


Qualifying Explanatory Statement for PAS2060:2014



Prepared for: Charles Tyrwhitt

Prepared by: Ashley Whichelow, Senior Sustainability Consultant, Planet Mark

Date: 19/04/2022



Introduction

This document forms the Qualifying Explanatory statement (QES) for Charles Tyrwhitt which demonstrates the commitment and achievement of carbon neutrality in accordance with PAS2060:2014. Charles Tyrwhitt has committed and achieved carbon neutrality under the guidelines of PAS2060:2014.

The information contained within is believed to be correct at the time of issue. The data and information have been subject to a limited verification through achievement of the Planet Mark certification. The Planet Mark is a sustainability certification for organisations. The certification recognises continuous improvement, encourages action, and builds an empowered community of like-minded individuals. Should any information present itself that would affect the information within it will be updated accurately to reflect the current status of QES.

PAS2060 requirements

| | |
|---|--|
| Entity making declaration | Charles Tyrwhitt |
| Description of the entity | Men's clothing retailer. |
| Individual responsible | Sam Shaw, Employee Engagement & Communications Manager, Charles Tyrwhitt. |
| Boundary of declaration | All operations. |
| Rational for boundary selection | The boundary represents the majority of emissions associated with the direct operations of the company. |
| Emissions scope | Electricity, T&D Losses, Natural Gas, Water, Waste, Business Travel, Paper, Freight. |
| Methodology and standards used | The GHG Protocol Corporate Accounting and Reporting Standard, the Planet Mark Certification Scheme, BEIS Emissions factors 2021. |
| Why has this methodology been chosen | The methodology employed shall minimise uncertainty and yield accurate, consistent, and reproducible results. |
| Certified by | Planet Mark, Independent third-party limited certification. |
| Baseline date for PAS2060 | 01 Aug 2020 – 31 Jul 2021 |
| Achievement period | 01 Aug 2020 – 31 Jul 2021 |

Declaration of achievement

Charles Tyrwhitt has achieved carbon neutrality in line with the guidelines of PAS2060:2014.

Carbon neutrality of Charles Tyrwhitt achieved by Charles Tyrwhitt in accordance with PAS 2060 at 14/04/2022 with commitment to maintain to 01 Aug 2021 – 31 Jul 2022 for the period commencing 01 Aug 2020 – 31 Jul 2021, Planet Mark certified.

| PAS2060 requirements | Response |
|--|--|
| Achievement period | 01 Aug 2020 – 31 Jul 2021 |
| Total carbon footprint (location based) | 1,939.9 tCO ₂ e |
| Baseline | 01 Aug 2020 – 31 Jul 2021 |
| Which PAS2060 method | Independent third-party certification. |
| Absolute or intensity reduction | First year, commitment to reduce. |
| Carbon neutrality option | I3P-3 - Independent third-party certification – Unified. |
| Location of GHG emissions report | Section A |
| Location of details describing the internal reductions | First year, commitment to reduce. |
| Location of details about Carbon Management Plan | Section B |
| Location and details about the carbon offsets | Section C |

Signed by senior company representative:

Name: *Phil Vickers*

Date: 20-04-22

Declaration of commitment

Charles Tyrwhitt has committed to carbon neutrality in line with the guidelines of PAS2060:2014.

Carbon neutrality of Charles Tyrwhitt achieved by Charles Tyrwhitt in accordance with PAS 2060 at 14/04/2022 with commitment to maintain to 01 Aug 2021 – 31 Jul 2022 for the period commencing 01 Aug 2020 – 31 Jul 2021, Planet Mark certified.

| PAS2060 requirements | Response |
|---------------------------------|---|
| Commitment period | 01 Aug 2021 – 31 Jul 2022 |
| Entity making declaration | Charles Tyrwhitt |
| Description of the entity | Men's clothing retailer. |
| Boundary of declaration | All operations. |
| Rational for boundary selection | The boundary represents the majority of emissions associated with the direct operations of the company. |
| Baseline date for PAS2060 | 01 Aug 2020 – 31 Jul 2021 |
| Achievement period | 01 Aug 2020 – 31 Jul 2021 |

Signed by senior company representative:

Name: *Phil Vickers*

Date: 20-04-22

Section A. Achievement of carbon reduction

The information contained with Section A. relates to the carbon footprint of the entity and any information related to the methodology, assumptions, and data quality.

The carbon footprint has been prepared in line with The GHG Protocol Corporate Accounting and Reporting Standard. Emissions have been calculated in line with this standard and the relevant emissions factors applied listed in the BEIS emissions factors. The carbon footprint is calculated and undergoes a limited verification process in line with the Planet Mark Certification Scheme Rules, Procedures and Management as part of the Planet Mark certification.

Over 95% of the carbon emissions within this report have been accounted for within the defined scopes and boundary. Efforts made to reduce uncertainties.

Emissions from electricity and natural gas consumption have been calculated using the location-based method and the grid average emission factor has been used from BEIS 2021 emissions factors. Some extrapolation and interpolation has been use where some gaps exist in the data. Where no data were available, some consumption is calculated using the average kWh/m² from the actual data available. Business travel emissions have been calculated using kilometres multiplied by the relevant BEIS 2021 conversion factors. Emissions associated with production of waste have been calculated based on the total weight of the waste collected. Emissions associated with paper consumption have been calculated based on the paper weight and multiplied by the relevant emission factors. Emissions associated with Courier/Freight have been calculated per tkm based on the total weight of the goods over distance transported, using the relevant emissions factors for each mode of transportation.

Emissions from electricity and natural gas consumption for homeworking employees have been calculated on homeworking in each month of the reporting period based on the number of FTE who work from home, provided by Charles Tyrwhitt. Space heating energy consumption in each month is derived from a Planet Mark degree day analysis using average UK energy consumption for a gas heated home. Monthly electricity consumption takes into account the electricity needed for a home office plus some other ancillary demand.

Where scope 3 emissions are not measured the data is not available and not financially viable to materially obtain. These emissions are not included within this report, but Charles Tyrwhitt will continue to review and include further scope 3 emissions where possible.

Carbon Footprint breakdown:

| Source | Scope | Unit | Current | | % total carbon footprint |
|--------------------------------------|-------|--------------------|------------------------------|--------------------|--------------------------|
| | | | 1 August 2020 – 31 July 2021 | | |
| | | | Amount | tCO ₂ e | |
| Building | | | | | |
| Electricity (location based) | 2 | kWh | 2,421,204.47 | 526.6 | 27% |
| Transmission and distribution losses | 3 | kWh | 2,421,204.47 | 41.9 | 2% |
| Natural Gas | 1 | kWh | 1,024,025.35 | 187.6 | 10% |
| Waste | | | | | |
| Recycled | 3 | tonnes | 296.29 | 6.3 | 0.3% |
| Energy from waste | 3 | tonnes | 30.40 | 0.6 | 0.03% |
| Water | | | | | |
| Water supply | 3 | m³ | 5,481.00 | 0.8 | 0.04% |
| Water treatment | 3 | m³ | 5,481.00 | 1.5 | 0.08% |
| Travel | | | | | |
| Air | 3 | pkm | 183,177.14 | 18.0 | 0.9% |
| Rail | 3 | pkm | 9,544.67 | 0.3 | 0.02% |
| Procurement | | | | | |
| Paper – Primary Content | 3 | tonnes | 7.86 | 7.2 | 0.4% |
| Courier/Freight – Air | 3 | tkm | 673,651.47 | 362.9 | 19% |
| Courier/Freight – Sea | 3 | tkm | 19,453,192.96 | 257.4 | 13% |
| Courier/Freight – HGV | 3 | tkm | 4,161,133.06 | 447.3 | 23% |
| Courier/Freight – Van | 3 | tkm | 134,202.33 | 81.4 | 4% |
| Total | | tCO ₂ e | | 1,939.87 | |
| No. employees | | Number | | 542 | |
| Total per employee | | tCO ₂ e | | 3.6 | |
| Total floor space | | £m | | 24,856 | |
| Building emissions per m³ | | tCO ₂ e | | 0.03 | |

Charles Tyrwhitt's economic growth percentage is -22.9% based on a decrease in turnover year on year.

Section B. Carbon management plan

This is the first year Charles Tyrwhitt have achieved carbon neutrality and a commitment has been made below to reduce emissions from the baseline period stated within this report.

| | Focus area | SMART Target | How? | Measure(s) | Responsible | Deadline |
|----|------------|---|--|---|----------------------------|---|
| 1. | Travel | Reduce business flights by 25% by end 2022 with a view to reduce these by a further 25% by the end of 2023. | Review the annual travel budget and put in place new guidelines around essential air travel. Further invest in technology to enable virtual meetings across global sites. | 25% or more reduction in number of flights from 2021 compared to 2022. Number of meetings held virtually instead of in person. | Finance & IT Teams | End 2022 and onward |
| 2. | Travel | Encourage further sustainable ways of commuting to the UK & US offices. | Renew and increase value of our Cycle to Work scheme. Collaborate with an electric vehicle taxi company offering employee discount and incentive scheme. | Increase in uptake of cycle to work scheme. Evidence of partnership | HR and CSR Team | Aug 2023 (end of financial year) |
| 3. | Lighting | Move all UK stores, Distribution Centre and UK Head Office to Green Energy Tariffs by End of 2024. | Scope out and select best green tariffs for all sites in our UK Operations. | Record of Green Energy Tariffs for each location. | Facilities and Estate Team | End 2024 |
| 4. | Lighting | Move UK stores fitting rooms to sensor lighting by end of next financial year (Aug 2023). | Survey stores and implement where this is possible (there may be limitations for stores based in shopping centres). | Proof of sensor light installation by store. | Facilities & Estate Team | Aug 2023 (end of financial year) |
| 5. | Heating | Maintain a consistent temperature in our Offices throughout the year. | Regularly check thermostats, making necessary adjustments in line with time of year and observing colleague behaviour (ie. Jumpers in summer, and t-shirts in winter!). | Record of average temperatures by month. | Facilities Team | End of 2022 |

| | | | | | | |
|-----|------------------|---|---|---|---------------------------------------|--|
| 6. | Waste | Measure waste from Retail UK Stores | Introduce measures and procedures that enables us to report on waste across all UK stores for our 2022-2023 Planet Mark Carbon Submission. | Record of waste streams from UK Stores. | CSR Team | Ready for our 2022-2023 Planet Mark Report. |
| 7. | Waste | Measure recycling and general waste streams in Head Office. | Record amount of recycling and general waste entering the building's waste stream and start reporting on this in our 2022-2023 Carbon submission. | Tally of bags and size entering waste stream | Facilities Team | Ready for our 2022-2023 Planet Mark data submission. |
| 8. | Paper | Reduce number of printed receipts in stores by 10% by end of Aug 2023. | Encourage customers to take an email copy of their receipt and promote the reasons why we're asking them to do this ie. Our commitment to reducing our carbon footprint. | Report on number of receipts printed in stores. | Retail Teams | Aug 2023 (end of financial year) |
| 9. | Paper & Printing | Reduce procurement of paper in UK Head Office by 25% and in turn reduce printing in Head Office by 25% by end of July 2023. | Analysis of paper usage and printing to be carried out by end of 2022. Paper order to be reduced by 25% and new guidelines implemented in Head Office to combat unnecessary printing. | Printing Analysis FY21/22 vs FY22/FY23. Proof of reduction in paper procurement in future Planet Mark carbon submission. | IT, Facilities and CSR Team | End of July 2023 |
| 10. | Volunteering | Increase in number of volunteering days being taken by colleagues by 25% by July 2023. | Share volunteering opportunities with the team and building deeper relationships with charity partners. | Number of days volunteered per employee vs 2022 Financial Year. | CSR & HR Team | July 2023 (end of next financial year) |
| 11. | People | Hackathon to engage CT employees help us reduce our carbon footprint. | Planet Mark led Hackathon session. 4/6 key challenges we want employees to brainstorm. Can be taken from this plan and further developed. | Record of session, and output. | CSR Team | End of 2022 |
| 12. | People | Create network of sustainability champions. | Recruit team of champions across the business to drive our CSR strategy in their areas. | Quarterly meetings, sustainability focussed employee events. | CSR Teams & sustainability champions. | End 2022 |

| | | | | | | |
|------------|---|--|--|--|-------------------------------------|-----------------|
| 13. | <i>Supply Chain (Understanding our wider Scope 3 emissions)</i> | <i>Improve data collection through supply chain.</i> | <i>Work with suppliers to start the process of obtaining carbon footprint data on energy, water, waste, travel, paper use and courier services. Ensure regular and detailed reporting is part of the service that they provide to us. Explain that it is to support out sustainability objectives.</i> | <i>Terms of business agreed and signed off with supplier base.</i> | <i>CSR Team & Product Teams</i> | <i>End 2023</i> |
|------------|---|--|--|--|-------------------------------------|-----------------|

Section C. Carbon offsetting strategy

The following Information refers to the GHG emissions that have been offset for the reporting period. Charles Tyrwhitt has offset 1,940 tCO₂e of emissions through Ecologi and this has been independently verified by the Planet Mark as meeting the criteria for offsetting for PAS2060.



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