

Verification Opinion

Verified as Satisfactory	
Based on the process and procedures conducted, the GHG statement contained in the GHG Report: "GHG Report 2023 V4.1" produced by Williams Lea Group.	<ul style="list-style-type: none"> Is materially correct and is a fair representation of GHG data and information.
	<ul style="list-style-type: none"> Has been prepared in accordance with ISO14064-1 2019 and it's principles.
The following improvements were raised in relation to future reporting	<ul style="list-style-type: none"> The business has included items which are purchased on behalf of the client, recharged to the client and retained by the client. The current finance data is not robust enough to separate this spend data and there are ongoing discussions to be finalised to determine if this data sits within Williams Lea boundary or is part of the clients Carbon Footprint There is scope to improve the data accuracy and management in a number of areas throughout the data collection process
Lead Verifier	Stuart Jamieson
Independent Reviewer	Stuart Rogers
Signed on behalf of BSI	Matt Page, Managing Director UK & Ireland, BSI Assurance UK Ltd
Issue Date	4th November 2024
BSI Assurance UK Ltd, Kitemark Court, Davy Avenue, Milton Keynes, MK5 8PP, UK	
<p>NOTE: BSI Assurance UK Ltd is independent to and has no financial interest in Williams Lea Group Ltd This 3rd party Verification Opinion has been prepared for Williams Lea Group Ltd only for the purposes of verifying its statement relating to its GHG emissions more particularly described in the scope above. It was not prepared for any other purpose. In making this Statement, BSI Assurance UK Ltd has assumed that all information provided to it by Williams Lea Group Ltd is true, accurate and complete. BSI Assurance UK Ltd accepts no liability to any third party who places reliance on this statement.</p>	

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Verification Engagement

Organization	Williams Lea Group Ltd
Responsible party	Williams Lea Group Ltd
Verification Objectives	<p>To express an opinion on whether the organizational GHG Statement which is historical in nature:</p> <ul style="list-style-type: none"> • Is accurate, materially correct and is a fair representation of GHG data and information. • Has been prepared in accordance with ISO14064-1 2019 and its principles.
Materiality Level	5%
Level of Assurance	Reasonable
Verification evidence gathering procedures	<ul style="list-style-type: none"> • Evaluation of the monitoring and controls systems through interviewing employees observation & inquiry • Verification of the data through sampling recalculation, retracing, cross checking and reconciliation.
Verification Standards	The verification was carried out in accordance with ISO 14064-3: 2019, ISO 14065: 2020 and ISO 17029:2019
<p>Note: Williams Lea Group Ltd is responsible for the preparation and fair presentation of the GHG statement and report in accordance with the agreed criteria. BSI is responsible for expressing an opinion on the GHG statement based on the verification.</p>	

Organizational GHG Statement

Organization		Williams Lea Group Ltd
Organizations GHG Report containing GHG Statement		Williams Lea Group Ltd
Organizational Boundary		Operational Control
Locations included in the Organizational Boundary.		See Appendix A
Exclusions from Organisational Boundary:		N/A
Scope of activities:		Business and Administrative Service Support
Reporting Boundary:	Direct GHG Emissions (Scope 1)	Stationary combustion of natural gas Mobile combustion of diesel and petrol Refrigerant Gases
	Direct GHG Removals (Scope 1)	None
	Indirect GHG Emissions from imported energy (Scope 2)	Purchased electricity
	Indirect GHG emissions from transportation (Scope 3)	Business travel Employee commuting and Working From Home Upstream Transport and Distribution Downstream Transport and Distribution
	Indirect GHG emissions from products used by organization (Scope 3)	Purchased Goods Capital Goods Disposal of solid and Liquid Waste Use of assets
	Indirect GHG emissions associated with the use of products from the organization (Scope 3)	Use of Products End of Life
	Indirect GHG emissions from other sources (scope 3)	Well to tank emissions associated with Scope 1 & 2 emissions
Exclusions from Reporting Boundary:		The following have been excluded on the basis that these are not relevant to the business: Processing of sold products Downstream leased assets Franchises Investments
Criteria for developing the organizational GHG Inventory:		ISO14064-1:2019
Reporting Period		1 st January 2023 – 31 st December 2023

GHG Emissions Table

Greenhouse Gas Emissions	CO2e
Category 1: Direct GHG emissions	177
1.1 Direct emissions from stationary combustion	129.37
1.2 Direct emissions from mobile combustion	11.67
1.3 Direct process emissions and removals from industrial processes	n/a
1.4 Direct fugitive emissions arise from the release of greenhouse gases in anthropogenic systems	37
1.5 Change in forestry	n/a
Category 2: Indirect GHG emissions from imported energy	2,085
2.1 Indirect emissions from imported electricity	2,085
2.1 Indirect emissions from imported energy	0
Category 3: Indirect GHG emissions from transportation	8,690
3.1 Emissions from upstream transport and distribution for goods	663
3.2 Emissions from downstream transport and distribution for goods	3,790
3.3 Emissions from employee commuting	2,278
3.4 Emissions from client and visitor transport	0
3.5 Emissions from business travels	1,959
Category 4: Indirect GHG emissions from products used by the organisation	15,550
4.1 Emissions from purchased goods	13,935
4.2 Emissions from capital goods	1,544
4.3 Emissions from the disposal of solid and liquid waste	63
4.4 Emissions from the use of leased assets	8
4.5 Emissions from the use of services that are not described in the above categories	0

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Category 5: Indirect GHG emissions associated with the use of products from the organisation	5,392
5.1 Emissions or removals from the use stage of the product	5,377
5.2 Emissions from downstream leased assets	0
5.3 Emissions from end of life stage of the product	16
5.4 Emissions from investments	0
Category 6: Indirect emissions from other sources	682
6.1 Well to tank	25
6.2 Transmission and distribution of electricity	657
Total GHG Emissions	32,557

Appendix A

Locations from the boundary of the GHG statement

Site Name	Location	Location Type
Leeds Onshore Delivery Centre	Darwin House Leeds Valley Park West 7 Savannah Way Leeds LS10 1AB	Large delivery centre office location.
Central Avenue	18 Central Avenue St Andrews Business Park Norwich Norfolk NR7 0HR	Large office location
Document Production Centre (DPC)	Document Production Centre 30 Old Broad Street London EC2N 1HT	Print production location
Bristol	The Quorum Bond Street South Bristol BS1 3AE	Managed office
Alloa	The e-Centre Cooperage Way Alloa FK10 3LP	Managed office
Glasgow	Queens House 29 St. Vincent Place Glasgow G1 2DT	Managed office
Wheeling Onshore Delivery Centre	1030 Main Street The Stone Center Wheeling West Virginia 26003	Large delivery centre office location.
Columbus Onshore Delivery Centre	The Grange 5th Floor 671 South High Street Columbus Ohio OH 43206	Large delivery centre office location.
Corporate Information Center (CIC)	4th Floor 535 8th Avenue, New York, NY 10018	Print production location
Tidel Park Offshore Delivery Centre	Tidel Park Module 0308 3rd Floor D Block South Wing Tidel Park Canal Bank Road Taramani	Large delivery centre office location.

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	Chennai 600 113	
Ascendas Offshore Delivery Centre	Ascendas 9th Floor, Zenith Building Ascendas Int Tech Park Rajiv Gandhi Salai Taramani Chennai 600 133	Large delivery centre office location.
WTC Offshore Delivery Centre	World Trade Center Tower B 2nd Floor Infopark Phase 1 SEZ Infopark P O Kakkanad Kochi Kerala 682042	Large delivery centre office location.
Muthoot	Technopolis 1st Floor Plot #1 CSEZ Muthoot Technopolis Kochi Kerala 682 037	Large delivery centre office location.
Hong Kong	Suite 305-306, Spaces 8QRE, 8 Queen's Road, Wanchai, Hong Kong	Managed Office
Beijing	#1201-28 Level 12, China Resources Building, 8 Jianguomenbei Avenue Dongcheng District Beijing 100005 P.R. China	Managed Office
Tokyo	Tokyo Cozy Works Room 5 Gotenyama Trust Tower 3rd Floor 4-7-35 Kitashinagawa Shingawa-ku Tokyo 140-0001 Japan	Managed Office