**SUSTAINABILITY REPORT PROMPT**

**How to Use This Prompt**

1. **Replace the “BUSINESS SPECIFIC INFORMATION” with data about your organisation. (HIGHLIGHTED)**
2. **Copy and paste everything from “TEXT PROMPT START” to “TEXT PROMPT END” into your AI assistant.**
3. **Await the generated Sustainability Report.**
4. **Review and verify any calculations or references, and then share it with stakeholders as needed.**

**TEXT PROMPT START**

**SUSTAINABILITY REPORT**

We want to compare and evaluate our business’s carbon footprint with industry benchmarks based on our Business Specific Information. We assume that you, the AI, are an experienced Sustainability Professional with deep expertise in climate change mitigation.

We will replace the highlighted text in the BUSINESS SPECIFIC INFORMATION section (below) with our company’s own data. We want you to produce a detailed, final Sustainability Report in a Microsoft Word compatible format (or equivalent), ready to share externally with our stakeholders.

We have used the information (marked as REFERENCE INFORMATION to calculate our emissions and assess our sustainability initiatives accurately. We understand that the more comprehensive the data we provide, the more tailored and actionable your response will be.

**BUSINESS SPECIFIC INFORMATION (THE FOLLOWING IS THE ONLY INFORMATION I HAVE CUSTOMISED FOR MY BUSINESS)**

* **Industry:**

**REPLACE THIS TEXT WITH YOUR INDUSTRY OR SECTOR, BRIEFLY DESCRIBE THE NATURE OF YOUR BUSINESS**

* **Business Size (number of employees & gross revenue):**

**INSERT INFORMATION ABOUT THE SIZE OF YOUR COMPANY AND YOUR AMBITIONS FOR GROWTH**

* **Annual Estimated Emissions (CO2e):**

**INSERT YOUR BEST ESTIMATE FOR YOUR SCOPE 1,2,3 EMISSIONS. YOU CAN USE OUR TEMPLATE ON** [**WWW.GREENERBUSINESSEXPERT.COM**](http://WWW.GREENERBUSINESSEXPERT.COM) **OR ADD IN YOUR OWN. IF SCOPE DATA IS NOT AVAILABLE – STATE UNKNOWN.**

* **Key Sustainability Initiatives:**

**REFER TO THE SUSTAINABILITY REFERENCE LIST SUPPLIED AND DETAIL ANY INITIATIVES THAT YOU ARE ALREADY DOING OR HAVE PLANNED. GIVE A LITTLE DETAIL IF POSSIBLE.**

**(We have replaced these HIGHLIGHTED placeholders with our real data and context before submitting the prompt.)**

**WHAT FOLLOWS IS INFORMATION FOR REFERENCE PURPOSES IF REQUIRED AND MORE DETAILED INSTRUCTIONS FOR THE PREPARATION OF THE SUSTAINABILITY REPORT.**

**REFERENCE INFORMATION - BASELINE EMISSIONS DATA**

I have used the following baseline benchmarks should I use to calculate my UK businesses annual emissions. Provide a comprehensive list for most common business activities so that I can make the calculation myself based on my specific variables.

**Scopes & Categories**

Emissions are generally classified into:

* **Scope 1:** Direct emissions (e.g., company vehicles, fuel combustion).
* **Scope 2:** Indirect emissions from purchased electricity.
* **Scope 3:** Indirect emissions from supply chain activities, business travel, and waste.

**Baseline Emission Factors (kg CO₂e per unit)**

**1. Energy Use**

| **Activity** | **Emission Factor (kg CO₂e per unit)** |
| --- | --- |
| Electricity (UK grid, location-based) | **0.212** per kWh |
| Electricity (market-based, renewable tariff) | **0** per kWh |
| Natural Gas | **0.184** per kWh |
| LPG | **0.214** per kWh |
| Diesel (for generators/heating) | **2.52** per litre |
| Petrol (for generators/heating) | **2.19** per litre |

**2. Business Travel**

| **Mode of Transport** | **Emission Factor (kg CO₂e per km)** |
| --- | --- |
| Car (petrol) | **0.167** per km |
| Car (diesel) | **0.183** per km |
| Car (hybrid) | **0.095** per km |
| Car (electric) | **0.045** per km |
| Taxi (black cab) | **0.23** per km |
| Train (National Rail) | **0.036** per km |
| Train (Eurostar) | **0.006** per km |
| London Underground | **0.027** per km |
| Domestic Flight | **0.254** per km |
| Short-haul Flight | **0.151** per km |
| Long-haul Flight | **0.132** per km |

**3. Home & Office Working**

| **Activity** | **Emission Factor** |
| --- | --- |
| Home worker (average emissions per day) | **3.2 kg CO₂e per employee per day** |
| Office worker (average emissions per day) | **6.4 kg CO₂e per employee per day** |

**4. IT & Cloud Services**

| **Activity** | **Emission Factor** |
| --- | --- |
| Cloud computing (average) | **0.0002 kg CO₂e per GB data transfer** |
| Emails (average) | **4g CO₂e per email** |
| Video calls (1-hour Zoom/Teams) | **150g CO₂e per hour per participant** |

**5. Waste & Recycling**

| **Waste Type** | **Emission Factor (kg CO₂e per kg)** |
| --- | --- |
| General Waste (landfill) | **0.45** per kg |
| Paper Waste (landfill) | **0.57** per kg |
| Paper Recycling | **-0.75** per kg (negative due to offset benefit) |
| Plastic Recycling | **-0.3** per kg |

**6. Purchased Goods & Services**

| **Item** | **Emission Factor (kg CO₂e per £ spent)** |
| --- | --- |
| Office Equipment | **0.30** per £ |
| IT Equipment | **0.45** per £ |
| Marketing (advertising, events) | **0.08** per £ |
| Professional Services (legal, accounting) | **0.06** per £ |

**REFERENCE INFORMATION - SUSTAINABILITY REFERENCE LIST**

The following list of key sustainability initiatives has been used as a way of assessing my Business Specific Submission. This will help you assess my organisation’s current progress and identify areas for further improvement. This list is not exhaustive so please include others that may be specific for my industry type.

**1. Carbon Reduction & Energy Efficiency**

* Switching to a 100% renewable energy provider
* Implementing energy-efficient appliances and lighting (LEDs, motion sensors)
* Optimising heating, ventilation, and air conditioning (HVAC) systems
* Conducting energy audits and implementing reduction strategies
* Using carbon offset schemes for unavoidable emissions
* Purchasing carbon credits from verified schemes
* Implementing a net-zero or science-based target strategy

**2. Sustainable Business Operations & Supply Chain**

* Operating a fully paperless business
* Using a circular economy approach (repair, reuse, refurbish policies)
* Choosing eco-certified suppliers (e.g. B Corp, Fairtrade, FSC-certified)
* Prioritising local and low-carbon suppliers
* Implementing a supplier code of conduct for environmental standards
* Offering green procurement policies (e.g. bulk buying to reduce packaging)

**3. Green IT & Digital Sustainability**

* Hosting websites and data on green cloud services (e.g. Google Cloud, AWS with renewable energy)
* Reducing unnecessary emails and digital storage to lower energy use
* Using refurbished or sustainably sourced IT equipment
* Offsetting digital carbon footprint (e.g. website emissions)
* Implementing sustainable software development practices

**4. Sustainable Travel & Transport**

* Encouraging remote work to reduce commuting emissions
* Supporting cycle-to-work schemes or providing bike storage
* Using low-carbon transport options (e.g. electric/hybrid company vehicles, rail over flights)
* Offering incentives for employees using public transport
* Offsetting business travel emissions
* Eliminating or significantly reducing air travel

**5. Waste Reduction & Circular Economy**

* Implementing a zero-waste-to-landfill policy
* Conducting waste audits to identify reduction opportunities
* Reducing single-use plastics in operations
* Offering reusable or compostable packaging for products
* Providing recycling stations for staff and customers
* Partnering with organisations to upcycle waste materials

**6. Water Conservation**

* Installing water-efficient fixtures (low-flow taps, dual-flush toilets)
* Using rainwater harvesting for office needs
* Implementing greywater recycling where possible
* Conducting water footprint audits
* Encouraging responsible water usage within the team

**7. Ethical & Sustainable Finance**

* Banking with ethical institutions (e.g. Triodos, Co-operative Bank)
* Investing in sustainable funds or green bonds
* Avoiding business relationships with companies linked to deforestation, fossil fuels, or unethical practices
* Implementing sustainable payroll, pension, or investment schemes

**8. Biodiversity & Nature-Based Solutions**

* Supporting tree-planting or rewilding projects
* Implementing biodiversity-friendly landscaping (e.g. pollinator-friendly gardens)
* Partnering with conservation charities
* Using nature-based solutions for carbon sequestration (e.g. mangrove restoration, peatland protection)

**9. Social & Community Impact**

* Redirecting profits to social or environmental causes
* Offering pro bono services for sustainability-focused organisations
* Supporting community-led environmental initiatives
* Running education or awareness campaigns on sustainability
* Providing sustainability training for employees

**10. Policy & Reporting**

* Publicly committing to sustainability targets (e.g. net zero, B Corp certification)
* Publishing an annual sustainability report
* Aligning with global frameworks (e.g. UN Sustainable Development Goals, GRI, TCFD)
* Implementing an internal sustainability policy and training employees
* Achieving recognised environmental certifications (e.g. ISO 14001, B Corp, CarbonNeutral®)

**WHAT WE WANT FROM THIS PROMPT**

**Final Report Format**

**Title: “Sustainability Report”**

**Progress to Date (Summary)**

* Provide a concise sustainability narrative based on our Business Specific Information. List out the Scope 1,2,and 3 data that we have provided and comment in this data and it’s availability.
* Highlight our current achievements and any areas where we have limited progress.

**General Evaluation**

* Include industry or sectoral guidance relevant to us. Include sector-specific regulatory references (e.g., construction, retail, technology)
* Compare our data against industry averages or benchmarks, identifying where we stand above or below typical standards.
* Provide quantitative comparisons (e.g. “Our carbon intensity is X% below/above industry average”).
* Cite authoritative sources wherever possible, e.g. government websites, reputable sustainability bodies.
* Offer practical improvement suggestions.

**Benchmarks**

* Compare our data against the following frameworks individually:
  + SME Climate Hub
  + Future-Fit Business Benchmark
  + Greenhouse Gas (GHG) Protocol
  + Science-Based Targets initiative (SBTi) for SMEs
  + Carbon Trust Standard
  + UK Social Value Model
  + Global Reporting Initiative (GRI)
  + Task Force on Climate-Related Financial Disclosures (TCFD)
* Detail how our current practices align or diverge from these frameworks.
* Suggest specific steps we can take to enhance compliance with each.
* Recommend which framework is best suited for our reporting needs right now, based on our data and context.
* Consider all the possible business benefits of this Sustainability Report when you produce the final output such as (not an exhaustive list);

**Regulatory Compliance & Risk Mitigation**

* + - Aligns with UK sustainability regulations and frameworks (e.g., GHG Protocol, SME Climate Hub, UK Social Value Model).
    - Reduces the risk of future regulatory penalties as carbon reporting standards tighten.
    - Cost Savings & Operational Efficiency
    - Identifies energy inefficiencies and waste reduction opportunities, lowering operating costs.
    - Switching to 100% renewable energy can eliminate Scope 2 emissions while reducing long-term energy costs.

**Competitive Advantage in Public & Private Sector Contracts**

* + - Enhances eligibility for government contracts through compliance with the UK Social Value Model.
    - Improves standing with eco-conscious clients who prioritise sustainability in procurement.

**Brand Reputation & Stakeholder Trust**

* Strengthens brand perception as a sustainability-conscious business.
* Demonstrates leadership in the construction sector, appealing to investors, partners, and customers.

**Improved Supply Chain Resilience**

* Engaging with low-carbon suppliers can reduce Scope 3 emissions and improve supply chain sustainability.
* Future-proofs business against rising material costs linked to carbon taxation and resource scarcity.

**Enhanced Employee Engagement & Retention**

* Employees prefer purpose-driven companies; sustainability initiatives boost morale and attract top talent.
* Implementing green transport and waste management policies supports staff well-being and motivation.

**Eligibility for Sustainability Certifications & Investment**

* Supports applications for Carbon Trust Standard, B Corp, and ISO 14001 certification.
* Attracts green financing opportunities and sustainability-linked investment.

**Future-Proofing Against Climate Risks**

* Understanding climate risks (aligned with TCFD reporting) helps the business prepare for environmental disruptions.
* Reduces exposure to volatile fuel and energy costs by transitioning to sustainable alternatives.

**Action-Oriented Summary**

* Summarise all practical actions we can take to boost future sustainability and regulatory compliance. Be very comprehensive and detailed in your response and provide clear steps we should take.
* Provide URL links to relevant resources or official framework sites.

**Tone & Style**

* Use the style and headings that would typically be used to structure a professional Corporate Sustainability Report and provide intelligent content for each based on the input data.
* Write as though this is our official corporate document, suitable for customers, investors, or regulatory bodies. Use the terms ‘We’ and ‘Our’ when describing our progress as if the document is addressing a diverse third party audience in a narrative style that is easy to digest.
* Maintain a professional, concise style consistent with a listed company’s Sustainability Strategy.

**Output Requirements**

* Provide the final Sustainability Report as a single report compatible with a Word document.
* The report should be well-structured with clear headings, subheadings, and data tables if needed. Accuracy and clarity are paramount.
* We want a polished, final piece that requires minimal editing, emphasising professional tone and layout.

**TEXT PROMPT END**