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## Verification Statement – Limited Assurance

Carbon Credentials Energy Services Ltd (Carbon Credentials) has been contracted by Workspace Group PLC (“Workspace”) of 1-3 Brixton Road, London, SW9 6DE for the independent third party verification of direct and indirect carbon dioxide equivalent emissions (CO<sub>2</sub>e), as provided in the company annual report and accounts 2019, to a limited level of assurance. This verification exercise has been performed according to the ISO 14064-3 standard.

### Roles and responsibilities

The management of Workspace is responsible for the organisation’s GHG information system, the development and maintenance of records and reporting procedures in accordance with that system, including the calculation and determination of GHG emissions information.

It is Carbon Credentials’ responsibility to express an independent GHG verification opinion on the emissions as provided in the Workspace annual report and accounts 2019 for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019.

### Description of activities

The organisational boundary was established following the financial control consolidation approach on a UK basis. The scope of this engagement covered the assessment of all emission sources required for disclosure by *The Companies Act 2006 (Strategic Report and Directors’ Report) Regulations 2013* as follows:

#### Scope 1 Emissions

- Combustion of gaseous fuels in facilities
- Combustion of liquid fuels in facilities
- Combustion of fuel in vehicle fleet
- Fugitive refrigerant gases

#### Scope 2 Emissions

- Indirect emissions associated with purchased electricity (location & market based) and purchased heat consumed within facilities

#### Scope 3 Emissions

- Transmission & distribution of electricity and heat
- Water supply & treatment
- Waste

### Objectives

The objectives of this verification exercise were, by review of objective evidence, to confirm whether any evidence existed that the GHG emissions as declared in the organisation’s GHG assertion were not: accurate, complete, consistent, transparent and free of material error or omission in accordance with the criteria outlined below.

### Criteria

Criteria against which the verification assessment was undertaken:

1. **Reporting standard:** DEFRA Environmental Reporting Guidelines: *including mandatory greenhouse gas emissions reporting guidance, June 2013* (DEFRA Guidelines).
2. **Reference calculation methodologies:** World Resources Institute/World Business Council for Sustainable Development Greenhouse Gas Protocol: *A Corporate Accounting and Reporting Standard, Revised Edition* (the GHG Protocol).
3. **Legislative criteria:** Part 7 of *The Companies Act 2006 (Strategic Report and Directors Report) Regulations 2013*

### Level of Assurance and Materiality

The level of assurance agreed is that of limited assurance. A materiality level of 5% was applied. Note that assessment of compliance and materiality was undertaken against the stated calculation methodology.

### Conclusion

We planned and performed our work to obtain the information, explanations and evidence that we considered necessary to provide a limited level of assurance based on the process and procedures conducted.

We conducted our verification with regard to the GHG assertion of Workspace, which included assessment of the company GHG information system and monitoring and reporting methodology. This assessment included the collection of evidence supporting the reported data and multiple checks relative to the provisions of the legislation, reporting standard and calculation methodologies referenced in the verification criteria. This statement shall be interpreted with the GHG assertion of Workspace as a whole.

Carbon Credentials' approach is risk-based, drawing on an understanding of the risks associated with calculating GHG emission information and the controls in place to mitigate these risks. Our examination included assessment, on a limited sample basis, of evidence relevant to the reporting of emission information.

Based on the data and information provided by Workspace and the processes and procedures conducted, Carbon Credentials concludes with limited assurance there is no evidence that the GHG assertion:

- is not materially correct;
- is not a fair representation of the GHG emissions data and information; and
- is not prepared in accordance with the criteria listed above.

It is our opinion that Workspace has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of these GHG emissions for the stated period and boundaries.

The GHG information for the period 01/04/2018 – 31/03/2019 disclosing emissions of 11,278 metric tonnes of CO<sub>2</sub> equivalent using the location-based method are verified by Carbon Credentials to a limited level of assurance, consistent with the agreed verification scope, objectives and criteria. Emissions by scope are verified as follows:

Reporting Period: 01/04/2018 – 31/03/2019			
<b>Scope 1 Reported Emissions</b>	<b>Scope 2 Reported Emissions (Location-based)</b>	<b>Scope 2 Reported Emissions (Market-based)</b>	<b>Scope 3 Reported Emissions</b>
3,113 tonnes CO <sub>2</sub> e	7,179 tonnes CO <sub>2</sub> e	202 tonnes CO <sub>2</sub> e	986 tonnes CO <sub>2</sub> e

### Observations

- Based on our work, Carbon Credentials considers that material GHG sources are appropriately identified and reported on.
- Implementation of a structured database system for ongoing data collection throughout the reporting year will improve reporting efficiency, reduce risk of misreporting and improve the quality of information available to decision-makers.
- All material errors in reported data identified during the verification process have been duly corrected.

### Attestation:



**Oliver Smallman**  
Lead Verifier

On behalf of

Carbon Credentials Energy Services Ltd

*No member of the verification team has a business relationship with Workspace Group PLC, its Directors or Managers beyond that required of this assignment. We conducted this verification independently and to our knowledge there has been no conflict of interest.*

