# Reporter and Approver User Guide Version 3: March 2023

## Background

J Murphy & Sons is passionate about taking a holistic approach to sustainability and social responsibility. By working with our supply chain and clients, we aim to minimise the waste sent to landfill as well as the usage of materials and water. Our sustainability strategy for 2026 sets out a clear five-year plan. This includes reducing on- site risks, impact on climate change and operational emissions to ensure we can achieve our target of being net zero by 2030.

As part of our commitment to minimising our impact, Murphy Group has partnered with Action Sustainability, to use this cloud-based 'carbon calculator' reporting tool, which allows Murphy project teams to track our carbon emissions in real- time, against a calculated baseline.

This tool helps our individual projects take ownership of our emissions and incorporate any client or internal targets. This focus will encourage carbon reduction and drive low carbon innovations and solutions. This will, in turn, mean that Murphy Group is able to collate data across the three geographies of our business and ensure we are aligned and on track with the Murphy at 75 target of being net zero by 2030.

## Introduction

The Sustainability Tool is a cloud-based sustainability performance reporting system designed to monitor the sustainability performance of an organisation and its supply chain.

The reason for bringing this tool into our business is to gather granular project emissions data and use this to make our project and business more efficient and less carbon intensive. We want to learn from each other and realise opportunities and innovations.

The tool will be used to collect project level data. This data will identify carbon hotspots to minimise whole life cycle carbon emissions, reduce embedded environmental impacts and improve material efficiency while also informing carbon reduction strategies.

Baseline quantities will be inputted to track and monitor monthly performance against. This data will be gathered by project teams pulling on Candy (construction management software) estimates and other forecasting data. This monthly reporting must be done with sufficient frequency (on the 10th of every month from project start to finish), this will enable progress monitoring against targets and continuous improvement. (For new projects).

This tool should encourage project teams to work with stakeholders to review design, methodology and material choices to identify where, through clever design, carbon savings can be made.

On completion of the project an 'Actual' Project Carbon Footprint shall be completed, calculating the contract footprint in tonnes CO2e/ £M Contract Value and recording any innovations that have led to carbon reductions.

**This carbon tool will not facilitate the completion of full Carbon Life Cycle Assessments.**

**This carbon tool will not replace any current needs to report to clients.**

DEFRA conversion factors will be used on all indicators apart from materials. Bath ICE conversion factors will be used for materials to allow for the full range and specification of material choices to be available and therefore, providing more accurate carbon data.

Carbon reporting shall be submitted throughout the construction phase and data shall be submitted onto the Carbon Tool on the 10th of every month or more frequently, depending on the client requirement.

Data to be included:

- Waste
- Fuel
- Electricity and Gas
- Materials
- Transportation
- Water

The purpose of this document is to complement the live training and/or training slide deck which is provided for all Reporters / Approvers. It is divided into four sections:

- Issues, metrics and indicators
- Account structure and reporter/approver roles
- Steps to set up your account
- Tips to navigate your dashboards

## Issues, indicators and metrics covered by the tool

This tool covers the following six sustainability issues:

- Waste
- Fuel
- Electricity and Gas
- Materials
- Transportation
- Water

Within each issue, there are a list of set 'metrics' which are used to collect project level data. These cover a wide variety of things, for example within materials, you can report on all the different types of materials used within the project, as well as the quantities of each.

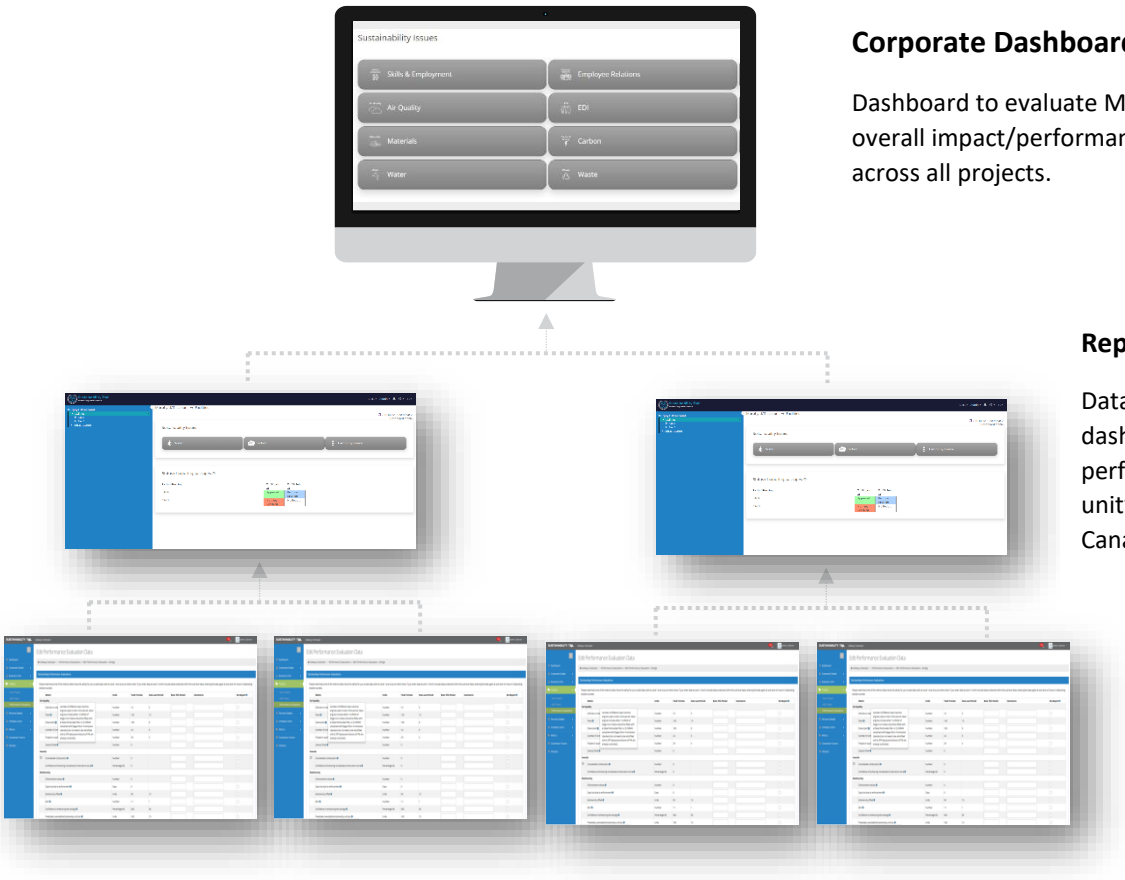
The metrics have been designed to cover all aspects of a potential project, and so not all may be relevant to the work you are doing. You are only required to complete data on the metrics which are relevant to your project.

Within your project dashboard, you will also see 'indicators'. These are KPI's which automatically calculate from the data submitted at a project level to give detail on how a project is performing. For

example, there will be a indicator shown that calculates a projects overall scope 1 emissions based upon all the metric data submitted, and using DEFRA conversion factors to calculate the total.

## Understanding Your Account

The system is built on a reporting hierarchy:




### Corporate Dashboard

Dashboard to evaluate Murphy overall impact/performance across all projects.

### Reporting Unit Dashboards

Data is displayed in project/area dashboards to monitor performance at this 'reporting unit' level e.g. - UK, Ireland or Canada.

### Reporting Packages

Data is inputted through one or multiple 'reporting packages' within each reporting unit to collect granular data

The Tool is built using several **Reporting Units**, which bring together data into a dashboard. These Reporting Units are established by the Murphy project team based upon their business structure. **They are referred to as "Business Units" within the Tool.**

A company account can have, directly below it, multiple sections and projects, which all contribute to the data in the company dashboard. In turn, business units can have other business units and projects within them. These will contribute to the data in the 'parent' section dashboard.

For example, the UK business area will gather data from sub sections and bring them together within separate areas. As an example, the UK section is broken down into five subcategories, one of which is Infrastructure. Infrastructure is then broken down into, for example, 2 frameworks which are reported against, Severn Trent framework and Thames framework, where project specific data is reported within a reporting package. This data then feeds upwards into the overall UK dashboard, along with all other projects within that section.

Each level in the tool is broken down and referred to as the following by Murphy Group.

Company – Murphy Group
Geographies (First business unit level) - UK, Ireland and Canada
Business Units (Second business unit level) - all the BU's in the UK business
Header projects (Project level) - Framework title (if applicable)
Sub project (reporting package) - those projects that roll into a framework

## User roles

**REPORTER:**
The main role of a reporter is to enter their relevant project data into the tool.
The reporter will be required to input quantitative data, against specified metrics. The reporter may also add comments. A reporter can only ever report data for their specified reporting package(s); they can see dashboards for their reporting package and, subject to permission, may have access to the project, or framework dashboards above.

Within a project or department, several reporters can be assigned to multiple reporting packages. This can help to spread the reporting load across individuals within an organisation or project.

Once reported, the data will be approved or rejected by the Approver user and, once it is approved, will feed into the sustainability performance dashboards.

**APPROVER:**
A data approver is responsible for checking that the data submitted by the reporter is correct (sense-checking) and either approving or rejecting the report submitted. An approver will likely be responsible for approving multiple reporting packages and will have an understanding of sustainability data; therefore, they should be a sustainability professional within the project.

If an approver approves a report, the data then feeds into the Murphy's overall sustainability performance. If they reject the report, the reporter must then make the required changes, before the approver can accept the report.

## Getting setup – Tool registration and log in

Users will receive an email inviting them to join a project account on the Tool. They should follow the simple steps outlined in the email, which includes opening a web link to the Tool, entering their contact details and then creating a password.

Once registered, users can access their account by going to https://murphy.sustainabilitytool.com/clicking the 'sign in' button in the top right-hand side of the page, and entering their newly set sign-in details.

Within the Murphy tool, we have added in a SSO (single sign on) option for all users when logging in for the first time. We encourage all users to use this option, as it will allow for a much easier log in experience, by mitigating the issue of changing passwords.

## Project Registration

Once the user has logged in, they will land on their 'User Dashboard' page. They should then be able to see a list of their Company Memberships as well as the Project Reports that they have been assigned responsibility for completing.

At this stage, the user will need to accept their invitations to access/report on their project work packages. To do this, they need to navigate to the row in the 'Company / Project Invites' table that says their Project's name, click on the small cogs at the end of the rows, and then select 'accept' for each of their invitations.

The work package/s name/s should then appear in the 'My Projects and Reports' table on their dashboard. To go into a work package, the user can then simply click on the project title.

## Navigation

The first step to reporting is to access your project reporting package. This is done simply by clicking the relevant project name in the left-hand-menu.

After selecting a project, you will see the project name appear underneath in italics with 'reporting' at the end. Once you click this, you will be in your reporting packages where you can access data. In the top right-hand corner, you will see a button that says, 'new report'. Click this to access the latest report you need to submit data for.

## Inputting your performance data

Once you have clicked 'new report', as a reporter, you will then be shown a screen of all the performance metrics that you have been assigned responsibility for assessing. Once you have entered all the data asked for in each metric and left your comments where possible, reporters can simply click the 'Submit for Approval' button in the bottom right of the page.

Clicking this will open a drop-down option below for the reporter, whereby they can leave an overarching comment for the data approver about the information they have provided. By clicking submit, the reporter will then be presented with a pop-up to confirm they are ready to submit their data which they then simply need to approve.

## Adding documents

Reporters may be required to upload documentation to support the performance figures entered for specific metrics.

On the new reports page, reporters will be able to see a full list of the metrics they are required to report against. If document upload functionality has been requested for a metric, reporters will be able to see this at the end of the row for the required metric. There will be a grey button with 'select file' on it as well as a bracketed number which references the number of documents required.

**To upload a document:**

1. Click the 'select file' button at the end of the metric row on the 'new report' page. This will bring up a window to your files.
2. Select the file you want to use and click 'upload'. You will then be able to see the file on the 'new report' page at the end of the related metric's row. There will be two new buttons, one blue with the word 'upload' and one grey with the word 'clear'.
3. If you are happy with the selected file, click upload. If you have selected the wrong file, click clear and start again from point 1.

## Viewing submitted data

To view data for review:
1. Login to your account
2. Navigate to the correct reporting package you are reviewing using the left-hand menu
3. Select the 'historic option' from the 'reporting package' option in the top right-hand corner.
4. Find the reporting period submission you are asked to review and click the settings 'cog' at the end of that row.
5. From the settings menu option, select view. You can then work through the report, reviewing each metric, before approving or rejecting the report for further work.

## Approving/Rejecting submitted data

To approve data:

1. Review the data using the process outlined above in 'Viewing submitted data'.
2. The approver can then select 'accept' or 'reject', which is at the bottom of the report (the approver does not need to return to the new reports page, nor select the icon again)
3. The new functionality of the system enables approvers to approve/reject the entire report at once or to do it by section. See below: