

# GREENHOUSE GAS ACCOUNTING REPORT 2022

24/05/2022



# 0. GENERAL INFORMATION

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# GENERAL

# 1. GENERAL

#### BACKGROUND

As part of its strategy to reduce its carbon footprint, TOBAM wishes to carry out a carbon assessment of its activities in order to identify the most emitting positions and to implement actions to reduce its greenhouse gas emissions.

#### DELIVERABLES

The deliverable is a report containing the following:

- Reporting of GHG emissions
- Analysis of each emission item
- Putting into perspective according to KPIs and reduction trajectory
- Action plan
- Appendix: set of activity data and emission factors used

This report will be presented to all stakeholders.

#### COMPANY PRESENTATION

TOBAM is an asset management company founded in 2005. TOBAM offers investors the most diversified portfolio through its patented Maximum Diversification approach.

The company has between 45 and 50 full-time equivalent employees for the year 2020, spread over 3 main agencies: Paris, Dublin and New York.

#### <u>AWARENESS</u>

In order to facilitate the transition to action, Wenow accompanies TOBAM's employees in a process of awareness of climate issues and commitment to reducing their carbon footprint through play.

#### ORGANIZATIONAL PERIMETER

TOBAM has 3 office locations in Paris, Dublin and New York.

#### TEMPORAL PERIMETER

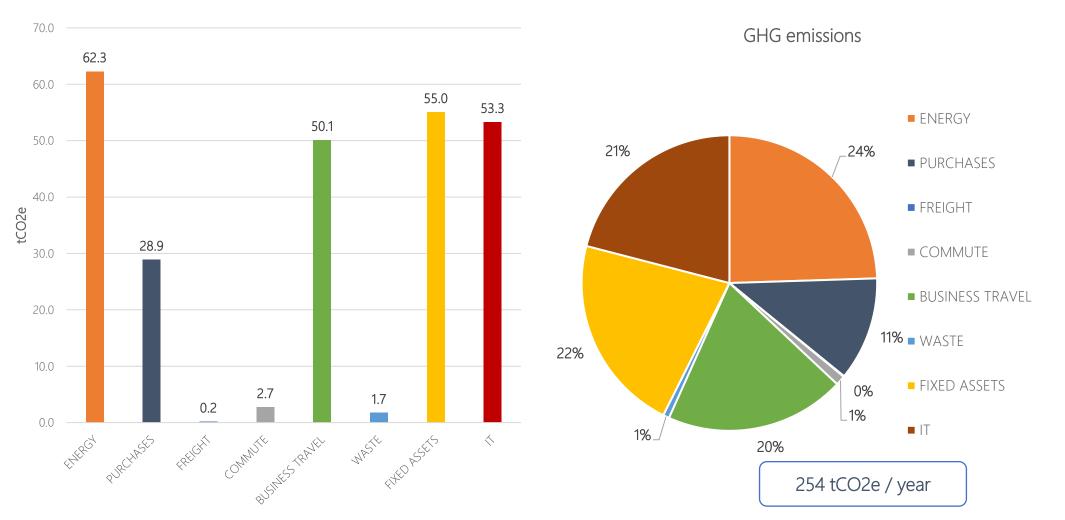
The time frame used is the year 2021.

#### **OPERATIONAL SCOPE**

The study covers all activities (scopes 1, 2 and 3).

# ANALYSIS OF GREENHOUSE GAS EMISSIONS

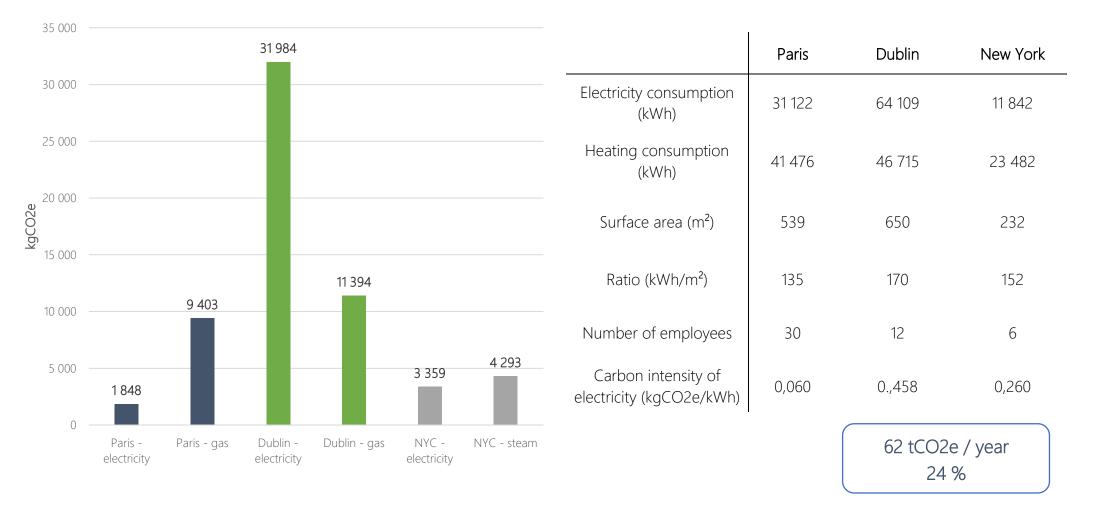
# 2. DISTRIBUTION OF GREENHOUSE GAS EMISSIONS



The following breakdown allows us to identify the items that emit the most GHGs. This means that for an equivalent effort, it is likely that actions to reduce GHG emissions will have a greater impact if they concern the following items: energy, goods used, business travel and digital.

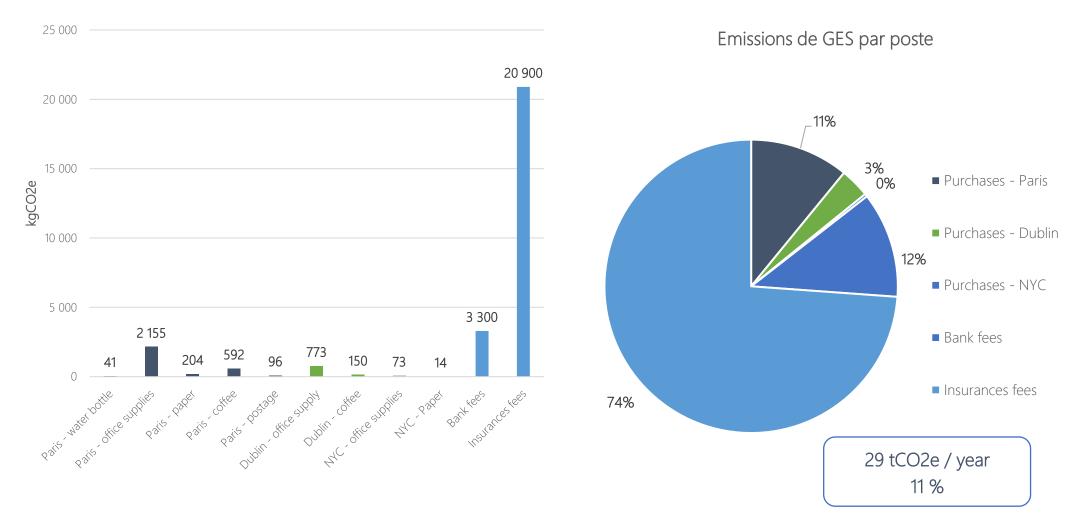
# 3. ANALYSIS OF GHG EMISSIONS

**3.1 ENERGY** 



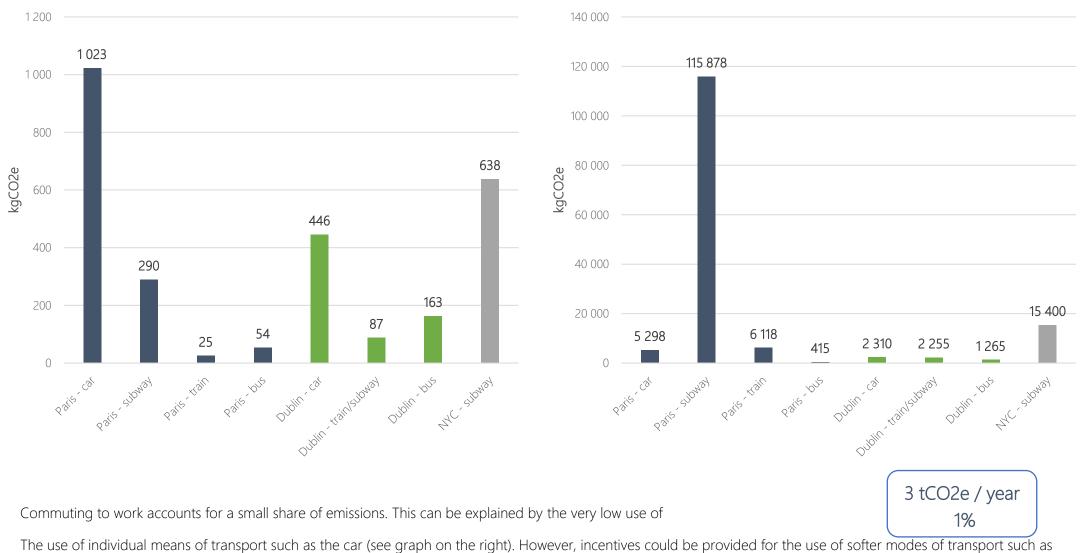
Energy consumption in the offices represents the 2<sup>ème</sup> largest item in the carbon footprint. This can be explained by the high energy consumption of the Dublin and New York offices, but also by the majority use of fossil fuels for heating (gas and gas-fired heating network).

# **3.2 PURCHASES**



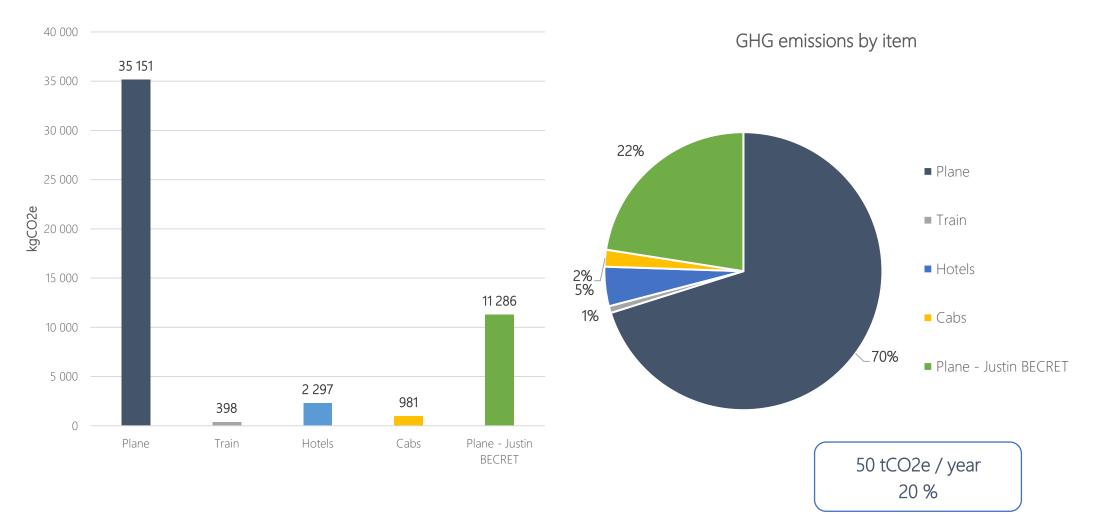
The input item represents the GHG emissions related to the purchase of goods and services. Insurance is the largest category under this heading. This can be explained by the small share of other categories, as well as by the use of a monetary ratio for the calculation.

### **3.3 COMMUTING**



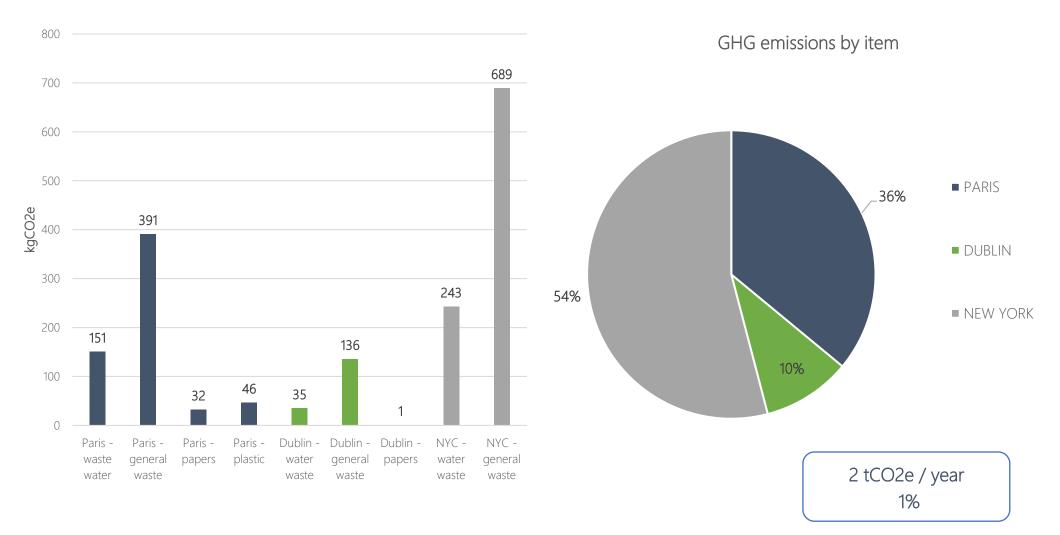
The use of individual means of transport such as the car (see graph on the right). However, incentives could be provided for the use of softer modes of transport such as cycling.

# **3.4 BUSINESS TRAVEL**



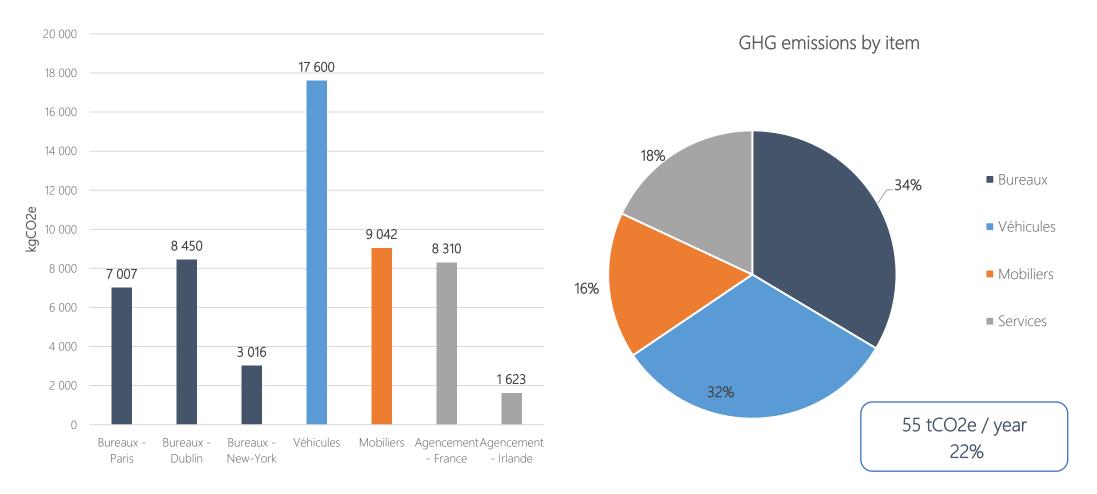
Business travel is a major item in the carbon footprint. Even if travel is limited due to the health context, we note that the plane remains the means of transportation that emits the most GHG. Moreover, we note that the sportsman sponsored by TOBAM, Justin Bécret, who has to travel by plane to go to surfing competitions, represents almost a quarter of the GHG emissions of this item.

# **3.5 DIRECT WASTE**



Waste represents a small part of GHG emissions. However, it should be noted that the NYC office accounts for the majority of emissions, even though it has only 6 employees out of 48. It will be necessary to verify the reliability of the data used and then to implement actions to reduce the impact of waste.

# **3.6 FIXED ASSETS**

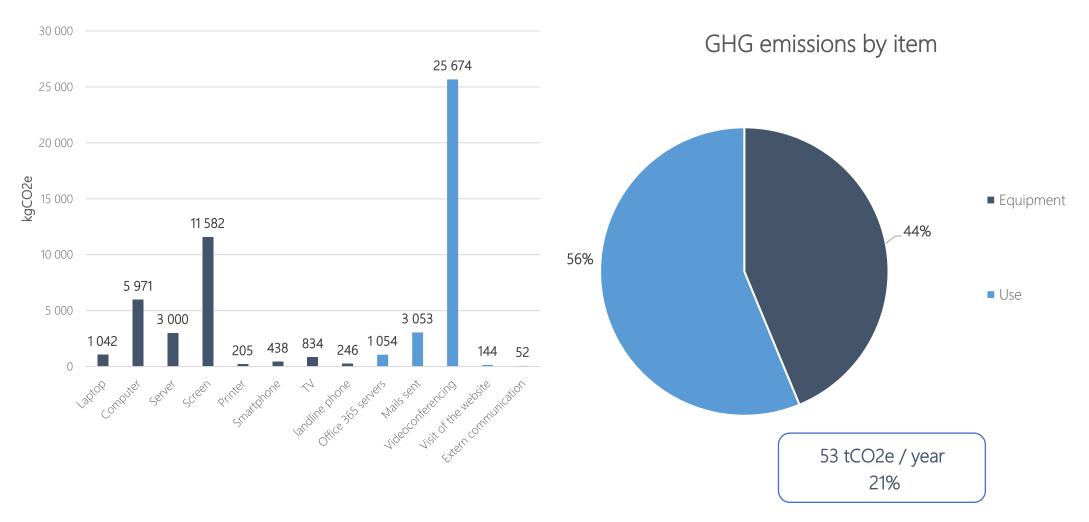


Fixed assets represent the impact of assets used in the company's business (even if they are not owned). Thus, their impact is smoothed over their lifetime (in the same way as an accounting approach).

The "furnishings" category represents the purchase of decorative furnishings and the "furniture" category represents practical furnishings.

One way to reduce the impact of fixed assets is to limit the renewal of equipment and thus increase their life span and depreciation period.

# 3.7 IT/DIGITAL



We notice that the most emitting category is the time spent in video (about 3 to 4 visio per day per person for one hour). One of the possible areas of improvement is to turn off the camera when it is not necessary during an exchange;

The equipment is depreciated over its useful life (here 3 years).

Finally, the distribution between equipment and usage is perfectly similar to the world average.

# 4. INTER-ANNUAL COMPARISON

Emission items	2019 (tCO2e)	2020 (tCO2e)	2021 (tCO2e)	Comments evolution between 2020 and 2021
Energy	210,3	69,8	62.3	considered as constant
Purchasing	13,4	25,6	28.9	considered as constant
Freight	0,2	0,03	0.2	considered as constant
Business travel	174,9	59,4	50,1	Slight decrease in business travel
Commuting to work	3,2	2,7	2,7	Constant position
Waste + water	1,4	3,9	1,7	Decrease in waste from Paris offices mainly
Computerized real estate	15,0	22,9	23,4	Constant position
Buildings	-	18,5	18,5	Constant position
Vehicles	-	16,2	17,6	Constant position
Other assets (patents + works + furniture)	-	33,3	19,0	Decrease based on the list of furniture assets
Digital - use	-	-	30,0	Items not taken into account in previous years (mainly video)
End of life	-	0,002	-	Neglected in 2021
TOTAL	418	253	254	

# 5. EMPLOYEE CARBON FOOTPRINT

1

As part of its efforts to decarbonize its activities, TOBAM also wishes to analyze the carbon footprint of its employees. The GHG emissions of employees were therefore calculated based on the national averages for each country.

Country	Annual national carbon footprint (tCO2e/capita)	Number of employees	GHG emissions (tCO2e/year)
France	9,9	30	298
Ireland	16,9	12	203
United States	24,1	6	145
		TOTAL	646 tCO2e/year

For information, in France, the carbon footprint is broken down as follows

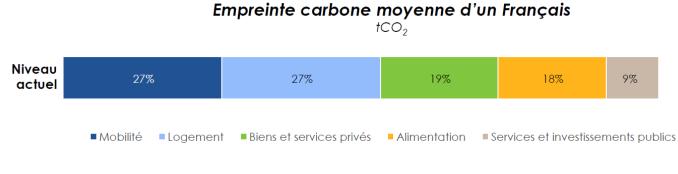


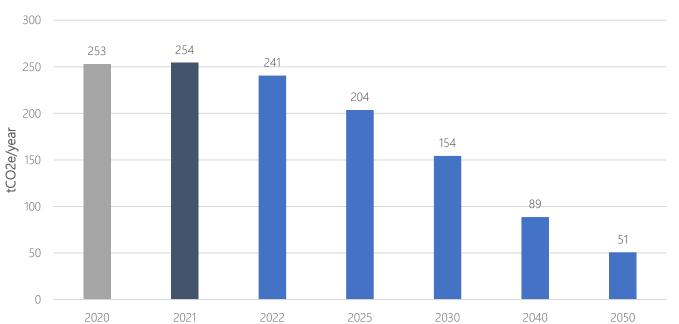
Figure 1: Carbone4 "doing its part" report

# ACTION PLAN

# 6. ACTION PLAN

# **6.1 OBJECTIVES**

France's national low-carbon strategy (SNBC) implies a sixfold division of territorial GHG emissions (excluding emissions from imported products) by 2050 compared to 1990, with an intermediate target of 40% reduction in emissions by 2030.





We then propose objectives of the same order for the TOBAM company with an intermediate objective in 2030 of -40% of emissions compared to 2020 and a reduction of about 80% by 2050 (division by 5 by integrating the gains already made between 1990 and 2020). This gives us the following annual residual emissions. Meeting these reduction targets implies a reduction of about 5% per year until 2050.

# **6.2 INDICATORS**

In order to track the GHG emissions of TOBAM's operations, independent of its growth, we have agreed on the following key performance indicators:

- GHG emissions / employees
- GHG emissions/\$bn outstanding

	Emissions tCO2e	kgCO2e /collaborators	kgCO2e /billion
ENERGY	62	1 297	9 436
PURCHASES	29	602	4 377
FREIGHT (TRANSPORT)	0	4	26
HOME TO WORK	3	57	413
BUSINESS TRAVEL	50	1 044	7 593
DIRECT WASTE	2	36	261
GOODS USED	55	1 147	8 341
DIGITAL	53	1 110	8 075
TOTAL	254	5 297	38 523

Data used for the construction of the indicators :

- Employees 2021: **48 people**
- Amount of direct equity outstanding: \$6.6 billion

# **6.3 ACTION PLAN**

The list of actions presented below is not intended to be exhaustive and should evolve regularly according to, among other things, strategic developments, changes in activities, etc. We recommend at least updating it every year after a dedicated meeting.

Action code	Action	Implementation	Gain	Indicator
DATA1	Implementation of a data collection method, data reliability (office energy, travel, fixed assets) <u>Objective</u> : to consolidate data and make annual comparisons possible in order to monitor the action plan	As soon as possible	-	-
ENERGY1	Carry out an energy audit of the offices to reduce energy consumption <u>Objective:</u> reduce overall energy consumption by 20%.	Priority 1 to 2 years	14 tCO2e <b>6%</b>	Consumption ratio in kWh/m².
IMMO1	Reduce the office space occupied by the Dublin and New York branches. Current occupancy ratio: Ville Ratio occ. (m²/pers.) Paris 20 Dublin 54 New York 39 <u>Objective</u> : not to exceed the threshold of 25 m²/pers.	Priority 1 to 2 years	6 tCO2e <b>2%</b>	Occupancy ratio in m <sup>2</sup> /pers.
IMMO2	Reduce the frequency of renewal of the fleet and computer equipment <u>Objective</u> : increase the life span (depreciation) from 5 to 7 years for vehicles and from 3 to 5 years for the computer fleet	Priority 1 to 2 years	14 tCO2e <b>5%</b>	Amortization period

#### **ACTION PLAN**

Action code	Action	Implementation	Gain	Indicator
DEP. PRO1	Reduce business travel by plane and car and favor travel by train when possible. <u>Goal</u> : 20% reduction in air and car travel	Priority 1 to 2 years	10 tCO2e <b>4 %</b>	km travelled by mode

The implementation of all these actions would allow a reduction of **44 tCO2e (17%) of** GHG emissions. The action plan must be updated regularly, at least every year.

# DATA EXPLOITATION

# 7. DATA EXPLOITATION

# 7.1 CARBON FOOTPRINT® METHOD

#### Data quantification method

The Bilan Carbone<sup>®</sup> method is based on the organization's activity data and on a bank of emission factors (EF) that allow the activity data to be converted into tons of CO2 equivalent.

The organization must provide verifiable activity data that is representative of the activities within the selected boundaries. The auditor should use verifiable emission factors that are consistent with the type of activity data.

The organization's emission factors can be used. The objective should be to minimize the uncertainty of the emissions accounted for.

#### Significant items

International standards, as well as certain regulations, require the identification of significant emission items for the organization.

Within the framework of the Bilan Carbone<sup>®</sup> method, significant emission items should only be defined according to their weight within an organization's GHG profile. It is therefore necessary to carry out at least a first complete Bilan Carbone<sup>®</sup>.

The significant items can help identify the most efficient actions to reduce the organization's GHG emissions. The organization can refer to sector-specific work, such as that carried out by ADEME and the French professional federations, which provide advice on determining the most relevant items.

#### Wells, reservoirs and carbon offsetting

An organization can identify GHG sinks and reservoirs, allowing for the capture and concentration of GHGs to prevent their release into the atmosphere (forest growth, soil preservation, etc.).

An organization can determine the GHG emissions avoided by a reduction action. The Bilan Carbone® methodology does not deal with avoided emissions.

The organization does not have to deduct these avoided emissions from the total emissions, but can count them and if necessary report them separately.

GHG sinks or carbon offsets should not be included in the organization's Bilan Carbone®.

# 7.2 ACTIVITY DATA AND EMISSION FACTORS

In the rest of the report, the share of the organization's total emissions is indicated next to each heading.

#### 7.2.1 *Energy*

This item corresponds to the energy consumption of the office buildings according to the following details:

	Electricity	Gas	Steam	Total / site (kWh)
Paris	31 122	41 476	-	72 598
Dublin	64 109	46 715	-	110 824
New York	11 842	-	23 482	35 324
			Total	218 746

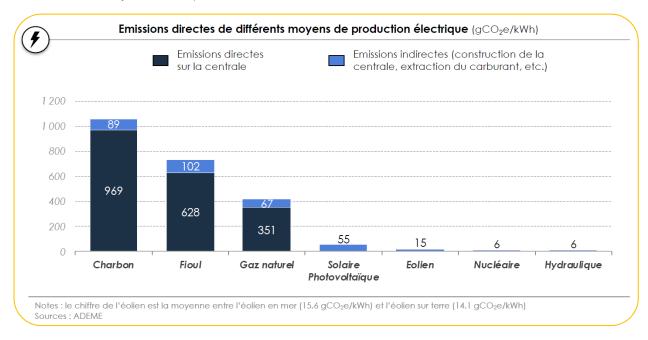
The emission factors used are as follows:

Activity data	Emission factor				
	Title	Value			
Electricity France2020, average mix France, Carbon base		0.067 kgCO2e/kWh			
Electricity Dublin	Ireland, Carbon base	0.458 kgCO2e/kWh			
Electricity New York	United States, Carbon base	0.522 kgCO2e/kWh			
Gas France	Natural gas - 2015 (consumption mix), France, Base Carbone	0.227 kgCO2e/kWhPCI			
Gas Europe	Natural gas, Europe, Carbon base	0.244 kgCO2e/kWhPCI			
Steam, New York	Data of New York City, Con Edison Steam District, 2016	0.203 kgCO2e/kWh			

#### Note on the CO2e content of electricity in different countries:

The CO2e content of electricity depends on the means of electricity production used by each country and their share in the electricity mix. France produces most of its electricity from nuclear and hydraulic sources, which allows it to have a low carbon electricity. In order to be able to compare controllable (fossil fuel, nuclear and hydraulic power plants) and intermittent (wind and solar power) production methods, the emissions linked to electricity storage have been added to the latter.

The following table shows the CO2e emissions by means of production:





#### 7.2.2 *Inputs*

The following items were recorded (all 3 sites):

PARIS		
EVIAN water bottles 1,5 L	36	unit
EVIAN water bottles 0,5 L	24	unit
BADOIT 1L water bottles	24	unit
Paris - Water bottles	90	kg of product
Paris - Office Supplies	5 873	€ spent

500 sheet white recycled paper ream Paper ream of 500 sheets white A4 90gr 500 sheet ream paper white Paris - Papers	15 20 54 89	Ream of 500 sheets Ream of 500 sheets Ream of 500 sheets Ream of 500 sheets
Coffee Coffee capsule	63 1 300	kg capsule
Paris - mail	1	€ spent
DUBLIN		
Dublin - office supply	2 106	€ spent
Dublin - coffee	16	kg
NEW YORK		
NYC - Office furniture	200	€ spent
NYC - Papers	6	Ream of 500 sheets
BANK FEES & INSURANCE		
Bank fees	30	k€
Insurance	190	k€

A stivity data	Emission factor				
Activity data	Title	Value			
Bottled water	Bottled spring water, France, Base Carbone	0.5 kgCO2e/kg of product			
Ground coffee	Ground coffee, France, Base Carbone	9.4 kgCO2e/kg of product			
Coffee capsule	Coffee capsule, France, ACV Quantis	0.1kgCO2e/capsule			
Ream of white paper	Ream of white paper 80g/m <sup>2</sup> A4, France, Base Carbone	2 kgCO2e/unit			
Ream of recycled paper	Ream of recycled paper, France, Base Carbone	470 kgCO2e/tonne			

Small supplies	Small supplies, France, Carbon base	0.37 kgCO2e/euro spent
Insurance and bank charges	Insurance, banking services, France	110 kgCO2e/k

#### 7.2.3 <u>Commuting to work</u>

In the absence of commuting data for 2021, 2020 data was used.

PARIS	2021	
Paris - car	5 298	car.km
Paris - metro	115 878	passenger.km
Paris - RER	6 118	passenger.km
Paris - bus	415	passenger.km
HOME TO WORK - DUBLIN		
Dublin - car	2 310	car.km
Metro	1 155	passenger.km
Train	1 100	passenger.km
Dublin - train/underground	2 255	passenger.km
Dublin - bus	1 265	passenger.km

#### HOME TO WORK - NEW YORK

NYC - subway

15 400 passenger.km

The emission factors used are as follows:

	Title	Value
Bus	Medium bus - urban area > 250,000 inhabitants Carbon base	0.129 kgCO2e/km
Train Paris	RER and transilien - 2019 - IDF, France, Carbon base	0.025 kgCO2e/km
Dublin Train	Passenger train, Ireland, Carbon base	0.038 kgCO2e/km
Paris Metro	Metro 2019 - Ile de France Base Carbone	0.0025 kgCO2e/km
Dublin Metro	Metropolitan area of 100,000 to 250,000 inhabitants, Carbon base	0.00472 kgCO2e/km



#### 7.2.4 Business travel

Car		0	vehicle.km	
Short-haul aircraft		40 421	passenger.km	
Medium-haul aircraft		39 279	passenger.km	
Long haul aircraft		88 650	passenger.km	
	Airplane	168 350	passenger.km	
Train France		23 406	passenger.km	
Swiss Train		13 416	passenger.km	
Train Uk		1727	passenger.km	
Train Germany		2 446	passenger.km	
Train Belgium		252	passenger.km	
Train USA		64	passenger.km	
	Train	41 311	passenger.km	
		2 2 2 7		
Hotels		2 297	kgCO2e	
Cab		981	496020	
Cab		961	kgCO2e	
VISITORS AND CELEBRITIES (SPONSORS)				
Plane - Justin BECRET		74 545	passenger.km	
Hune Justin Becker		1 - 5 - 5	passenger.km	
		Title		Value
Flights between 500 and 1,000 km	Aircraft 101-220 sea	0.230 kgCO2e/km		
Flights between 1,000 and 3,500				
-	Aircraft 101-220 sea	ts, 1000 - 3500	0 km, with drag, Carbon base	0.186 kgCO2e/km
km				
Flights over 3,500 km	Aircraft 101-220 s	eats > 3500 k	m, with drag, Carbon base	0.210 kgCO2e/km
		Cul3, - JJUU N	an, war drug, carbon base	0.210 KgCO20/KIII

#### DATA EXPLOITATION

Cab	Diesel car - short distance, 2018, France, Carbon base	0.136 kgCO2e/km
Canada Hotel	UK government GHG conversion factors for company reporting	16.1 kgCO2e/night
Dublin Hotel	UK government GHG conversion factors for company reporting	25 kgCO2e/night
United Arab Emirates Hotel	UK government GHG conversion factors for company reporting	114.4 kgCO2e/night
Hotel France	UK government GHG conversion factors for company reporting	6.5 kgCO2e/night
Hotel USA	UK government GHG conversion factors for company reporting	19.7 kgCO2e/night
Hotel London	UK government GHG conversion factors for company reporting	13.8 kgCO2e/night
Hotel Sweden	UK government GHG conversion factors for company reporting	8 kgCO2e/night
Hotel Switzerland	UK government GHG conversion factors for company reporting	7.4 kgCO2e/night
TGV Train France	TGV 2019, France, Carbon base	0.00173 kgCO2e/passenger.km
Swiss Train	Passenger train, Switzerland, Carbon base	0.00374 kgCO2e/passenger.km
Train UK	Passenger train, UK, Carbon base	0.075 kgCO2e/passenger.km
Train Germany	Passenger train, Germany, Carbon base	0.0668 kgCO2e/passenger.km
Train Belgium	Passenger train, Belgium, Carbon base	0.0484 kgCO2e/passenger.km

### 7.2.5 *Direct waste*

The data is taken from the summary documents of the service providers in charge of waste treatment as well as from the statements for wastewater.

Dublin - papers	0	t
Dublin - household waste	0	t
Dublin - wastewater	133	m3
DUBLIN		
Paris - plastic	0.053	t
Paris - papers	0.752	t
Paris - household waste	1.080	t
Paris - wastewater	575	m3
PARIS		

#### NEW YORK

NYC - wastewater NYC - garbage

927	m3
2	t

Activity data	Emission factor					
Activity data	Title	Value				
Recycled end-of-life paper	Recycled paper, France, Carbon base	47 kgCO2e/tonne				
Plastic	Average plastic, end of life storage, France, Carbon base	33 kgCO2e/tonne				
Household waste	Household waste, end of life, incineration, France, Carbon base	362 kgCO2e/tonne				
Wastewater	Wastewater treatment, France, Base Carbone	0.26 kgCO2e/m <sup>3</sup>				

#### 7.2.6 *Fixed assets*

BUILDINGS			Amortization period	
Offices - Paris	539	m²	50	years
Offices - Dublin	650	m²	50	years
Offices - New York	232	m <sup>2</sup>	50	years
VEHICLES & FURNITURE				
Vehicles	16	Tons	5	years
Furniture	15	k€	1	years
Layout - France	147	k€	7	years
Layout - Ireland	29	k€	7	years

Activity data	Emission factor	
Activity data	Title	Value
Office building	Office buildings, France, Carbon footprint	650 kgCO2e/sqm
Vehicles	Vehicles, France, Carbon base	5,500 kgCO2e/tonne
Furniture	Furniture, France, Carbon base	1,830 kgCO2e/tonne
Layout	Engineering services, France, Carbon base	170 kgCO2e/k

### 7.2.7 <u>Digital</u>

The equipment was depreciated over 3 years.

EQUIPMENT				
Laptop computers	20	Units	3	years
Fixed computers	106	Units	3	years
Servers	15	Units	3	years
23.8" screens	140	Units	3	years
Printers	7	Units	3	years
Smartphone	40	Units	3	years
TV	5	Units	3	years
Fixed phone	76	Units	3	years
Equipment				

#### DATA EXPLOITATION

For the usage part, we used the 1-byte method developed by TheShfitProject, which allows to define an electricity consumption from the volume of data used by the digital service. The emission factor of the country hosting the associated servers is then used.

USAGE Server tools (Saas/mails/etc.) Exhange (mails) Sharepoint Onedrive Office 365 servers	SS-TOTAL	1 600 504 1 500 3 604 2 019	Go Go Go kWh	Server location : USA	
Mails Number of emails sent without PJ Number of emails sent with PJ Sent emails		299 325 239 460 59 865	Units Units	Comments 80/20 - without PJ / with PJ - see mail	
Visio Number of visio group 3p Number of group video 10p Amount of data (Gb) Visio		29 216 6 683 109 094 61 129	unit unit Gb kWh	Comments See microsoft reporting + external conf	Call = 3 people on average / 3 cameras / 30 min Meeting = 10 people / 1 camera / 1h
Communication Number of visits to the website / year Impact of a visit (carbonalyser) Visit website		36 000 4 144	Visits gCO2e/visit kgCO2e	Comments number of visits to website / assume	
LinkedIn - TOBAM account - number of posts LinkedIn - TOBAM account - number of views/impressions LinkedIn - Yves account - number of posts LinkedIn - Yves account - number of views/impressions Videos - publication Videos - views		84 300 000 96 360 000 10 500	Publications Views/Prints Publications Views/Prints publications Views/Prints	50 views / videos	
Impact of a publication Impact of a print Impact of a 720p video of 1 min		0.077	4 gCO2e 7 gCO2e 3 gCO2e		

Activity data	Emission factor					
	Title	Value				
Electricity United States	United States, France, Carbon footprint	0.522 kgCO2e/kWh				
European Union	European Union, France, Carbon base	0.420 kgCO2e/kWh				
Publication social networks	instagram publication, greenspector study	0.154 gCO2e/unit				
Social network printing	Instagram impression, greenspector study	dy 0.077 gCO2e/unit				
Printing a video	Carbonalyser calculation	3 gCO2e/unit				

# 8. CARBON FOOTPRINT® AND ISO 14 064-1 CORRESPONDENCE TABLE

For the correspondence between Bilan Carbone® and ISO 14064-1, see Annex 2.

	CARBON FOOTPRINT® TERMINOLOGY								
Title family		Title	Integrated into the PO						
	ENERGY	Energy fossil fuels	Yes						
	ENERGY	Energy - Steam and cold	Yes						
	ENERGY	Energy - Electricity	Yes						
	OUT OF ENERGY	Excluding energy	No						
	OUT OF ENERGY	Excluding energy N2O	No						
	OUT OF ENERGY	Non-energy - CH4	No						
	OUT OF ENERGY	Non-energy - Kyoto halocarbons	No						
	OUT OF ENERGY	Non-energy - Non-Kyoto gas	No						
	INTRANTS	Inputs - Materials	Yes						
	INTRANTS	Inputs - Other inputs	No						
	INTRANTS	Inputs - Monetary ratios	Yes						
	FUTURE PACKAGING	Future packaging - all positions	No						
	FRET	Freight - Inbound	No						
	FRET	Freight - Outbound	Yes						
	FRET	Freight - Internal	No						
	TRAVEL	Travel - Home to Work	Yes						
	TRAVEL	Travel - Professional	Yes						
	TRAVEL	Travel - Visitors	Yes						
	WASTE	Direct waste	Yes						
	FIXED ASSETS	Capital assets - Buildings	Yes						
	FIXED ASSETS	Fixed assets - Roads, parking lots, etc.	No						
	FIXED ASSETS	Fixed assets - Vehicles, machinery, furniture	Yes						
	FIXED ASSETS	Fixed Assets - Computer	Yes						
	USE	Usage (Digital)	Yes						
	END OF LIFE	End of life	No						

N°	Intitulé	Énergie	Hors Énergie	Intrants	Futurs emballages	Fret	Déplacement	Déchets	Immobilisation	Utilisation	Fin de vie
1	Émissions directes des sources fixes de combustion										
2	2 Émissions directes des sources mobiles de combustion					х	Х		Х		
3	Émissions directes des procédés		х								
4	Émissions directes fugitives		х								
5	Émissions directes issues de l'UTCF										
6	Émissions indirectes liées à la consommation d'électricité	Х				х	Х				
7	Émissions indirectes liées à la consommation d'énergie de réseau (hors électricité)	x									
8	Émissions liées à l'énergie non incluses dans les postes 1 à 7	Х				х	Х		х		
9	Achats de produits			х	х						
10	Biens immobilisés					х	Х		х		
11	Déchets générés							х			
12	Transport de marchandise amont et distribution					х					
13	Déplacements professionnels						Х				
14	Actifs en leasing amont	Х	х				Х				
15	Investissements			х							
16	Transport des visiteurs et des clients						Х				
17	Transport des marchandises aval et distribution					х					
18	Utilisation des produits vendus									Х	
19	Fin de vie des produits vendus				Х						Х
20	Franchise aval										
21	Leasing aval									Х	Х
22	Déplacement domicile-travail						Х				
23	Autres émissions indirectes	х	х								