regularly to reflect changes in reporting practices and guide quality control practices.

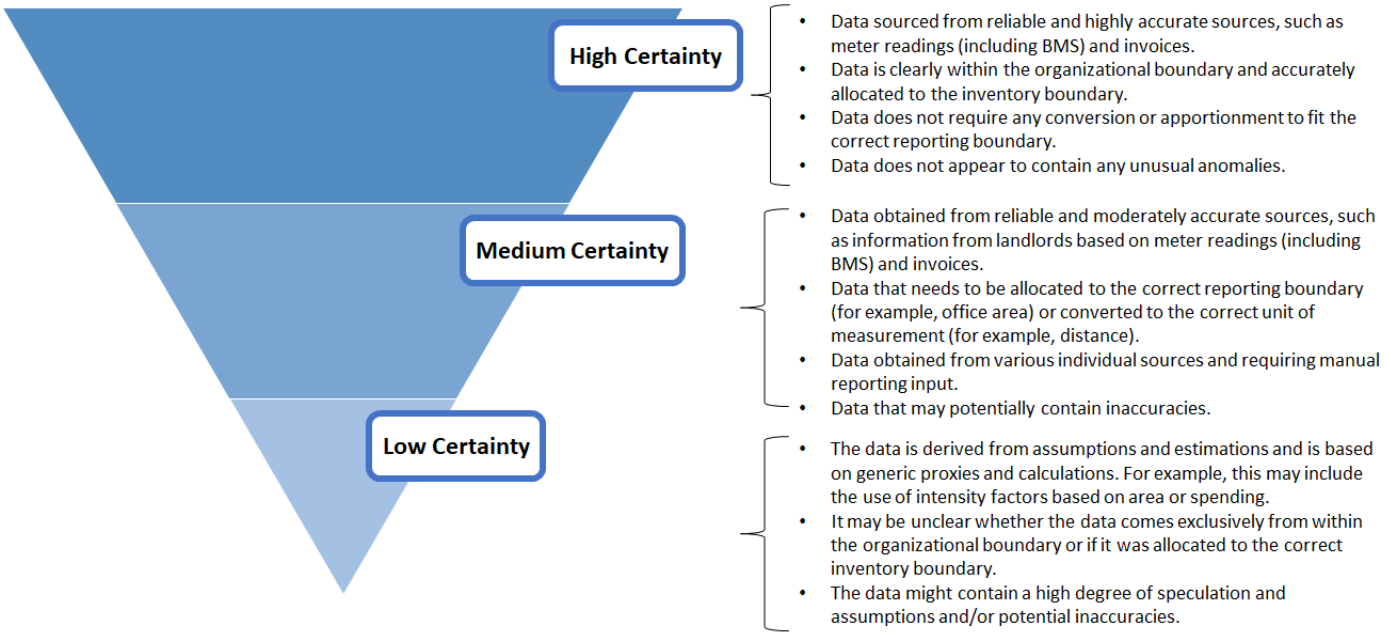

Figure 1. Confidence level assessment and labels.

11.2 Travel-related data

The data uncertainty related to travel activities within the organizational and inventory boundaries is evaluated through a combination of qualitative and quantitative assessments. It involves determining the level of uncertainty for the three components of the calculations:

- **Sources of activity data**: the level of certainty of the activity data is determined based on its sources and any data adjustments made before submission. It is categorised as low, medium-low, medium, medium-high and high uncertainty, as shown in Table 1.

Table 1. Uncertainty level based on activity data sources categories.

Activity data sources category	Description of the Activity data sources category	Uncertainty level	Score
Primary	Primary data obtained from reliable and highly accurate sources. Examples include direct readings, invoices, internal systems, and suppliers' reports. This type of data does not require any unit conversion or apportionment to the correct reporting boundary.	Low uncertainty	**1.00**
Primary & Secondary	When the accumulated data consists of a combination of data sources that would individually be categorised as Primary and Secondary.	Medium-Low uncertainty	**2.00**
Secondary	Secondary data obtained from reliable and moderately accurate sources. Examples include data that needs to be apportioned based on spending or area and sources that require unit conversion or manipulation, such as converting spending to distance (e.g., 0.45GBP/km) or data that comes from individual invoices (Primary data) but requires manual reporting input. This type of data requires to be converted to an acceptable unit of measurement or apportioned to the correct reporting boundary.	Medium uncertainty	**3.00**

Activity data sources category	Description of the Activity data sources category	Uncertainty level	Score
Primary & Estimation	When the accumulated data consists of a combination of data sources that would individually be categorised as Primary and Estimation.	Medium uncertainty	**3.00**
Secondary & Estimation	When the accumulated data consists of a combination of data sources that would individually be categorised and Secondary and Estimation.	Medium-High uncertainty	**4.00**
Estimation	Data derived from assumptions and estimations and based on generic proxies and calculations. Examples include the use of intensity factors based on area or spending. This data contains a high degree of speculation and assumptions.	High uncertainty	**5.00**

- **Assumptions**: the online reporting platform contains various assumptions used to convert activity data units into units with corresponding emission factors (conversion factors). These assumptions have different levels of uncertainty based on their sources, which range from low to high, as outlined in Table 2.

- **Emission factors**: the online reporting platform contains various emission factors used to convert activity data into GHG emissions. These assumptions have different levels of uncertainty based on their sources, which range from low to high, as outlined in Table 2.

Table 2. Uncertainty level based on the uncertainty thresholds for assumptions and emission factors.

% uncertainty threshold	Uncertainty level	Score
0 - 20%	Low uncertainty	**1.00**
20.1 - 40%	Medium-Low uncertainty	**2.00**
40.1 - 60%	Medium uncertainty	**3.00**
60.1 - 80%	Medium-High uncertainty	**4.00**
80.1 - 100%	High uncertainty	**5.00**

The uncertainty level scores of all three components (activity data, assumptions and emission factors) are multiplied to create a final score that identifies the risk of all travel data, as outlined in Table 3.

Table 3. Risk categories and expected actions.

RISK CATEGORIES		EMISSION FACTORS				
		Low	Medium-low	Medium	Medium-high	High
ACTIVITY DATA & ASSUMPTIONS	High	5	20	45	80	125
	Medium-high	4	16	36	64	100
	Medium	3	12	27	48	75
	Medium-low	2	8	18	32	50
	Low	1	4	9	16	25

Risk Scores	Actions
1.0 – 16.0	No additional controls are necessary
16.0 – 48.0	Priority given during quality control
50.0 – 125.0	Additional controls must be proposed

The assessment is recorded and reviewed regularly to reflect changes in the reporting practices and guide the quality control practices.

12 Restatement

BSI Group will consider restating previously issued carbon emissions reports when new data become available, and the updates result in a discrepancy more significant than 5% of the previously disclosed total carbon emissions.

13 Disclosure

BSI Group's annual carbon emissions will be disclosed in its Annual Report, which will be available to all interested parties via the BSI website.

14 Documentation and record retention

BSI Group will keep records of all pertinent data and information used to quantify and calculate BSI's GHG carbon emissions for at least five years. Evidence will be stored in the Sustainability network folder.

15. Continuous Improvement

BSI is committed to the continuous improvement of it's greenhouse gas accounting process to ensure they remain robust, comprehensive and decision relevant as our sustainability strategy evolves. This includes ongoing efforts to expand data coverage across all relevant emission sources, progressively incorporating additional Scope 3 categories and improving granularity of activity data as new information becomes available.

We actively seek to enhance data quality through improved internal controls, standardised data collection methodologies, variance analysis, and enhanced documentation of emissions factors and assumptions. In parallel we recognise the importance of supplier engagement in strengthening the accuracy of our Scope 3 reporting. BSI is working to improve the availability and reliability of supplier-specific data, embed emissions reporting expectations into procurement processes, and collaborate with suppliers to drive emissions reductions across our value chain. Lessons learned through internal QA, external verification, and stakeholder feedback are systematically reviewed and integrated into future reporting cycles, ensuring that our GHG inventory continues to improve its accuracy, completeness, and strategic value year on year.

16. Link to Net Zero Strategy and Transition Planning

BSI has committed to achieving net zero greenhouse gas emissions by 2050 at the latest, with an ambition to significantly reduce absolute emissions well in advance of that date. This commitment reflects our role as a global standards organisation and our responsibility to lead by example in the transition to a low-carbon economy.

Our GHG accounting process underpins this ambition by providing the robust, accurate and consistent emissions data needed to inform strategic decision-making, define credible

decarbonisation pathways, and track progress over time. Emissions data collected and reported through this framework forms the baseline against which our future performance will be measured, enabling us to model emissions reductions scenarios, prioritise decarbonisation levers, and understand the impact of operational, supply-chain, and behaviour changes across the business.

BSI is in the process of developing a comprehensive net zero transition plan, including a defined emissions reduction trajectory, interim targets, and detailed actions across Scopes 1,2, and 3. As this plan evolves, the GHG inventory will serve as a central input to decision-making, informing investment priorities, guiding operational changes, and shaping supplier engagement strategies.

A methodology for tracking progress towards net zero is embedded within this framework. Annual emissions inventories are compared to baseline year data and future reduction milestones, with results reported through internal governance and external disclosures. This enables BSI to measure year on year progress, identify performance gaps, and adjust its decarbonisation strategy accordingly.

Governance processes ensure strong alignment between emissions reporting and strategic decision-making. The GHG inventory is reviewed annually by the Sustainability and Operations teams and reported to the relevant leadership forums including the Sustainability Committee. Insights from this reporting directly inform our net zero transition planning, risks assessments, and strategic initiatives, ensuring that emissions data remains a decision-enabling tool rather than a standalone compliance exercise.

17 Appendix A. BSI Group companies in the organisational boundary

Further information about BSI Group reporting boundaries can be found in the document at APPENDIX B (Materiality assessment).

18 Appendix B. BSI Group materiality assessment

The BSI Emissions Accounting Framework Supporting Document, attached to this Framework Document, provides further information about BSI Group materiality assessment.

19 Appendix C. Detailed guidance on data collection

19.1 Scope 1 Emissions, Stationary fuel combustion and Natural gas

- **Information:** fuel type (e.g., natural gas, diesel oil, kerosene, LPG, etc.) and quantity of fuel consumed during the reporting period, preferably in kWh or litres, reported per office. When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).
- **Sources:** meter readings, utility invoices, and estimated data from landlords.
- **Assumptions:** when consumption data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific conversion factor (e.g., natural gas consumption per office area). The platform's conversion factors prioritise government and official organisation sources to provide traceable, verifiable, evidence-based, and uniform assumptions across the reporting boundary.

19.2 Scope 1 Emissions, Mobile fuel combustion

- **Information:** vehicle type (e.g., car, van), engine size (e.g., small, medium, large), fuel type (e.g., diesel, petrol, hybrid, electric), reason for travel, traveller's name and the distance travelled during the reporting period, in miles or kilometres, reported per country, individual traveller and cost centre. It can also be captured in litres, gallons, or fuel cost; however, these are less preferable as they require assumptions. The transaction date can be used as a proxy for the date of use, although the latter is preferable. When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).
- **Sources:** information from financial and expense records (e.g., Concur system) and reports from leasing companies. Emissions from this category include BSI Group-owned vehicles or vehicles leased to BSI for more than fourteen days.
- **Assumptions:** if the vehicle, engine size and/or fuel type are unavailable, the activities *Average car* and *Unknown fuel* — in any combination available in the online reporting platform — can be used to convert the consumption to emissions. When distance travelled data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific Conversion factor (e.g., fuel consumption or cost per distance travelled). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.

19.3 Scope 1 Emissions, Bottled gases and On-site fugitive emissions:

- **Information:** refrigerant type (e.g., R404A, A407A, etc.) and the consumed quantity during the reporting period, preferably in kilograms, reported per office space. When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).
- **Sources:** information from maintenance records in the case of air conditioning and fire suppressant systems and purchase invoices in the case of bottled gases.
- **Assumptions:** the top-up date for air conditioners and the invoice date for bottled gases will be considered emission dates due to the nature of the equipment, which does not allow the identification dates of the actual emissions. The use of proxies must be agreed upon between GHG reporters and the Group Operational Sustainability Excellence Team.

19.4 Scope 2 Emissions, Static sources

- **Information:** energy type (electricity, steam, heat, or cooling), energy source (renewable or non-renewable), and consumed quantity during the reporting period, preferably in kWh, reported per office.

When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).

- **Sources:** meter readings, utility invoices, and estimated data from landlords.
- **Assumptions:** if the source of electricity (e.g., grid, renewable) is unknown, location-based emission factors will be used to convert the consumption into emissions. When consumption data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific intensity Conversion factor (e.g., electricity consumption per office area). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.
- **Additional note:** emissions sources will be reported as location-based and aligned with the respective emission factors. Market-based Emission factors will be additionally used when available, and BSI Group will strive to collate the necessary information.

19.5 Scope 2 Emissions, Mobile sources

- **Information:** vehicle type (e.g., car, van), engine size (e.g., small, medium, large), fuel type (e.g., diesel, petrol, hybrid, electric), reason for travel, travellers' name and the distance travelled during the reporting period, in miles or kilometres, reported per country, individual traveller and cost centre. It can also be captured in kWh or fuel cost; however, these are less preferable as they require assumptions. The transaction date can be used as a proxy for the date of use, although the latter is preferable. When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).
- **Sources:** information from financial and expense records (e.g., Concur system) and reports from leasing companies. Emissions from this category include BSI Group-owned vehicles or vehicles leased to BSI for more than fourteen days.
- **Assumptions:** if the vehicle and/or engine size are unavailable, the activity *Average car* can be used to convert the consumption to emissions. When distance travelled data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific conversion factor (e.g., energy consumption or cost per distance travelled). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.

19.6 Scope 3 Emissions, Fuel and energy-related activities (Category 3):

- **Information, Sources and Assumptions:** as described in Scope 1 and 2.

19.7 Scope 3 Emissions, Business travel (Category 6):

For air travel (flights):

- **Information:** origin and destination airports, travel class (coach/economy, premium economy, business or first), travellers' name, reason for travel, and the distance travelled during the reporting period, in miles or kilometres, reported per country, individual traveller and cost centre.
- **Sources:** information from travel agencies (e.g., AMEX GBT) and reports from financial and expense records (e.g., Concur, Ajera and Basware systems).
- **Assumptions:** if the travel class is unavailable, the activity *Average class* can be used to convert the distance to emissions. When the distance travelled is unavailable, but the origin and destination airports are available, the distance travelled can be calculated using preferably the online searching tool https://www.airmilescalculator.com. When the origin and destination airports are unavailable, the unit

Journey can be used to convert flight into emissions. The online reporting platform automatically allocated the most appropriate location-specific Conversion factor (e.g., average flight distance). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.

For road travel (vehicles owned by employees and short-term hire used for business purposes):

- **Information:** vehicle type (e.g., car, van), engine size (e.g., small, medium, large), fuel type (e.g., diesel, petrol, hybrid, electric), traveller's name, reason for travel and the distance travelled during the reporting period, in miles or kilometres, reported per country, individual traveller and cost centre. It can also be reported in litres, gallons, fuel or rental costs; however, these are less preferable as they require assumptions. The transaction date can be used as a proxy for the date of use, although the latter is preferable. When the information does not match the reporting period, data will be prorated to the exact extent of the reporting period (365 days).
- **Sources:** information from financial and expense records (e.g., Concur, Ajera and Basware systems) is preferred, and reports from leasing companies.
- **Assumptions:** if the vehicle, engine size and/or fuel type is unavailable, the activities *Average car* and *Unknown fuel* — in any combination available in the online reporting platform — can be used to convert the consumption to emissions. When distance travelled data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific conversion factor (e.g., fuel, including energy consumption or cost per distance travelled). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.

For public transport (rail/ferry/bus/taxi):

- **Information:** public transport type (rail, ferry, bus, taxi), travellers' name, reason for travel and distance travelled during the reporting period, in miles or kilometres, reported per country, individual traveller and cost centre. It can also be reported as travel costs. However, these are less preferable, and they require assumptions. The transaction date can be used as a proxy for the date of use, although the latter is preferable.
- **Sources:** information from financial and expense records (e.g., Concur and Ajera system) is preferred, alongside reports from suppliers (e.g., Uber, etc.).
- **Assumptions:** when distance travelled data is unavailable, the online reporting platform automatically allocates the most appropriate location-specific Conversion factor (e.g., average cost per distance travelled). Conversion factors used by the platform prioritise government and official organisation sources to provide traceable, verifiable, evidence-based and uniform assumptions across the reporting boundary.

19.8 Scope 3 Emissions, Employee commuting (Category 7):

- **Information:** includes the frequency of commuting, the primary mode of transportation, the approximate one-way distance between the employees' regular residences and contracted offices in an average work week, and the primary source of electricity in the employees' houses.
- **Sources:** this information is collected via a corporate survey consisting of predetermined questions and answers, which is sent to all BSI FTE employees. Valid results are extrapolated to the overall population. For further details, see Appendix E.
- **Assumptions:** a full list of assumptions can be found in Appendix E.

19.9 Scope 3 Emissions, Upstream leased assets (Category 8):

- **Information, Sources and Assumptions:** as described in Scope 1 (Stationary fuel combustion, Natural gas) and Scope 2 (Static sources).

20 Appendix D. Process dataflow and quality control checks

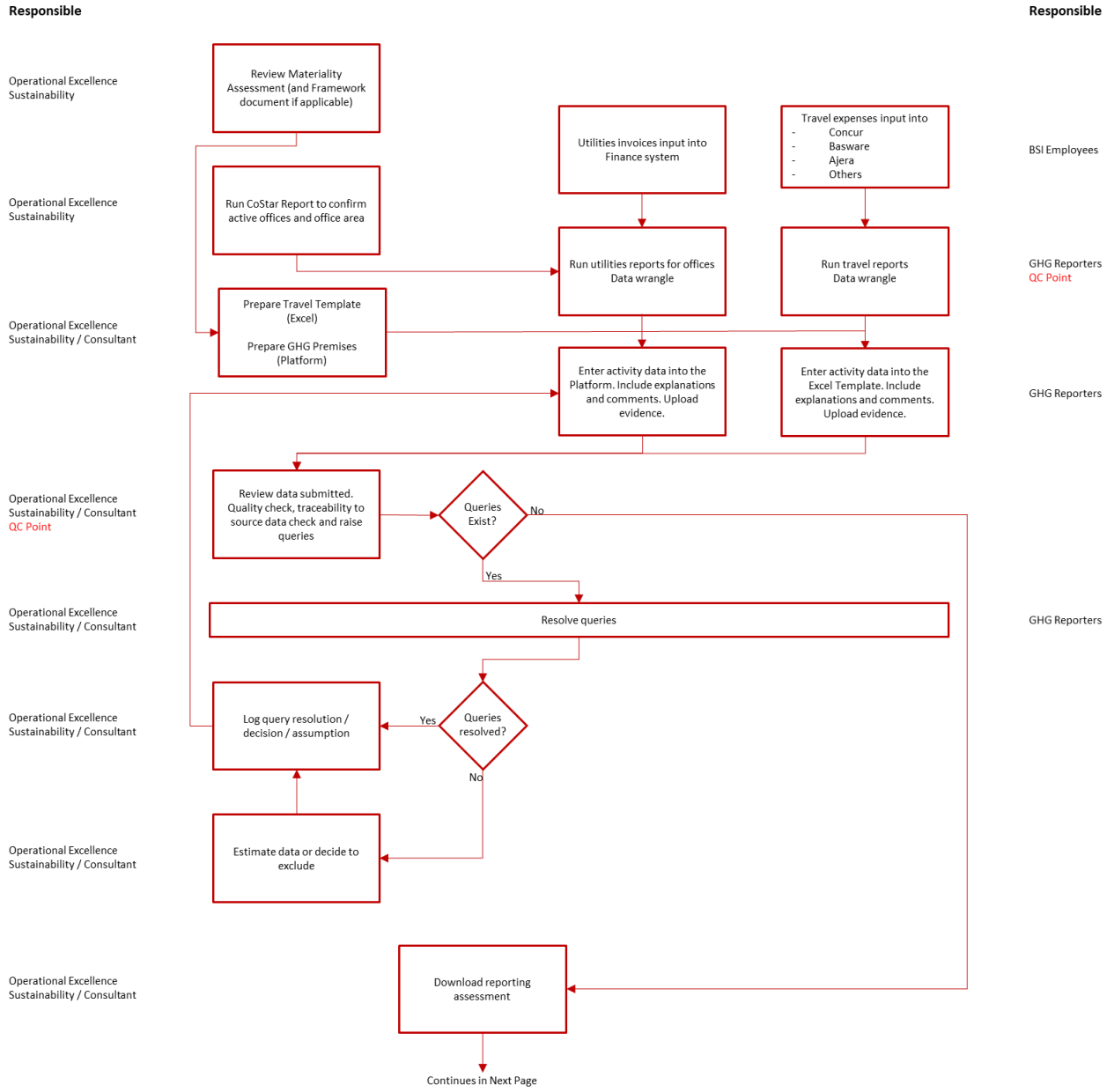

Figure 2. Process dataflow and quality checks (continue).

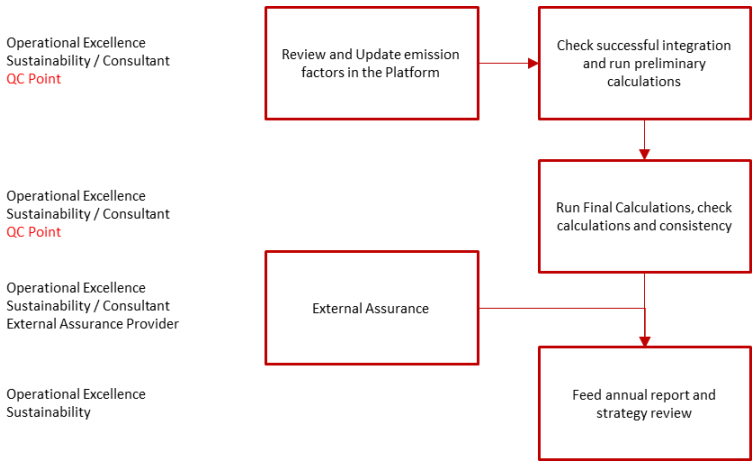

Figure 3. Process dataflow and quality checks (end).

21 APPENDIX E. BSI Scope 3 Category 7 methodology

21.1 Baseline year

BSI Group calculated its GHG Scope 3 Category 7 baseline emissions in 2023, from 1st January to 31st December (inclusive). This includes emissions from employees commuting and working from home. The baseline emissions calculation follows the same reporting structure as other emission categories and is aligned with BSI's financial reporting year.

21.2 Data gathering

An employee global survey is conducted annually to collect data on employee commuting and working-from-home arrangements. The survey is specifically aimed at permanent employees who are directly paid by BSI. The survey is run by a third-party independent partner and delivered in accordance with policies and procedures for collecting employee information and compliant with regulatory requirements.

To be deemed significant, the survey must return a valid response rate of at least 50% of the total BSI employee FTE population targeted. If the minimum rate is not met, the previous year's valid survey results will be extrapolated using the total FTE count for each country of operation in the month following the survey.

21.3 Data cleanliness, preparedness and assumptions

To ensure that survey results are consistent and comparable, we have made the following conservatively adequate assumptions:

- Commuting patterns remain the same throughout the year and are consistent on a weekly basis.
- Commuters' reported mode of transportation is their primary mode of commuting.
- Commuters have provided their answers based on a direct commute route without any detours.
- Commuters use the same route on their commute.
- Modes of transportation with similar GHG emissions intensity were grouped (Subway and Tram; Motorbike and Scooter; Walk, Run or Cycle).
- Combustion-engine vehicles with similar GHG intensity emissions were grouped (Petrol and Diesel vehicles).
- An average working week has five days.
- An employee works for an average of 48 weeks in a year to factor in paid time off and holidays.
- The total commuting distances are calculated by considering a round trip (multiplying the average range of the distance by two).
- When the answers are distance ranges, the total commuting distance is calculated using the median of that range.
- When an employee's one-way commute distance is more than 30 miles (or 48 kilometres), the title numbers instead of a range were used and multiplied by two to account for a round trip.
- In case of contradictory answers, we assume that the response to Question 1 of the survey is correct and contradictory answers are removed from the survey.

The anonymised data is tabulated, and data is reviewed for consistency and alignment among answers.

The valid survey responses are extrapolated for each country of operation based on the country's specific BSI employee population. This is accomplished by utilising the total employee FTE count for each country of operation in the month following the survey obtained from the HR main reporting system. Anonymity rules impacting countries with less than five answers may prevent direct data allocation. In those circumstances, answers will be proportionally distributed against the total FTE of the countries impacted.

21.4 Emission Factors

Refer to Chapter 0 and Appendix B for further details on Emission Factors.

21.5 Materiality

Details about materiality can be found in Appendix B.

21.6 Future data collection

Considering the material impact of emissions, we will collect information about employees commuting and working from home on an annual basis. The request for information will follow the same processes used to calculate the 2023 baseline, with any significant changes to the method appropriately documented and assessed against BSI's GHG Restatement criteria. We will review the necessity of gathering this data annually based on the survey's future results and comparability, as well as any technical or logistical limitations beyond our direct control.

22 Document Control

Revision version	Revision date	Author	Approver	Description of changes
3	01/09/2021	G Precious[3]		
7	24/09/2021	S Gill[2]		
8	17/01/2022	O Clifton		Note on vehicle emissions factors added.
9	03/02/2022	O Clifton		Updated as per assurance requirements.
10	27/03/2022	E Motta	B Porcel	General revision and document realignment.
10.1	06/10/2023	E Motta	B Porcel	General revision reflecting changes in the data collection tool.
10.2	20/02/2024	E Motta	B Porcel	General review of the document.
11	23/07/2024	E Motta	B Porcel	New visual identity and overall revision.
11.1	09/10/2025	I Roy	L Woods	Update as per ISO 14064 requirements.

[3] Outsourced consultancy services by SLR.

Revision version	Revision date	Author	Approver	Description of changes
11.2	15/10/2025	L Woods		Included core responsibilities of GHG Reps and a section on continuous improvement and net zero strategy