Informa Sustainability Reporting Methodology

July 2020

About this Document

This document records the principles and methodologies that Informa uses when gathering and reporting data used in its sustainability reporting. This includes for our sustainability report, annual report and various indices such as the DJSI, CDP etc.

It applies to the 2019 reporting year.

Relevant Policies

This document is written in support of Informa's policies which guide our reporting programme. This includes several documents such as:

- Informa's Code of Conduct
- Informa's Community Partnerships Policy
- Informa's Paper and Timber Policy
- Informa's Diversity and Inclusion Policy

This list is not exhaustive.

Underlying Reporting Principles

The following principles underlie our approach to sustainability reporting:

- Our reporting is focused on the issues that we consider to be most material to our stakeholders and our business. We believe the most material issues for us include aspects of: our content, our customers, our communities, our colleagues and the environment.
- Alignment with financial reporting boundaries is preferable except where this would lead to the data being misrepresentative or out of line with stakeholder expectations.
- The reporting period for our sustainability reporting is the same as our financial reporting period, from 1 January to 31 December annually.
- All data and information should be a fair reflection of our performance and aims to provide sufficient transparency for the reader to have confidence in the performance of the business.
- We seek to be clear about the definitions, scope and boundaries of our reporting.
- The data reported is consistent with the definitions, scope and boundaries stated in this Reporting Methodology document.
- Unless otherwise stated, our sustainability data cover all of Informa's operations.
  - If an incomplete data set can be reasonably completed using extrapolation, a prudent method should be used.
  - If we have any exclusions in our reporting due to data gaps, then those exclusions should be clearly stated.

     ○   Any assumptions that we make should be clearly stated, and the accounting and calculation methods explained.
- Any material changes in data scope or measurement methodologies versus the previous reporting years are clearly disclosed.

Reporting boundaries

Our business is structured and reported under six divisions:

- Informa Connect
- Informa Intelligence
- Informa Markets
- Informa Tech
- Taylor & Francis
- Global Support / Group

As per the protocol for financial reporting, we include the data for any business sold up until the date it is sold and begin to include data for any business that is bought from the date the acquisition completes.

Exceptions may be made following any materially significant acquisition or disposal where restating data would allow a more appropriate comparison of performance, but this would be clearly stated.

Additionally, we may make an exception where such reporting may lead to the data being misrepresentative or out of line with stakeholder expectations. Again, this would be clearly stated in this circumstance.

Use of estimates

In some cases, we need to use estimated rather than actual data to fill data gaps. For example, some of our offices are shared spaces with other companies and we may not have the ability to measure actual energy usage for our allocated space; in such cases we may then take an estimate our usage based on our share of the building's floor space. We have stated in this document where such estimates have been made. We may also choose to use good practice industry benchmarks/levels where no other data is practically available.

Restatement of reported data

We think it is important for the business and for the readers of our Sustainability reports to be able to see our sustainability performance over time. We therefore want to use consistent methodologies, definitions, and scope from year to year to allow this. Sometimes this means that we may need to restate the data from previous years as the methodologies we use change.

Data completeness:

To ensure data completeness we obtain a list of Informa offices from the Real Estate team and cross-reference it with the headcount information obtained from Human Resources (HR). Any discrepancy is investigated with the Real Estate

team or the HR team. The list includes all offices including space rented in coworking facilities (e.g. WeWork). No environmental data is collected for home-based workers.

Roles, responsibilities and accountabilities

Data is collected from the following sources:

- Group level contacts in departments such as Finance, Compliance, etc
- Divisional level contacts in departments such as HR
- Office level contacts for data such as some local office volunteering or some environmental data

The data is then sense checked by Informa's Sustainability team.

Data assurance

In 2019, Informa's internal audit team reviewed a selection of externally reported data from the 2018 Sustainability Report. We expect this review will continue in future years.

To further increase our data accuracy and in response to stakeholder requests, we introduced external assurance over a selection of our data for 2019. These are indicated with an (A) in the table below.

We engaged Bureau Veritas to undertake a limited assurance engagement using the ISAE 3000 assurance standards. Their conclusion and a summary of the work they performed is included within their assurance statement which is available on our website at: www.informa.com/sustainability/sustainability-reports.

The following section details the definitions and methodologies we use for each of the five pillars that form part if our sustainability programme: content, customers, community, colleagues and environment.

Content

Metric: Number of countries sold into
Definition: The total number of countries that Informa sells books, subscriptions or services, or runs events
Boundaries: All countries where Informa runs events or directly sells books or subscriptions into
Methodology: Group Finance collects the data at year end from the divisions for use in the Annual Report.

Metric: Number of new books published
Definition: Number of new books published during the reporting period
Boundaries: All new books published by Taylor & Francis within the calendar year
Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: E-books to search and download
Definition: total number of e-books to search and download
Boundaries: All e-books published by Taylor & Francis
Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Percentage of e-books
Definition: The proportion of all books available in electronic format
Boundaries: All books published by Taylor & Francis
Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Open access journals
Definition: The number of journals that are wholly open access

Boundaries: All journals published by Taylor & Francis

Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Open access articles published

Definition: The number of open access articles

Boundaries: All articles published by Taylor & Francis

Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Number of journals downloaded through INASP

Definition: The count of all FTDs (Full Text Downloads) downloaded through the INASP Platform

Boundaries: All journals that have been downloaded in the INASP system

Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Journal articles downloaded

Definition: The number of journals that have been downloaded by customers

Boundaries: All journals published by Taylor & Francis

Methodology: Data is obtained from a report run by the Research & Analytics Department.

Metric: Proportion of accepted academic articles from developing countries

Definition: The proportion of all accepted articles that are from developing countries

Boundaries: All journal articles reviewed by Taylor & Francis

Methodology: Research & Analytics Department provides the raw data of accepted and rejected articles by country. The Sustainability team then categorises the countries into Developed, Developing, Economy in Transition and Major Developed Economy based on the United Nations definition. This then allows the developing country articles to be calculated as a percentage of total.

Customers

Metric: Subscriptions to our intelligence products

Definition: The number of Informa Intelligence subscriptions sold to

Boundaries: Informa Intelligence subscriptions

Methodology: Data is obtained from the Informa Intelligence finance system.

Metric: Space across all our exhibitors

Definition: Net floor space sold to exhibitors

Boundaries: All Informa Markets events

Methodology: The Informa Markets Finance team provided the list of events and other revenue sources which includes product type, number of event attendees and event net floor space. Non-events (i.e. digital products) are excluded from the calculations.

Metric: People attending our events

Definition: The number of unique attendees at events organised by Informa

Boundaries: All Informa Markets events

Methodology: Data is obtained from Informa Markets Finance team.

Metric: Customers survey about sustainable events

Definition 1: Percentage of customers who said they "strongly agree" or "agree" that the event should be run in a responsible, sustainable way

Definition 2: Percentage of customers who said that it matters to them that running the event responsibly and sustainably is important to them

Boundaries: Events which complete the Explori survey data, primarily in Informa Connect and Informa Tech. In 2020 we will be seeking to add more data in from Informa Markets events.

Methodology: An external party, Explori, conducts customers satisfaction surveys on our behalf. These surveys include questions about the sustainability of events. Informa's Research and Insights team run a

report from the Explori database. For each question, we use this report to calculate a percentage of customers who said they "strongly agree" or "agree".

Communities

Metrics: Number of hours volunteered & number and percentage of colleagues volunteering

Definition: The number and percentage of colleagues taking part in volunteering activities, and the number of hours volunteered, during the reporting period where these activities are organised, supported or encouraged by Informa

Boundaries: All Informa colleagues including full time and part time but excluding contractors and temporary workers

Methodology: The number of hours and number of colleagues volunteering is obtained from reports from the Human Resources (HR) systems in which colleagues book volunteering time. We also collect volunteering data from our Benefacto volunteering booking system, from SurveyMonkey reports and from our global network of Sustainability Champions across the business for volunteering activities not captured in our HR systems.

Metric: Company donations – cash (A)

Definition: The amount of money donated by Informa to charitable organisations

Boundaries: Informa Group

Methodology: This data is obtained from the Group Finance system. We also collect leveraged donations raised by events but not processed through our finance systems.

Metric: Company donations – volunteer programme costs (A)

Definition: The value of time and cash donated by Informa to charitable organisations

Boundaries: Informa Group

Methodology: This data is collected in the 'Informa Sustainability Report Master Table' and includes the following volunteer and charity programme organisation costs:

- Cost of organising volunteering activities at the local and Group level. This is calculated by multiplying the average cost per person per day (obtained from Group Finance) by the total number of staff days spent organising volunteering. The time spent organising volunteering is obtained from the Sustainability Champions.
- Cost of employing colleagues during their volunteering activities– calculated by multiplying the average cost per person per day by the number of days volunteered.
- Cost of the Benefacto volunteering booking system.

The number of days volunteered is calculated by adding the data from our HR systems, our Benefacto volunteering booking system, and any additional volunteering time obtained from the Sustainability champions.

Metric: Donations in kind (A)

Definition: The value of products and services donated by Informa to charitable organisations

Boundaries: Informa Group

Methodology: This data is obtained from our Sustainability Champions and SurveyMonkey surveys. For events, we collect donations data through our Informa Sustainable Event Management System reporting process.

Metric: Colleagues fundraising (A)

Definition: Private monies raised by Informa colleagues at work or through encouragement or incentivisation they have received at work

Boundaries: Informa Group

Methodology: This data is obtained from our Sustainability Champions and SurveyMonkey reports, and includes donations as part of long-term charity partnership, one off donations and amounts raised by colleagues such as team runs, bake sales, food drives, etc. We also include all monies raised by colleagues during our annual global Walk The World programme (see indicators below for more information).

Metric: Tax paid

Definition: The Group's total tax contribution

Boundaries: Informa Group

Methodology: Total tax contribution is made up of the taxes borne by the Group plus other taxes generated as a result of our business operations, where we collect tax on behalf of others and provide it to the relevant government tax authorities. The most significant taxes borne by the Group are corporation tax and equivalent taxes outside of the UK, and employer social security contributions. The taxes we collect for others include net payments of VAT and similar taxes outside of the UK, employee income tax deducted at source and employee social security contributions deducted from pay.

More details can be found at: https://informa.com/investors/tax/

Metric: Statutory effective tax rate

Definition: The average rate at which Informa's pre-tax profits are taxed

Boundaries: Informa Group

Methodology: The Statutory effective tax rate is Informa's statutory tax charge divided by the statutory profit before tax.

Metric: Number of events to support authors

Definition: The number of events held by Informa to support authors

Boundaries: Taylor & Francis

Methodology: Taylor & Francis holds workshops throughout the year, in various locations around the world, to train authors better understand the publishing process and help them get published. Information about each workshop (name, location, attendance, etc) is obtained from Taylor & Francis.

Metric: Number of events to support authors from developing countries

Boundaries: Taylor & Francis

Methodology: The Sustainability team uses the events data provided by Taylor & Francis and then categorises the countries where each event was held into Developed and Developing based on the United Nations definition. This then allows the number of workshops in developing countries to be calculated.

Colleagues

Metric: Headcount (A)

Definition: The total number of colleagues on the payroll averaged over the 12-month period

Boundaries: All colleagues in Informa, both part time and full time (excluding contractors)

Methodology: The number of colleagues is calculated monthly based on data obtained from our HR systems. The annual headcount data is calculated as the average of the monthly headcounts.

Note: for 2018, we calculated the average of monthly headcounts from the date of UBM acquisition.

Metric: Spend on training (A)

Definition: The amount of money spent on training each year

Boundaries: Informa Group

Methodology: The training spend is obtained from Group Finance. Spend occurred outside of the UK is converted to GBP using actual exchange rates at the time of the transactions.

Metric: Colleague turnover (voluntary and involuntary) (A)

Definitions: The percentage of colleagues who have left Informa during the year either voluntarily or involuntarily:

- Involuntary turnover: percentage of colleagues who have left the business due to termination of employment by the company through redundancy or the disciplinary process during the reporting year, relative to average headcount.
- Voluntary turnover: percentage of colleagues who have left the business through resignation or retirement during the reporting year, relative to average headcount.
- Total turnover: percentage of colleagues who have left the business during the reporting year, relative to average headcount.

Boundaries: All colleagues at Informa, both part time and full time (excluding contractors)

Methodology: The total number of colleagues who left the business voluntarily and those who left involuntarily is obtained from our HR systems. Turnover is calculated based on the average total headcount for the year.

Metric: Absenteeism (A)

Definition: Average sickness absence per colleague in days.

Boundaries: All colleagues at Informa, both part time and full time, who report sickness data in our HR systems. Excludes contractors and those who've been on long term sickness for 6 months.

Methodology: The total number of sick days is obtained from our HR systems. A sickness rate is then calculated using the average number of colleagues included in these systems.

Note: Not all parts of the business are using an absence tracking system, so the data provided does not cover every colleague. In 2019, the data reported covered 9,406 colleagues which is 84% of the total headcount.

Metric: Gender split of all colleagues (A)

Definition: The percentage of female colleagues on the last day of the financial year

Boundaries: All colleagues at Informa, both part time and full time (excluding contractors)

Methodology: The total number of male and female colleagues as of 31 December is obtained from our HR systems. The percentage of female colleagues is then calculated.

Note: colleagues who chose not to report their gender are excluded from the calculations.

Metric: Gender split of management (A)

Definition: The percentage of female colleagues in the defined population of managers on the last day of the financial year

Boundaries: All colleagues at Informa, both part time and full time, who have line management responsibilities. Excludes contractors

Methodology: The total number of male and female managers as of 31 December is obtained from our HR systems. The percentage of female managers is then calculated.

Metric: Gender split of leadership group (A)

Definition: The percentage of female colleagues in the leadership group on the last day of the financial year

Boundaries: All colleagues at Informa, both part time and full time, who are part of the leadership group, which is defined as Executives, their direct reports and colleagues on salary of over £150k.

Methodology: The total number of male and female colleagues in the leadership group as of 31 December is obtained from our HR systems. The percentage of female colleagues in that group is then calculated.

Metric: Gender split of board of directors (A)

Definition: The percentage of female members of the Board on the last day of the financial year

Boundaries: All Board members of Informa

Methodology: Manual count of board members as of 31 December.

Metric: Gender split of promotions (A)

Definition: The percentage of female colleagues as a proportion of all promotions during the year

Boundaries: All colleagues at Informa, both part time and full time, who have been promoted during the year

Methodology: The total number of male and female colleagues who have been promoted during the year is obtained from our HR systems. The percentage of female colleagues who received a promotion is then calculated.

Metric: Gender pay gap

Definition: The gender pay gap is the average difference between how much men and women are paid

Boundaries: All Informa colleagues based in the UK

Methodology: We report the UK median gender pay ratio using the UK Government reporting methodology.

The Group figure for 2018 was calculated by combining the total figures for Informa and UBM entities that were separately reported that year.

More detailed information is available in our annual 'UK Colleagues and Pay Report' available at: https://www.informa.com/gpg/

Metric: Number of Walk The World (WTW) walkers

Definition: Number of WTW participants

Boundaries: All Informa colleagues and external guests

Methodology: The number of walkers taking part in our annual WTW programme is calculated through the number of registered participants on our WTW website. For some walks, participants were registered manually via sign-up sheets. This data was then sent to the Sustainability team.

Metric: Percentage of Informa colleagues taking part in WTW

Definition: Percentage of WTW participants

Boundaries: All Informa colleagues, both part time and full time (excluding contractors)

Methodology: The percentage of colleagues is calculated using the total number of walkers calculated above and the total number of colleagues on 1st June, defined to be the 'peak point' of the WTW programme, as many walks take place around this date.

Metric: Distance walked during WTW programme

Definition: Number of kilometres pledged

Boundaries: All WTW participants, including colleagues and external guests

Methodology: Every walk has a registration page on our WTW website. When colleagues register, they pick the walk distance they will complete (i.e. 5km, 10km etc). Total distance is the sum of all kilometres pledged by all participants.

Metric: WTW charitable donations

Definition: Amount of charitable donations raised through a combination of colleague and company donations as part of the WTW programme

Boundaries: Informa Group and external donors

Methodology: Donations raised as part of the WTW programme come from the following sources:

- Online donations:
When colleagues registered for a walk, an online fundraising page is created for them. The online donations total is calculated by adding the donations from all individual fundraising pages.

- Offline donations:
Sustainability Champions manually record offline donations for their office/colleagues and submit the totals to the Sustainability team through a Microsoft form.

- Informa donations:
Informa provides additional funding through office participation bonuses and fundraising competitions.

Metric: Walk the World – employee survey

Definition: Feedback survey post WTW participation

Boundaries: All colleagues who participated in WTW and received the survey

Methodology: After WTW, a link to a Survey Monkey feedback survey was sent out to all Sustainability Champions for them to forward on to colleagues from their office that took part in WTW.

Metric: Colleague engagement survey (A)

Definition: Colleagues engagement index score

Boundaries: All Informa colleagues at the date of the survey being conducted

Methodology: The colleagues engagement score is calculated by averaging the percentage of respondents who agree to each individual statement below:

- I believe strongly in the goals and objectives of the business I work for
- I would recommend the business I work for as a good place to work
- I am willing to work beyond what is required in my job to help the business I work for succeed
- My work gives me a sense of personal accomplishment
- I have the equipment/tools/resources I need to do my job effectively

Environment

Metric: Total energy consumption (kWh)

Definition: Consumption of energy (in kWh)

Boundaries: All Informa sites, power generators used at events and company cars

Methodology: We add up our annual consumption of natural gas, electricity, generator fuel and mobile fuel.

The calculations for each energy source are explained below.

Metric: Total energy use per revenues (kWh/£m)

Definition: Consumption of energy per million of revenues (in kWh/£m)

Boundaries: All Informa sites, power generators used at events and company cars

Methodology: We add up our annual consumption of natural gas, electricity, generator fuel and mobile fuel. Total energy use is then divided by total revenues in £m.

Metric: Renewable electricity consumption (kWh)

Definition: Consumption of renewable electricity (either purchased or self-generated) in kWh

Boundaries: All Informa sites

Methodology: We purchase Energy Attribute Certificates (EACs) for all offices where it is possible and practical to do so. An EAC, is a certificate that provides information about the environmental attributes of one megawatt hour (MWh) of electricity. Each EAC is retired on our behalf. This demonstrates that the electricity we use comes from renewable sources.

In line with good practice, we aim to purchase EACs and retire them in the year they were purchased. However, to ensure our programme is cost effective, we do use allowances from previous years in the following year if there is a surplus from the previous year. Similarly, should our forecasts purchase insufficient EACs for the calendar year, we can choose to use allowances from the following year if EACs for the year of consumption are unavailable or at an excessive premium due to supply and demand.

Note: some of our offices also generate their own electricity on site.

Metric: Proportion of renewable energy (%)

Definition: Amount of renewable energy (either purchased or self-generated) as a percentage of total energy use

Methodology: We divide the amount of renewable energy by the total amount of energy use.

Metric: Non-renewable energy consumption (kWh)

Definition: Consumption of non-renewable energy (in kWh)

Boundaries: All Informa sites, power generators used at events and company cars

Methodology: We add up our total annual energy consumption (as calculated above) and subtract our consumption of renewable electricity (as calculated above).

Metrics: Natural gas consumption (kWh)

Definition: Consumption of natural gas (in kWh)

Boundaries: All Informa offices

Methodology: Consumption data is sought for each office with over 50 colleagues and entered in our Accuvio reporting system by local offices. For each office, any gaps in data are estimated in Accuvio in the following manner (except in offices and warehouses where we know that natural gas is not used):

1) if actual data was provided for 50% or more of days in the year: data gaps are filled by taking the average office consumption per m2 (based on the actual data for that office during year);

2) if actual data was provided for less than 50% of days in the year: annual data is estimated by taking the global consumption average per m2 (based on all available consumption data for the year).

Consumption for offices with less than 50 colleagues (including rented desks in shared working spaces) is estimated based on the same global consumption average per m2.

Metrics: Scope 1 emissions from natural gas (A)

Definition: CO2-equivalent (CO2e) emissions from consumption of natural gas

Boundaries: All Informa offices

Methodology: We apply the relevant DEFRA emission factors for natural gas (gross caloric value) to our natural gas consumption data (as calculated above).

Metrics: Vehicle fuel consumption

Definition: Consumption of fuel in company cars

Boundaries: All fuel used in company vehicles by Informa colleagues for business travel

Methodology: We have company cars in the UK and the Netherlands.

In the Netherlands, we obtain from the local Finance team the list of company cars, along with the emissions in gCO2/km for each car (estimated by the car manufacturer), the contracted km/year and the number of months the car was used during the year. We then apply an uplift of 22.9% as recommended by DEFRA. We assume that each driver only uses the company car for company business half of the time (the rest of the time they might use it for personal travel or to commute, which is a scope 3 emission source).

In the UK, we obtain a list of company cars from our vehicle supplier (Zenith) with CO2e emissions data for each car. Distance travelled is recorded each time the car is taken to the garage. We use this data to calculate the km travelled for each car for the year. Finally, we apply the same 22.9% uplift and divide by 2 to account for personal use.

Fuel use in trucks for the Fort Lauderdale International Boat Show is collected by the local Operations team based on their financial records.

Metrics: Scope 1 CO2e emissions from vehicles (A)

Definition: Consumption of fuel in company cars & CO2e emissions from consumption of vehicle fuel

Boundaries: All fuel used in company vehicles by Informa colleagues for business travel

Methodology: We use the distance travelled in km by each company car (as calculated above) and apply the relevant DEFRA emission factors for passenger vehicles to calculate the tonnes of CO2e for all cars during the reporting year. We also calculate emissions from the fuel used in trucks at the Fort Lauderdale International Boat Show by applying the relevant DEFRA emission factors for petrol (gross caloric value) to the fuel consumption data.

Metrics: Consumption of generator fuel

Definition: Consumption of generator fuel & CO2e emissions from consumption of generator fuel

Boundaries: All Informa offices and events

Methodology: We use a material amount of generator fuel at two events: Farm Progress and the Fort Lauderdale International Boat Show. Fuel usage in generators at both events is collected by local Operations teams based on their financial records and tracking systems.

All offices with over 50 colleagues are also report any generator fuel used during the reporting year.

Metrics: Scope 1 CO2e emissions from generator fuel (A)

Definition: Consumption of generator fuel & CO2e emissions from consumption of generator fuel

Boundaries: All Informa offices and events

Methodology: We apply the relevant DEFRA emission factors for diesel fuel (gross caloric value) to our diesel generator fuel consumption data (as calculated above).

Metric: Scope 1 emissions from refrigerants (A)

Definition: CO2e emissions from refrigerants leaks

Boundaries: All Informa offices

Methodology: We conducted an audit of air-conditioning units (based on DEFRA guidance) at a sample of offices from around the world to estimate the average leakage rate and average emissions per m2 of occupied office space.

We extrapolate this emissions average to all offices to calculate a total CO2e emissions from refrigerants.

Metric: Electricity consumption

Definition: Electricity consumption (in kWh) at all Informa offices and warehouses

Boundaries: All Informa sites

Methodology: Consumption data is sought for each site with over 50 colleagues and entered in the Accuvio system by local offices. For offices with smart meters, the Sustainability team obtains the consumption data from our energy bureau provider Stark or from the energy supplier portal and upload it into Accuvio.

For each office, any gaps in data are estimated in our reporting system Accuvio in the following manner:

1) if actual data was provided for 50% or more of days in the year, data gaps are filled by taking the average office consumption per m2 (based on the actual data for that office during year);

2) if actual data was provided for less than 50% of days in the year, annual data is estimated by taking the global consumption average per m2 (based on all available consumption data for the year).

Electricity consumption at warehouses where we do not have actual consumption data is estimated based on an average of consumption at other warehouses. This average is different from the office consumption average.

Metrics: Location-based & market-based scope 2 CO2e emissions (A)

Definition: Location-based & market-based scope 2 CO2e emissions from consumption of electricity

Boundaries: All Informa sites

Methodology: Location-based emissions are calculated using the electricity consumption for each site calculated above and applying the relevant emission factor from the International Energy Agency.

Market-based emissions are calculated based on specific emission factors provided by energy suppliers or a factor of 0 for offices where we purchase green electricity, either via the energy supplier or via energy attribute certificates (EACs) purchased by Informa Group.

We purchase EACs in advance using a forecast of consumption for each office. For countries or regions where we under-estimated consumption, we purchase additional EACs at the end of the reporting period once we have actual consumption data. In line with good practice, we aim to purchase EACs and retire them in the year they were purchased.

Metric: Scope 1&2 emissions intensity (A)

Definition: Scope 1 and location-based scope 2 CO2e emissions intensity by colleague

Boundaries: Informa Group

Methodology: Emissions intensity is calculated by dividing the sum of scope 1 and location-based scope 2 CO2e emissions by the average headcount.

Metric: Scope 1&2 emissions intensity by revenues

Definition: Scope 1 and location-based scope 2 CO2e emissions per million of revenues (in kWh/£m)

Boundaries: Informa Group

Methodology: Emissions intensity is calculated by dividing the sum of scope 1 and location-based scope 2 CO2e emissions by total revenues in £m.

Metrics: Water use (A)

Definition: Water use (in m3)

Boundaries: All Informa offices

Methodology: An average water consumption per colleague is calculated based on primary data from a sample of offices. The average consumption is extrapolated to all other offices based on headcount.

Headcount for each office is calculated as an average of the January and December headcounts. For offices vacated during the year, we use the average between the January headcount and the last full month of occupancy. For offices where we moved in during the year, we use the average between the first month of full occupancy and the December headcount.

Note: water use at our events is calculated separately (see below).

Metric: Water use per colleague

Definition: Office water use per colleague (m3/colleague)

Boundaries: All Informa offices

Methodology: Water intensity is calculated by dividing the total water use in Informa offices by the average headcount.

Metric: Water use per revenues (m3/£m)

Definition: Office water use per million of revenues (m3/£m)

Boundaries: All Informa offices

Methodology: Water intensity is calculated by dividing the total water use in Informa offices by total revenues (£m).

Metrics: Scope 3 emissions from water use

Definition: Scope 3 CO2e emissions from water use

Boundaries: All Informa offices

Informa PLC | Sustainability Reporting Methodology – July 2020

Methodology: We apply the relevant DEFRA emission factors for water use to our water consumption data (as calculated above).

Metric: Scope 3 emissions from purchased goods & services

Definition: Scope 3 CO2e emissions from the purchase of goods and services

Boundaries: Informa Group

Methodology: Purchased Goods and Services are all goods and services purchased or acquired by Informa in the reporting year. We obtain from the PACE procurement system all spend data, grouped by category.

Spend is assigned to a CEDA category (economic input-output model). Emissions are calculated by multiplying the spend by the CEDA emission factor. These calculations are performed by EcoAct who holds a licence to use the CEDA emission factors. Unclassified spend was assigned an average emission factor based on emission factors used.

Some spend categories are excluded from the calculations as the emissions are calculated separately. These include spend related to events' venues, colleagues' travel and accommodation, utilities, waste collection, postage and distribution.

Metric: Scope 3 emissions from capital goods

Definition: Scope 3 CO2e emissions from the purchase of capital goods

Boundaries: Informa Group

Methodology: Emissions from capital goods include the extraction, production, and transportation of capital goods purchased or acquired by Informa in the reporting year.

As above, emissions are calculated by multiplying Informa's spend for each category of capital goods (obtained from Procurement) by the CEDA emission factor for each category. These calculations are performed by EcoAct who holds a licence to use the CEDA emission factors.

Metrics: Well-to-Tank emissions (scope 3 emissions from fuel & energy related activities)

Definition: Upstream scope 3 CO2e emissions associated with extraction, refining and transportation of the raw fuel sources to Informa sites prior to combustion

Boundaries: Informa Group

Methodology: We apply the relevant DEFRA emission factors for well-to-tank to our natural gas, fuel and electricity consumption data.

Metrics: Transmission and distribution losses (scope 3 emissions from fuel & energy related activities) (A)

Definition: Scope 3 emissions associated with electricity grid losses (the energy loss that occurs in getting the electricity from the power plant to Informa sites)

Boundaries: All Informa sites

Methodology: We apply the relevant DEFRA emission factors for transmission & distribution losses to our electricity consumption data.

Metric: Scope 3 emissions from upstream transport & distribution

Definition: Inbound and outbound logistics and distribution of printed products paid by Informa

Boundaries: Informa Group

Methodology: We obtain postage and distribution spend from the PACE Procurement system and apply the relevant CEDA emission factors for these spend categories. As with 'Procured Goods & Services', these calculations are performed by EcoAct.

Note: Emissions from transport and distributions associated with events are included in the 'Downstream Transportation' emissions category (see below).

Metric: Office waste (A)

Definition: Waste generated at Informa offices

Boundaries: All Informa offices

Methodology: An average amount of waste generated per colleague is calculated based on primary data from a sample of offices.

The average amount of waste is extrapolated to all other offices based on headcount. Extrapolated waste is assumed to go to landfill.

Headcount for each office is calculated as an average of the January and December headcounts. For offices vacated during the year, we use the average between the January headcount and the last full month of occupancy. For offices where we moved in during the year, we use the average between the first month of full occupancy and the December headcount.

Note: waste generated at our events is calculated separately (see 'Scope 3 emissions from end of life treatment – events' below).

Metric: Total waste (tonnes)

Definition: Office waste and books & journals sent for pulping (tonnes)

Boundaries: Informa Group

Methodology: Total waste is calculated by adding office waste (see methodology above) and the waste from the disposal of books and journals (see methodology below).

Metric: Total waste per million of revenues (tonnes/£m)

Definition: Total waste per million of revenues (tonnes/£m)

Boundaries: Informa Group

Methodology: Waste intensity is calculated by dividing the total waste by total revenues (£m).

Metric: Scope 3 CO_2e emissions from waste (A)

Definition: Scope 3 CO_2e emissions from waste generated at Informa offices

Boundaries: All Informa offices

Methodology: We apply the relevant DEFRA emission factors for recycling, incineration and landfill waste generated at our offices (as calculated above).

Metric: Scope 3 emissions from business travel (A)

Boundaries: All Informa colleagues

Methodology:

- Emissions from air travel:

Our travel booking provider Egencia provides an emissions report for all flights booked on Egencia.

To account for trips not booked through Egencia, we compard the total spend on flights from Group Finance against the total air travel spend from Egencia and calculate an uplift factor. We then uplift the emissions data reported by Egencia to calculate the total CO_2e emissions from air travel.

- Ground transportation:

Emissions from ground transportation include emissions from train travel, taxis, travel in personal cars and in hire cars. Total emissions from ground transportation account for less than 4% of emissions from air travel. Due to the small size of these emissions, the calculations (detailed below) are based on estimates.

Train travel:

Train travel is generally booked directly with train companies (instead of Egencia). We obtain the total expenses on train travel from Group Finance. We then estimate the total distance travelled using an average cost per km of 0.15 euros. This figure is taken from a European Commission study – *"Study on the prices and quality of rail passenger services"* (page 14) for the average cost per km of train travel in the UK. The UK average was selected because of the large proportion of train trips taken in the UK by Informa colleagues.

Using the estimated distance travelled, we then calculate CO2e emissions using the DEFRA factor for national rail travel.

Taxis:

Taxis are not booked through Egencia. We obtain the total expenses on taxis from Group Finance.

We then estimate the total distance travelled in taxis using an average cost of 20 pence for 113.5 metre. This figure is taken from taxi fares in London.

Using the estimated distance travelled, we then calculate CO2e emissions using the DEFRA factor for km travelled in taxis.

Travel in personal cars:

We obtain the total amount that colleagues claimed on expenses for mileage driven in their own cars from Group Finance.

We use the mileage rate used in the US ($0.56 per mile) to estimate a total distance travelled in personal cars.

We then apply the DEFRA emission factor for an average car to calculate CO2e emissions.

Hire cars:

We obtain the total spend on hire cars from Group Finance and assume an average cost per km of £0.65 to calculate the total distance travelled in hire cars.

We then apply the DEFRA emission factor for an average car to calculate CO2e emissions.

- Hotels:

We obtain from Egencia the total number of hotel nights per country. For each country we apply the relevant DEFRA emission factor for hotel stays. For countries where DEFRA did not provide an emission factor, we use the emission factor of a neighbouring country.

To account for hotel bookings outside of Egencia, we compare the total spend on hotels from Group Finance against the total hotel spend from Egencia and calculate an uplift factor. We then uplift the carbon emissions to calculate the total CO2e emissions from hotel stays.

Metric: Scope 3 emissions from employee commuting

Definition: Scope 3 CO2e emissions from the transportation of colleagues between their homes and their worksites during the reporting year (in vehicles not owned or operated by Informa)

Boundaries: All Informa colleagues

Methodology: To calculate emissions from commuting, we use EcoAct's commuting model which calculates an estimated tCO2e emissions per employee per country. Emission factors are calculated for each country by EcoAct using regional benchmarks and assumptions on transport method, speed and distance.

We then use the headcount per country data (obtained from HR) to calculate CO2e emissions from commuting.

Metric: Scope 3 emissions from downstream transportation and distribution

Definition: Scope 3 CO2e emissions from logistics of main contractors and exhibitors at events organised by Informa

Boundaries: Informa Group

Methodology: Emissions from logistics of main contractors and logistics of exhibitors are calculated based on a sample of events and extrapolated to all events based on floor space.

Metric: Scope 3 emissions from the use of sold products - digital products

Definition: Scope 3 CO2e emissions from the use of use of digital products by consumers and business customers

Boundaries: Online publications (primary Taylor & Francis's electronic books and journals) and Informa Intelligence's & Informa Tech's digital products.

Methodology:

- Taylor & Francis online publications:

Emissions from the use of online publications come from the energy consumed by end-users to read these publications through digital devices.

The total number of journal and ebook downloads is obtained from Taylor & Francis. EcoAct uses this data to calculate the total time spent reading our digital publications, using an average reading time per journals and ebook. We then use an average emission factor per hour of online reading to calculate the total CO2e emissions from the use of online publications.

- Other digital products

We calculate the amount of time spent by customers using our Informa Intelligence and Informa Tech digital products based on data provided by our Marketing teams. EcoAct then uses an average emission factor to calculate the total CO2e emissions from the use of these digital products.

Metric: Scope 3 emissions from the use of sold products – events

Definition: Scope 3 CO2e emissions from the use of event space

Boundaries: All exhibitions and conferences organised by Informa Markets, Informa Connect and Informa Tech

Methodology: We calculate the scope 3 emissions from running events, excluding:

- Emissions from waste which is calculated under 'Scope 3 emissions from end of life treatment – events' (see below); and
- Emissions from main contractors and exhibitors which are calculated under 'Scope 3 emissions from downstream transportation and distribution' (see above).

Emissions are calculated based on a sample of primary data and extrapolated to all events based on total m2 of event space and total number of attendees. These emissions include:

- Emissions from the energy used at the venues
- Embedded emissions from materials used at the events. This includes the extraction, processing, manufacturing and transportation of the following materials: signage, carpet, feature areas, stands, paper and lanyards.
- Emissions from water use by attendees and exhibitors

Notes: Energy use at venues that we use for our events is categorised as scope 3 as we do not have operational control of the venues: i.e. we do not have "the full authority to introduce and implement our operating policies at the operation" (GHG Protocol definition for operational control).

Emissions from attendees' travel do not form part of our Science-Based Targets as outside of our control.

Metric: Scope 3 emissions from end of life treatment

Definition: Scope 3 CO_2e from the waste disposal and treatment of books and journals

Boundaries: Disposal of printed products, including books and journals

Methodology: We calculate the total weight of books and journals sent for pulping (see methodology below under 'Books & journals sent for pulping') and apply the relevant DEFRA emission factor for paper waste.

Note: Emissions from waste generated in offices and at exhibitions are each recorded separately.

Metric: Scope 3 emissions from end of life treatment - events

Definition: Scope 3 CO_2e from the waste disposal and treatment of products used at events

Boundaries: All exhibitions and conferences organised by Informa Markets, Informa Connect and Informa Tech

Methodology: Emissions from events' waste are calculated based on a sample of primary data and extrapolated to all events based on total m2 of event space and total number of visitors.

Emissions from the disposal of the waste generated by events, including by attendees as well as waste from carpets, signage, lanyards, catering, contractors (e.g. feature build) and exhibitors (stands).

Metric: Scope 3 emissions - Total upstream emissions

Definition: Total upstream scope 3 CO_2e emissions

Boundaries: Informa Group

Methodology: In line with the GHG Protocol definition, we calculate the total scope 3 upstream emissions as the sum of emissions from: purchased good & services, capital goods, energy transmission & distribution losses, energy (well-to-tank), upstream transportation and distribution (books & journals distribution), office waste, business travel, water use and employee commuting.

Metric: Scope 3 emissions - Total downstream emissions

Definition: Total downstream scope 3 CO_2e emissions

Boundaries: Informa Group

Methodology: In line with the GHG Protocol definition, we calculate the total scope 3 downstream emissions as the sum of emissions from: use of sold products (customer use of digital products & services), end of life treatment of sold products (disposal of books & journals) and emissions from running exhibitions. Emissions from running exhibitions include downstream transportation & distribution (logistics of main contractors & exhibitors), use of sold products (events' energy, water & material use), and end of life treatment of sold products (events waste).

Metric: Carbon offsets

Definition: Carbon offsets compensate our emissions by retiring (cancelling) carbon credits. Each carbon credit represents a tonne of CO2e that is reduced, avoided or sequestered by a project and is certified/verified to an internationally recognised carbon accounting standard.

Boundaries: Informa Group

Methodology: After calculating the carbon footprint of our company, we chose to support emission reduction projects to offset our emissions in line with the Natural Capital Partners' CarbonNeutral® Protocol.

We only purchase carbon credits from carbon accounting standards approved by The CarbonNeutral® Protocol. We retain these credits until they are consumed. Carbon credits are retired from the exchange as soon as Natural Capital Partners hand them over to us.

Metric: Paper use and percentage certified as sustainably sourced (A)

Definition: Weight of paper use (in tonnes) and percentage that is sustainably sourced (i.e FSC/PEFC certification)

Boundaries: Informa Group

Methodology: Paper use data is obtained from Taylor & Francis, Procurement and Informa Markets Marketing Services. For our offices, paper use is calculated based on a sample of offices where we collect actual paper usage data. Paper is marked as sustainable in our calculations only if we have confirmation that it is from the data owner.

Metric: Paper use per revenues

Definition: Paper use per million of revenues (in tonnes/£m)

Boundaries: Informa Group

Methodology: Paper use intensity is calculated by dividing the total paper use by total revenues in £m.

Metric: Books and journals sent for pulping (A)

Definition: Weight of book and journal stock written off and sent for pulping (in tonnes)

Boundaries: Taylor & Francis operations worldwide

Methodology: Each year, we dispose of books and journals that are unlikely to be sold. Some are donated to charities. Some are sent for pulping.

- Books:

The number of books sent for pulping is obtained from Taylor & Francis' Books Publishing team.

We estimate an average weight of a book of 0.749 kg using a report from our main publisher Bookprint.

We calculate the tonnage of books sent for pulping by multiplying the number of books by the average weight of a book.

Data reported prior to 2019 was restated as it was calculated based on an average book weight of 0.6778 (which was calculated using a much smaller sample of books).

- Journals:

The number of journals sent for pulping and the average weight of a journal weight are obtained from Taylor & Francis' Journals Production team.

We calculate the tonnage of journals sent for pulping by multiplying the number of journals by the average weight of a journal.

(A) – indicates that the KPI is within the scope of external assurance in 2019.