

VISTA



# Greenhouse gas (GHG) accounting report

## Apollo Jets

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**South Pole**

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## Acronyms and abbreviations

AC	air conditioning
AR4	IPCC Fourth Assessment Report
BEIS	United Kingdom's Department for Business, Energy and Industrial Strategy
CEDA	Comprehensive Environmental Data Archive
CO <sub>2</sub>	carbon dioxide
CO <sub>2e</sub>	carbon dioxide equivalent
eGRID	Emissions and Generation Resource Integrated Database
GHG	greenhouse gas
GJ	gigajoule
GRI	Global Reporting Initiative
GWP	global warming potential
IEA	International Energy Agency
IPCC	Intergovernmental Panel on Climate Change
IT	information technology
kg	kilogram
km	kilometer
KPI	key performance indicator
m	meter
m <sup>2</sup>	square meter
m <sup>3</sup>	cubic meter
pkm	passenger-kilometer
t	ton
tkm	ton-kilometer
US	United States
USD	United States dollar

## 1. Executive summary

This report presents the greenhouse gas (GHG) emissions footprint for Apollo Jets' operations in 2021. The accounting followed an operational control approach and considered emissions from scopes 1 and 2, and material categories from scope 3. The offices considered in the accounting are located in New York and Florida.

A summary of key performance indicators (KPIs) is presented in Table 1.

**Table 1: Summary of key performance indicators (KPIs)**

Number of employees	54	tCO <sub>2</sub> e/employee	54
Premises area	Two offices of 395 square metres (m <sup>2</sup> ) in total	tCO <sub>2</sub> e/m <sup>2</sup>	7

(Source: South Pole, 2022)

The total GHG emissions of Apollo Jets' operations for the calendar year 2021 were 2,901 tons of carbon dioxide equivalent (tCO<sub>2</sub>e). Table 2 provides an overview of the 2021 GHG emissions by scope. Please note that, due to rounding of numbers, the figures may not add up exactly to the total provided.

**Table 2: GHG emissions by emission source**

Scope	Emissions (tCO <sub>2</sub> e)	Percentage (%) of total
Scope 1: direct GHG emissions	4	0%
Scope 2: indirect GHG emissions from purchased electricity, heating and cooling	68	2%
Scope 3: other indirect GHG emissions	2,829	98%
<b>Total GHG emissions</b>	<b>2,901</b>	<b>100%</b>

(Source: South Pole, 2022)

The distribution of the 2021 GHG emissions by category is presented in Figure 1. The largest emission sources in 2021 were use of sold products and upstream leased assets, corresponding to 85% and 7% of total emissions, respectively.

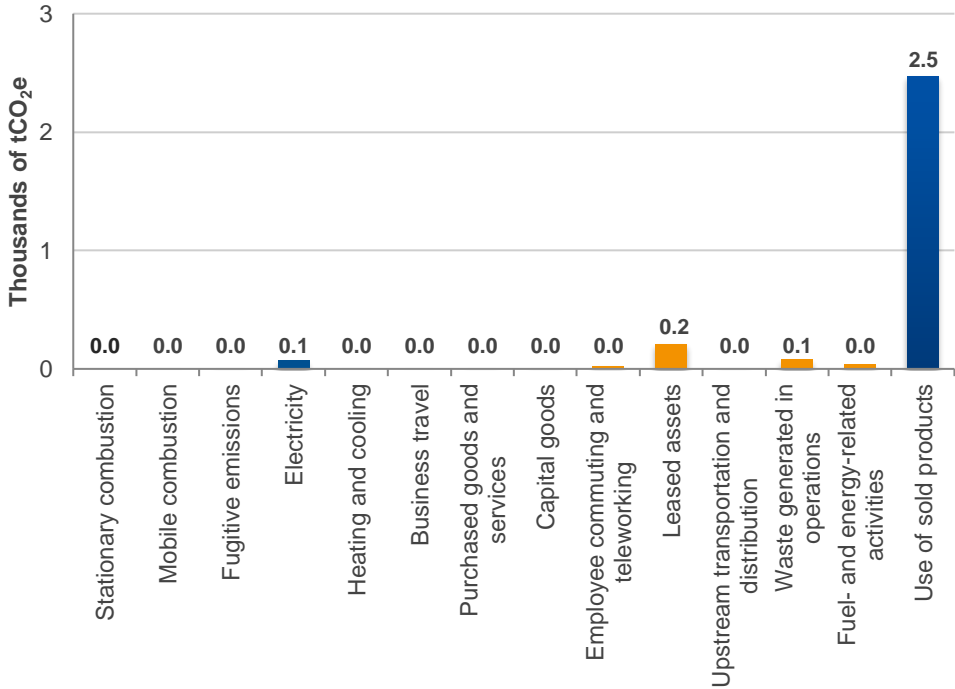


Figure 1: GHG emissions in 2021 by category

(Source: South Pole, 2022)

Figure 2 shows a summary of the total emissions by scope. Scope 3 has the highest contribution to GHG emissions, accounting for 98% of the total footprint.

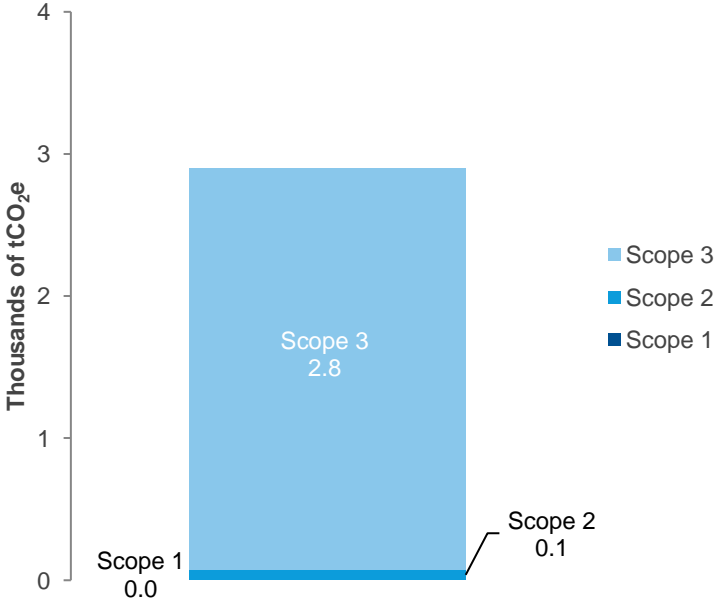


Figure 2: GHG emissions in 2021 by scope

(Source: South Pole, 2022)

## 1 Introduction

Apollo Jets was founded in 2008 and grew to become one of America's largest private jet charter brokerages. This report provides a summary of the GHG emissions from Apollo Jets' corporate operations from January 1 to December 31, 2021. The company information and the reporting period are presented in Table 3.

Please note that Apollo Jets is part of Vista Global Holding (Vista), a group integrating private aviation services via an ecosystem of owned brands and participated companies, including VistaJet, XOJET Aviation, XO, Talon Air, Red Wing Aviation, GMJ Air Shuttle and Apollo Jets.

**Table 3: Company information**

Company information	
Website	www.apollojets.com
Business area	Air charter broker
Reporting period	January 1 to December 31, 2021

(Source: South Pole, 2022)

### 1.1 Methodology

GHG accounting and reporting procedure is based on the 'The Greenhouse Gas Protocol: GHG Protocol: A Corporate Accounting and Reporting Standard – Revised Edition' (GHG Protocol) and the complementary 'Corporate Value Chain (Scope 3) Accounting and Reporting Standard' – the most widely used international accounting tools for government and business leaders to understand, quantify, and manage GHG emissions. The standards were developed in a partnership between the World Resources Institute and the World Business Council for Sustainable Development.

The accounting was based on the principles of the 'GHG Protocol':

- **Relevance:** establishing an appropriate inventory boundary that reflects the GHG emissions of the company and serves the decision-making needs of users;
- **Completeness:** including all emission sources within the chosen inventory boundary. Any specific exclusion is disclosed and specified;
- **Consistency:** ensuring meaningful comparison of information over time and transparently documenting changes to the data;
- **Transparency:** guaranteeing data inventory sufficiency and clarity, where relevant issues are addressed in a coherent manner; and
- **Accuracy:** minimizing uncertainty and avoided systematic over- or under-quantification of GHG emissions.

### 1.2 System boundaries

#### 1.2.1 Organizational boundaries

System boundaries were defined using the control approach, i.e., covering all entities where Apollo Jets has operational control. With this approach, Apollo Jets is taking ownership of 100% of emissions from facilities and offices over which it has operational control and/or the authority to implement operational policies. The 2021 GHG accounting included a total of two offices in New York and Florida. Table 4 shows the countries and offices that were included in the 2021 GHG inventory.



**Table 4: Offices included in the 2021 GHG accounting**

Country	Location	Area (m <sup>2</sup> )	Headcount
United States (US)	New York	228	31
US	Florida	167	23
<b>Total</b>		<b>395</b>	<b>54</b>

(Source: South Pole, 2022)

### 1.2.2 Operational boundaries

Under the 'GHG Protocol', emissions are divided into direct and indirect emissions. Direct emissions are those originating from sources owned or controlled by the reporting entity. Indirect emissions are generated as a consequence of the reporting entity's activities but occur at sources owned or controlled by another entity.

The direct and indirect emissions are divided into three scopes, as found below.

#### Scope 1

Scope 1 includes all carbon emissions that can be directly managed by the organization (direct GHG emissions). This includes the emissions from the combustion of fossil fuels in mobile and stationary sources (e.g., owned or controlled boilers, power generators and vehicles) and carbon emissions generated by chemical and physical processes, as well as fugitive emissions from the use of cooling and air-conditioning (AC) equipment. Table 5 gives an overview of the emission sources considered in scope 1, based on the information provided by Apollo Jets.

**Table 5: Overview of scope 1 emission sources for 2021**

Category	Emission sources	Boundary
Stationary combustion	Generation of electricity and heat	Not applicable
Mobile combustion	Company-owned or leased vehicles	Not applicable
Physical or chemical processing	Manufacture or processing of chemicals and materials	Not applicable
Fugitive emissions	Emissions from the use of cooling systems and AC equipment, leakage from CO <sub>2</sub> tanks or methane tubes	Included

#### Scope 2

Scope 2 includes indirect GHG emissions from the generation of purchased electricity, steam, heat or cooling purchased by the organization from external energy providers. Table 6 gives an overview of the emission sources considered in scope 2.

**Table 6: Overview of scope 2 emission sources for 2021**

Category	Emission sources	Boundary
Electricity	Purchased electricity	Included (including heating and cooling)
Steam	Purchased steam	N/A
District heating	Purchased district heating	N/A
District cooling	Purchased district cooling	N/A

### Scope 3

Scope 3 includes other indirect emissions that arise along the value chain as a consequence of the reporting company's activities. These emission sources occur in another entity's operations. Examples of scope 3 emission sources include the extraction and production of purchased materials and services, vehicles not owned or controlled by the reporting entity, and outsourced activities and waste disposal.

According to the 'GHG Protocol', companies shall separately account for and report on emissions from scope 1 and 2. Scope 3 is an optional reporting category, but its reporting is often required for climate neutrality labels.

Table 7 gives an overview of the emission sources considered in scope 3.

**Table 7: Overview of scope 3 emission sources for 2021**

Category	Emission sources	Boundary
Purchased goods and services	Purchased goods (raw materials) and services	Included (e.g., water supply, paper, marketing material and consumables, aircraft maintenance)
Capital goods	Production of capital goods (e.g., machinery, information technology [IT] equipment, etc.)	Included (e.g., IT equipment)
Fuel- and energy-related activities	Upstream life cycle emissions from fuel and electricity generation, incl. transmission and distribution losses	Included
Upstream transportation and distribution	Transportation and distribution of goods and services to the company	Included (air and land)
Waste generated in operations	Waste management of operational waste (landfilling, recycling, etc.)	Included
Business travel	Travel and accommodation of employees/contractors	Not material. Not included
Employee commuting	Employee travel between home and work	Included
Upstream leased assets	Operation of assets leased by the organization (lessee) in the reporting year and not included in scope 1 or 2	Included
Downstream transportation and distribution	Transportation and distribution of products sold by the organization	Not material. Not included
Processing of sold products	Processing of intermediate products sold by the organization	Not material. Not included
Use of sold products	Use of sold goods that require energy to operate	Included (e.g., sold tickets)
End-of-life treatment of sold products	Waste disposal and treatment of sold products	Not material. Not included

Category	Emission sources	Boundary
Downstream leased assets	Operation of assets owned by the company (lessor) and leased to other entities, not included in scope 1 or 2	Not material. Not included
Franchises	Operation of franchises not included in scope 1 or 2	Not material. Not included
Investments	Operation of investments not included in scope 1 or 2	Not material. Not included

### 1.3 Data inventory and assumptions

Overall, the data inventory, emission factors, and assumptions are based on the 'GHG Protocol'. The choice of assumptions and emission factors followed a conservative approach. Unless otherwise specified, all emission values in this report are given in metric tons of carbon dioxide equivalent (tCO<sub>2</sub>e).

Where activity data of the inventory was lacking, extrapolations and estimations were made. The complete overview of activity data, extrapolations, and estimations is summarized in Annex II.

### 1.4 Global warming potential (GWP)

Global warming potential (GWP) is a measure of the climate impact of a GHG compared to carbon dioxide over a time horizon. GHG emissions have different GWP values depending on their efficiency in absorbing longwave radiation and the atmospheric lifetime of the gas. The GWP values used in GHG accounting include the six GHGs covered by the United Nations Framework Convention on Climate Change (UNFCCC) and Kyoto Protocol and combinations of these, as presented in Table 8. These are the GWP used by the United Kingdom Department for Business, Energy and Industrial Strategy (BEIS) and are based on the 'Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR4)'. Although the 'AR5' is more recent, it has not been accepted internationally by all stakeholders.

**Table 8: Applied global warming potentials (GWP)**

GHG	GWP (100 years)
Carbon dioxide (CO <sub>2</sub> )	1
Methane (CH <sub>4</sub> )	25
Nitrous oxide (N <sub>2</sub> O)	298
Hydrofluorocarbons (HFCs)	<a href="#">See IPCC AR4 – Table 2.14</a>
Perfluorocarbons (PFCs)	<a href="#">See IPCC AR4 – Table 2.14</a>
Sulphur hexafluoride (SF <sub>6</sub> )	22,800

(Source: IPCC AR4, 2007)

## 2 Results

The results of the 2021 GHG emissions accounting are presented as follows:

- 1) Key information according to the Global Reporting Initiative (GRI) in Table 9
- 2) Results of emissions at the corporate level in Table 10
- 3) Summary of the emissions per office in Section 2.2

Total emissions in this report refers to the emissions sources covered, as described in Section 1.2. Please note that, due to rounding of numbers, the figures may not add up exactly to the total provided. Also, note that the following figures and tables consider the market-based numbers in scope 2 when calculating emission totals. The market-based numbers consider renewable energy purchase instruments and contracts, such as renewable energy certificates, renewable power contracts, and green tariffs. On the contrary, location-based numbers only consider average regional production emission factors when calculating emissions.

### 2.1 Corporate-level results

Apollo Jets' total emissions in 2021 are 2,901 tCO<sub>2</sub>e. The key figures according to the GRI are presented in Table 9.

**Table 9: Key figures according to the Global Reporting Initiative (GRI)**

GRI G4	GRI Standards	Topic	Quantity	Unit
G4-EN3	302-1	Direct energy consumption by primary source	0	GJ
		Aviation fuel	0	GJ
		Diesel	0	GJ
		Natural gas	0	GJ
G4-EN3	302-1	Indirect energy consumption by primary source	307	GJ
		Renewable electricity	0	GJ
		Grid electricity	307	GJ
		District cooling	0	GJ
G4-EN15	305-1	Direct GHG emissions (scope 1)	4	tCO <sub>2</sub> e
G4-EN16	305-2	Energy indirect GHG emissions (scope 2)	68	tCO <sub>2</sub> e
G4-EN17	305-3	Other indirect GHG emissions (scope 3)	2,829	tCO <sub>2</sub> e
G4-EN18	305-4	GHG emission per employee	54	tCO <sub>2</sub> e per employee

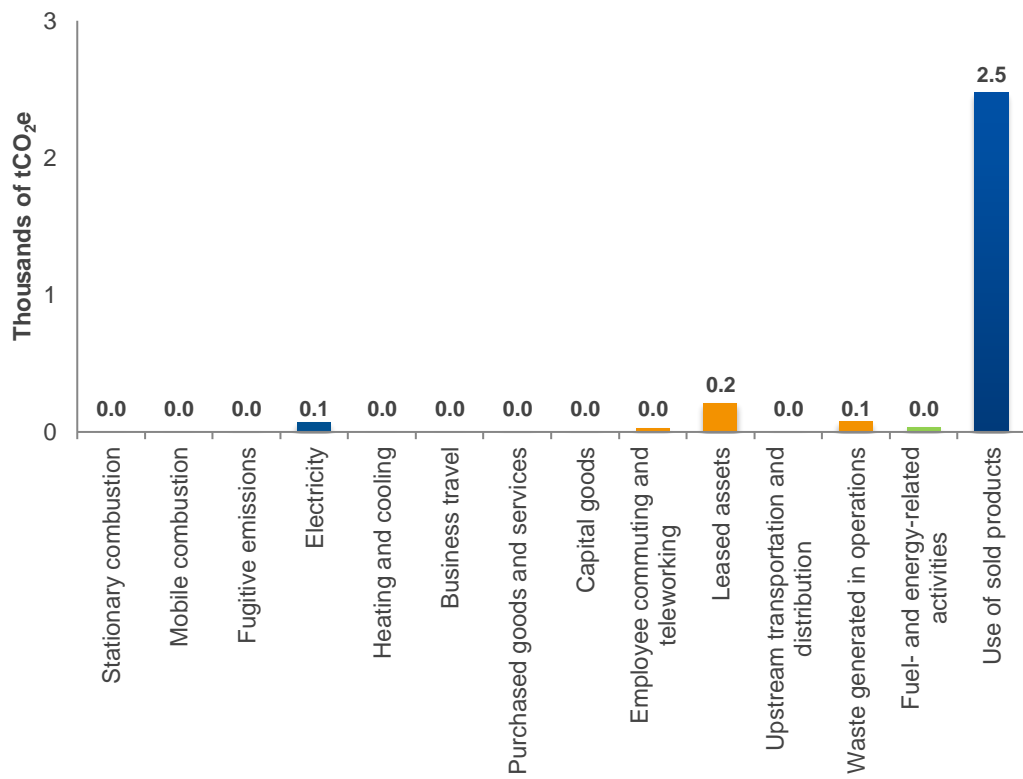
(Source: South Pole, 2022)

Table 10: GHG emissions by scope and activity for 2021

Activity	Emissions (tCO <sub>2</sub> e)	Percentage of total (%)
<b>Scope 1: direct GHG emissions</b>	<b>4</b>	<b>0%</b>
Stationary combustion	0	0%
Mobile combustion	0	0%
Refrigerants	4	0%
<b>Scope 2: indirect GHG emissions from purchased electricity, heating and cooling</b>	<b>68</b>	<b>2%</b>
Electricity	68	2%
Heating and cooling	0	0%
<b>Scope 3: other indirect GHG emissions</b>	<b>2,829</b>	<b>98%</b>
Purchased goods and services	5	0%
Capital goods	4	0%
Fuel- and energy-related activities	36	1%
Waste generated in operations	76	3%
Employee commuting and teleworking	24	1%
Upstream leased assets	211	7%
Use of sold products	2,473	85%
<b>Total GHG emissions</b>	<b>2,901</b>	<b>100%</b>

(Source: South Pole, 2022)

Figure 3 shows a breakdown of emissions by category. Use of sold products and upstream leased assets represent the most important categories, corresponding to 73% and 18% of total emissions, respectively. Together, these emission categories cover 93% of Apollo Jets' total emissions. Other relevant categories include waste generated in operations (3%) and electricity (2%).



**Figure 3: GHG emissions by category for 2021**

(Source: South Pole, 2022)

## 2.2 Office-level results

Table 11 shows a breakdown of emissions by office.

Table 11: GHG emissions by office in tCO<sub>2</sub>e

Activity	New York	Florida
<b>Scope 1: direct GHG emissions</b>	<b>2</b>	<b>2</b>
Stationary combustion	-	-
Mobile combustion	-	-
Refrigerant	2	2
<b>Scope 2: indirect GHG emissions from purchased electricity, heating, and cooling</b>	<b>32</b>	<b>35</b>
Electricity	32	35
Heating and cooling	-	-
<b>Scope 3: other indirect GHG emissions</b>	<b>1,622</b>	<b>1,207</b>
Purchased goods and services	1	4
Capital goods	2	2
Fuel- and energy-related activities	21	15
Upstream transportation and distribution	0	0
Waste generated in operations	44	32
Employee commuting	14	10
Upstream leased assets	121	90
Use of sold products	1,420	1,053
<b>Total GHG emissions</b>	<b>1,657</b>	<b>1,244</b>

(Source: South Pole, 2022)



Figure 4 shows a summary of the GHG emissions by office. Use of sold products is the biggest contributor at this level, accounting for 85% of the total emissions.

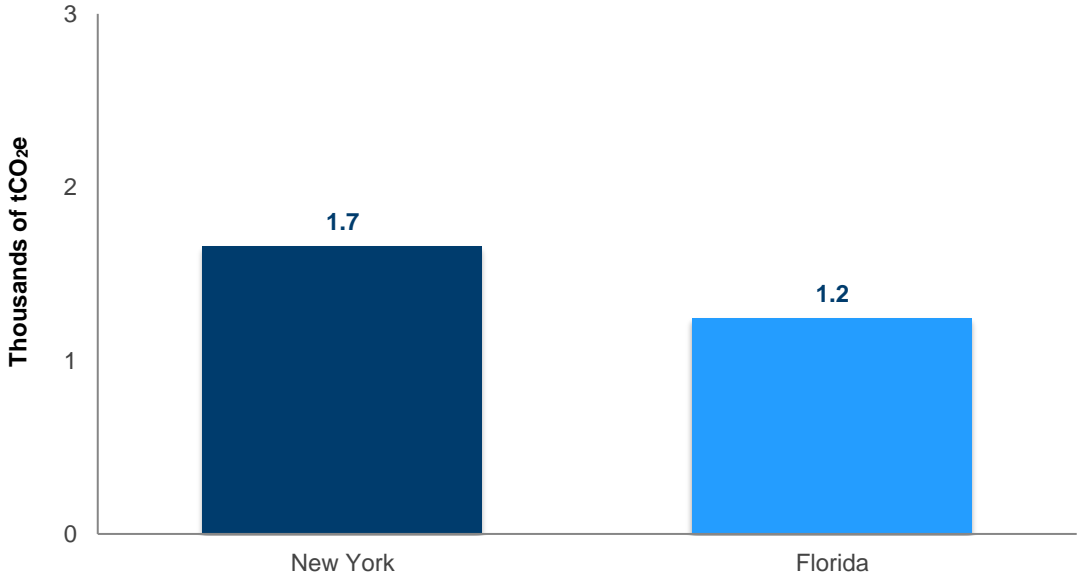


Figure 4: GHG emissions by office in 2021

(Source: South Pole, 2022)

## 3 Conclusions and recommendations

### 3.1 Conclusions

The 2021 GHG footprint was estimated in accordance with the 'GHG Protocol'. Where activity data for the inventory was lacking, extrapolations and estimations were made, and the choice of assumptions and emission factors followed a conservative approach. It is best practice to improve the quality of the accounting from each reporting period to the next.

The main emission category is use of sold products, due to the amount of aviation fuel used in the operations of the sold flights. The second most relevant emission category is upstream leased assets, which is a result of the emissions allocated to Apollo Jets' office rental. Regarding the tickets sold data, significant improvements can be made on the data collection format, since it required data cleaning to extract the routes of the sold flights.

### 3.2 Recommendations

For the 2022 GHG accounting estimation, Apollo Jets should evaluate whether the following points are relevant for its sustainability strategy. Its implementation could make the data assessment process more efficient and would improve the accuracy of the GHG accounting of the company's operations.

#### Scope 1 and 2 accounting improvements

Primary activity data on fugitive emissions, such as accounting for refrigerant leakage of AC systems, would improve the accuracy of scope 1 emissions. None of the offices reported refrigerant usage. Due to the magnitude of refrigerant GWP, it is necessary to keep a good global registry of the refrigerants purchased and consumed by the company's facilities.

Electricity consumption was presented on a spent basis. South Pole had to rely on cost-based emission factors from the Comprehensive Environmental Data Archive (CEDA). Ideally, primary data on energy consumption should be collected to improve the accuracy of the GHG footprint, as the emission factors based on costs include more assumptions.

#### Scope 3 accounting improvements

Use of sold products and upstream leased assets are the most relevant scope 3 categories and should therefore be prioritised for the data collection in the next reporting period.

For most of the calculations regarding purchased good and services, South Pole had to rely on cost-based emission factors from CEDA for the different categories of items Apollo Jets provided. Ideally, primary data on the materials should be collected to improve the accuracy of the GHG footprint. Using weights is generally more accurate, as the emission factors based on costs include more assumptions. Furthermore, Apollo Jets presented scope 3 data in a bulk format and emissions had to be divided to account for both offices.

There were significant data gaps for various scope 3 categories such as capital goods, waste generated in operations, electricity, fuel- and energy-related activities, and some goods in the purchased good and services category (water, paper and cloud services). To improve the accuracy of the GHG footprint, it is recommended to fill these data gaps for future reports.

## 2. Annex I

### 1. Emission factors

**Table 12: Emission factors**

Activity	Emission factor reference <sup>1</sup>
Electricity and electricity-related activities	International Energy Agency (IEA), 2021; Emissions and Generation Resource Integrated Database (eGRID), 2019; AIB, 2021; Ecoinvent 3.8; IPCC, 2014; CEDA, 2021.
Refrigerants	IPCC, 2005
Commuter travel	BEIS, 2021
Teleworking	BEIS, 2021; IEA, 2021; eGRID, 2019; Anthesis, 2020.
Global marketing and consumables	CEDA, 2021
Meal, food and drink products	CEDA, 2021; South Pole Food Database, 2021
Other purchased goods and services	CEDA, 2021; BEIS, 2021; Ecoinvent 3.8; South Pole calculated
IT equipment	Apple, 2021; Dell, 2021; South Pole calculated; Samsung, 2021; Konica Minolta, 2018
IT services	South Pole Cloud Services Database, 2021; CEDA, 2021
Waste	BEIS, 2021
Leased assets	CEDA, 2021
Sourced flights	CEDA, 2021

<sup>1</sup> South Pole derives its emission factors from reliable and credible sources. South Pole is not responsible for inaccuracies in emission factors provided by third parties.

### 3. Annex II

#### 1. Data assumptions and extrapolations

##### Refrigerants

Apollo Jets didn't provide refrigerant usage data. As no data was provided, South Pole estimated its consumption using the 'GHG Protocol' HFC tool and the following assumptions: 2 AC units of 6 kilograms (kg) of refrigerant per charge and an annual leakage of 10%.

##### Water

Apollo Jets provided their total water consumption on a bulk basis. Emissions for this category were divided based on the head count for the New York and Florida offices.

##### Purchased good and services

VistaJet and Talon Air companies provided their actual cloud services consumption. Emissions for Apollo Jets' New York and Florida offices were extrapolated from the previously mentioned data on a head count basis.

##### Other consumables

Apollo Jets provided a list of consumables for both the New York and Florida offices. The activity data was divided based on the offices' head count.

##### Capital goods – IT equipment

Apollo Jets didn't provide data regarding IT equipment. Emissions were extrapolated from VistaJet's 2020 GHG accounting for the New York and Florida offices based on head count.

##### Employee commuting and teleworking

Employee commuting and teleworking emissions were calculated assuming 50 weeks per day and five days per week.

##### Waste

Apollo Jets didn't provide data regarding waste generated in operations. Emissions were extrapolated from Red Wing Aviation, VistaJet, XO and XOJET Aviation GHG accounting for the New York and Florida offices based on head count.

## 4. Annex III

### 1. Breakdown of emissions by scope and category

Table 13: Breakdown of Apollo Jets' GHG emissions by scope and category in 2021

Activity	Consumption	Unit	Emissions (tCO <sub>2</sub> e)	Percentage of total (%)
Scope 1: direct energy use per primary source			4	0%
Stationary combustion			-	0%
Diesel	-	-	-	0%
Natural gas	-	-	-	0%
Mobile combustion			-	0%
Aviation fuel	-	-	-	0%
Refrigerant leakage			4	0%
R410A	Extrapolation	-	4	0%
Scope 2: indirect GHG emissions from purchased electricity, heating and cooling			68	2%
Electricity	307	GJ	68	2%
Renewable	-	-	-	-
Grid	307	GJ	68	2%
Heating and cooling	-	-	-	-
District cooling	-	-	-	-
Scope 3: other indirect GHG emissions			2,829	98%
Purchased goods and services			5	0%
Water	124	m <sup>3</sup>	0	0%
Paper	Extrapolation	-	0	0%
Cloud services			3	0%
Cloud services	Extrapolation	-	3	0%
Other consumables			2	0%
Printing ink	0	kg	0	0%
Paper	115	kg	0	0%

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Snack food manufacturing	99	USD	0	0%
All other food and drinking places	525	USD	0	0%
Office supplies (except paper) manufacturing	457	USD	0	0%
Soap and cleaning compound manufacturing	274	USD	0	0%
Sanitary paper product manufacturing	656	USD	0	0%
Office machinery manufacturing	349	USD	0	0%
Water, sewage and other systems	1,800	USD	1	0%
Bottled water	528	bottle	0	0%
Tea, leaves, dry	0	kg	0	0%
<b>Capital goods</b>			<b>4</b>	<b>0%</b>
IT equipment	Extrapolation	-	4	0%
<b>Fuel- and energy-related activities</b>			<b>36</b>	<b>1%</b>
Electricity	Extrapolation	-	36	1%
<b>Upstream transportation and distribution</b>			<b>0</b>	<b>0%</b>
Road	1	tkm	0	0%
Air	63	tkm	0	0%
<b>Waste generated in operations</b>			<b>76</b>	<b>3%</b>
General	Extrapolation	-	76	3%
<b>Employee commuting and teleworking</b>			<b>24</b>	<b>1%</b>
Car	17,921	pkm	4	0%
Public transport	70,190	pkm	12	0%
Walking/cycling	82,743	pkm	0	0%

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Activity	Consumption	Unit	Emissions (tCO <sub>2</sub> e)	Percentage of total (%)
Working from home	3,885	person-days	8	0%
Upstream leased assets			211	7%
Upstream leased assets	258,372	USD	211	7%
Use of sold product			2,473	85%
Sold ticket	7,531,290	pkm	2,473	85%
<b>Total GHG emissions</b>			<b>2,901</b>	<b>100%</b>

(Source: South Pole, 2022)

