# Carbon Reduction Plan

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| **Supplier name** | **Hotel Business Solutions Limited (HotelBiz)** |
| **Publication date** | **03 November 2026** |

## Commitment to Achieving Net Zero

Hotel Business Solutions Limited is committed to achieving Net Zero emissions by 2050.

## Meeting the Reporting Requirements

This Carbon Reduction Plan complies with PPN 006, as published by the Cabinet Office in February 2025. This document will be reviewed and updated annually in accordance with industry standards and regulatory requirements.

## Baseline Carbon Emissions

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

To ensure transparency and a comprehensive assessment of our environmental impact, we are recording emissions data associated with our office at 32 - 34 Castle Street, Shrewsbury, Shropshire, SY1 2BQ.

In our baseline year, we operated with 26 Full-Time Equivalent (FTE) employees.

We operate from a single office with an approximate floor area of 441 ft². This space accommodates our core administrative and operational functions and supports our on-site team. To ensure transparency, we have recorded all emissions associated with this office location in our carbon calculations.

As our business grows, we anticipate a proportional increase in emissions. This potential rise is factored into our Carbon Reduction Plan, ensuring that we take appropriate measures to mitigate and offset any increases while maintaining our commitment to sustainability.

| **Baseline year: 2025-2026** |
|---|
| **Additional details relating to the baseline emissions calculations:**<br>HotelBiz Ltd is a private limited SME company. While we are not obligated to report our emissions under the Streamlined Energy and Carbon Reporting (SECR) regulations, we are committed to environmental responsibility. To demonstrate this commitment, we began recording our emissions in 2025-2026, which serves as our baseline for measuring and improving our environmental impact. |
| **Baseline year emissions: 2025-2026** |

| Emissions | Total (kg CO2e) |
|---|---|
| **Scope 1** | 26,465.22 |
| **Scope 2** | 2,684.47 |
| **Scope 3** (included sources) | 11,452.84 |
| **Total emissions** | 40,602.53 |

## 2025-2026 Carbon Emissions Overview

Our organisation operates from a single office that accommodates up to 6 employees, with a typical daily occupancy of 5 staff working on-site 5 days per week.

As the building has no natural gas supply, associated emissions are limited to electricity consumption, water supply/treatment and waste generation. These operational emissions are relatively small when compared to our wider carbon footprint and are reported within Scope 2 and Scope 3 accordingly.

The majority of our emissions arise from our vehicle fleet which accounts for **65.2%** of our reported emissions, followed by Scope 3 sources at **28.2%** and purchased electricity at **6.6%.**

| Reporting year: 2025-2026 | |
|---|---|
| **Emissions** | Total (kg CO2e) |
| **Scope 1** | 26,465.22 |
| **Scope 2** | 2,684.47 |
| **Scope 3** (included sources) | 11,452.84 |
| **Total emissions** | 40,602.53 |

Providing clear visibility of our environmental performance and progress toward Net Zero, the following section provides a full breakdown of our 2025-2026 carbon emissions.

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| **Scope 1** | We operate a fleet of 6 vehicles, consisting of:<br><br>• 1 small hybrid car<br>• 2 Class I diesel vans<br>• 2 medium diesel cars<br>• 1 large diesel car<br><br>During the September 2025-September 2026 period, our fleet collectively covered an estimated total distance of **160,934.40 km.**<br><br>As our business grows, overall kg CO2e may rise in absolute terms; however, we expect emissions intensity to improve year-on-year. This means that we aim to reduce our emissions and adopt electric vehicles (EVs) into the fleet as part of our structured transition plan.<br><br>Delivering progressive reductions in fleet-related carbon emissions, each EV adoption will correspond with the retirement of one older diesel vehicle, |

ensuring a controlled, like-for-like replacement process. Maintaining operational efficiency and strengthening our long-term sustainability performance, we will continue phasing out remaining diesel vehicles and are targeting a fully electric fleet by 2040.

| Activity | Type | kg CO2e |
|---|---|---|
| Vehicle Fleet | Car – Medium (diesel) | 5,539.04 |
| Vehicle Fleet | Car – Medium (diesel) | 2,215.62 |
| Vehicle Fleet | Car – Small (hybrid) | 2,197.72 |
| Vehicle Fleet | Car – Large (diesel) | 5,046.50 |
| Vehicle Fleet | Van – Class I (diesel) | 10,192.30 |
| Vehicle Fleet | Van – Class I (diesel) | 1,274.04 |
| | **Total kg CO2e** | **26,465.22** |

**Based on this, our total Scope 1 emissions for the 2025-2026 period are 26,465.22 kg CO2e.**

**Scope 2**

Our Scope 2 data consist of electricity purchased at our 32 - 34 Castle Street, Shrewsbury, Shropshire, SY1 2BQ office.

| Activity | Type | kgCO2e |
|---|---|---|
| Energy | Electricity generated | 2,684.47 |
| | **Total kg CO2e** | **2,684.47** |

Our electricity is purchased on a Standard Variable Tariff (SVT) with an estimated annual usage of 20,498.4 kWh, as provided by our supplier.

**Our total Scope 2 emissions for the 2025-2026 period are 2,684.47 kg CO2e.**

**Scope 3**

In 2026, we have 26 FTEs. Our 5 office-based employees primarily work from our 32 - 34 Castle Street, Shrewsbury, Shropshire, SY1 2BQ office. Of our other 21 employees, 2 are home-based, and 19 are site-based.

As we operate from a single office location with no natural gas supply, our emissions from electricity, water and waste have been calculated using the government conversion factors and UK-published benchmarks for these sources. Waste emissions have been calculated across the categories relevant to our office-based operations, using government conversion factors for greenhouse gas reporting. We have included employee commuting and business travel emissions for employee-owned vehicles, rail, bus and tram data recorded in the September 2025-September 2026 reporting year.

To account for emissions associated with homeworking, we have included our 2 full-time home-based employees within our Scope 3 calculations. We have estimated emissions from office equipment and heating using government-published conversion factors.

**48.4%** of our Scope 3 emissions originate from business travel, reflecting emissions from employee commuting on local bus routes. This makes business travel the single largest contributor within our indirect emissions profile and, therefore, a priority area for targeted reduction measures.

To estimate the emissions generated from waste, we have used government conversion factors to calculate the impacts associated with our office waste streams. This includes non-hazardous industrial waste and mixed paper and cardboard. A total of **47.836** tonnes of waste was generated across all categories during September 2025-September 2026. This includes:

- **38.788** tonnes **(81.08%)** of mixed paper and cardboard sent for reuse, recycling, recovery or other non-landfill disposal methods as determined by our waste management provider
- **9.048** tonnes **(18.92%)** of waste was sent to landfill as determined by our waste management provider

We have no downstream transportation and distribution activities associated with our office operations. Therefore, no emissions from this category are included in our Scope 3 total.

We do not currently track upstream transport emissions, as we do not have access to the transport data or systems required to record it. As suppliers begin providing distribution and carbon data, covering transport from manufacturer to depot and depot to our managed sites, we will be able to measure upstream transport emissions more accurately. We will actively work with our suppliers to obtain this information so we can report precise upstream transport emissions data in the future.

| Activity | Type | kgCO2e |
|---|---|---|
| Water | Supply | 71.76 |
| Water | Treatment | 63.57 |
| Waste | Mixed paper and cardboard | 180.50 |
| Waste | Non-hazardous industrial | 4,710.21 |
| Employee Commuting | Bus - Local | 5539.22 |
| Employee Commuting | Tram - Local | 259.57 |
| Employee Commuting | Car – Small (petrol) | 520.82 |
| Business Travel | Rail - National | 19.79 |
| Homeworking | Office equipment and heating | 87.40 |
| | **Total kg CO2e** | 11,452.84 |

**Our total Scope 3 emissions for the 2025-2026 period are 11,452.84 kg $CO_2e$.**

## Emission Reduction Targets

To continue our progress toward achieving Net Zero by 2050, we have adopted an Absolute Contraction Approach to carbon reduction. Our targets are as follows:

- 2035: Target of 50% Carbon reduction to 20,301.26 kg $CO_2e$
- 2045: Target of 75% Carbon reduction to 10,150.63 kg $CO_2e$
- 2050: Target of 100% Carbon reduction to Net Zero

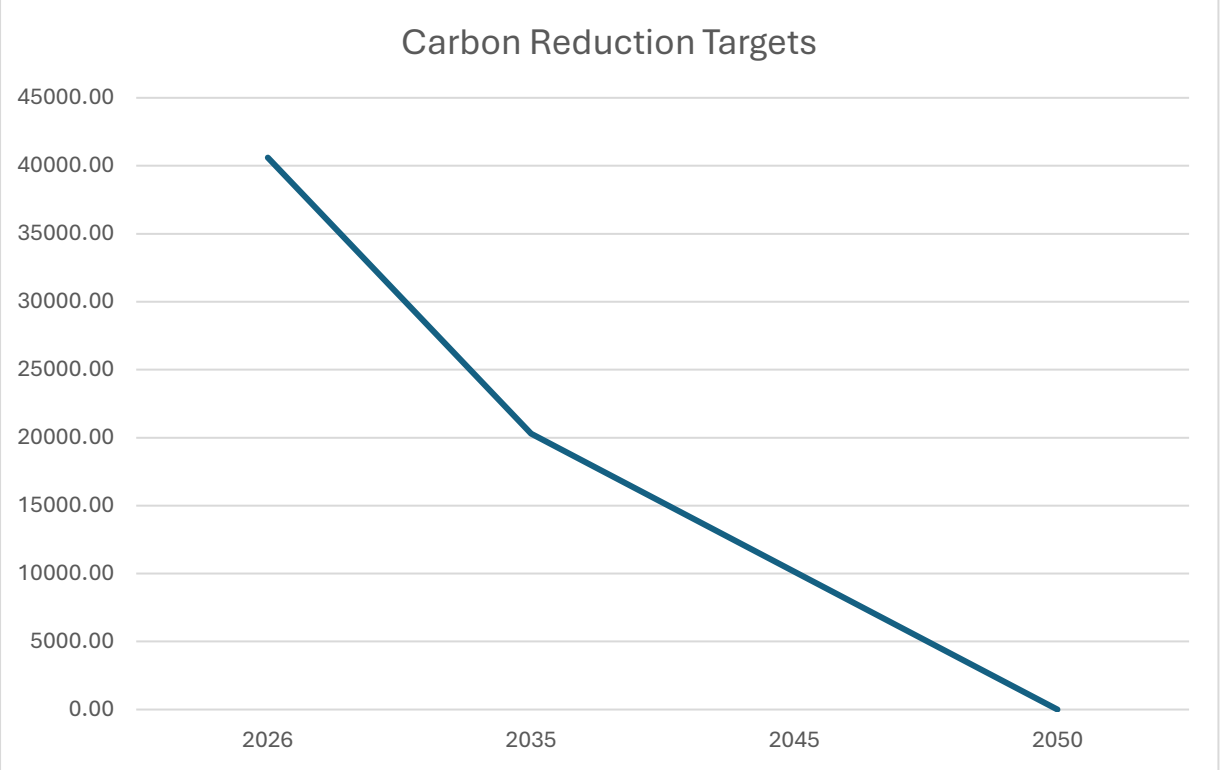



**Figure 1:** Our carbon reduction targets by year

## Carbon reduction projects

The carbon reduction opportunities outlined in this section, once fully implemented, will reduce our GHG emissions annually, aligning with our goal of achieving Net Zero emissions by 2050.

### Completed carbon reduction initiatives

HotelBiz's 2025-2026 baseline period was chosen as a milestone where data was available to complete our emissions calculations. We have used the 2025-2026 data as our baseline reporting year for our first Carbon Reduction Plan. We are implementing procedures to measure emissions accurately and will publish annual updates.

To minimise the environmental impact of our operations, to date, we have implemented the following measures:

- **Food waste reduction:** Minimising waste from our catering activities, we are taking action to reduce food waste and improve sustainable catering practices

- **Recycling:** Supporting material recovery, we recycle paper, cardboard, plastics and electronic waste, alongside responsible waste management practices across our operations
- **Single-use plastics and packaging:** Limiting disposable material use, we are reducing single-use plastics and using sustainable packaging
- **Energy efficiency:** Lowering electricity demand, we use energy-efficient equipment, including IT equipment, and LED lighting where possible
- **Travel reduction:** Avoiding unnecessary journeys, we encourage online meetings and support hybrid and remote working where operationally appropriate. We also plan routes to minimise vehicle mileage
- **Electric and hybrid vehicles:** Supporting lower-emission travel, we use hybrid vehicles as part of our current carbon reduction measures
- **Digital working:** Reducing paper consumption and printing, we use digital document management and cloud-based collaboration through Microsoft 365
- **Local procurement:** Reducing transport requirements where practical, we give preference to local suppliers

### Future carbon reduction initiatives

In the future, we hope to implement further measures such as:

**Scope 1 actions**

- Replace diesel cars with electric vehicles (EVs) by 2040, starting with the highest emissions vehicles, to maximise impact
- To provide optimised route planning, reducing distance travelled and fuel usage, we will look to install and automatically gather emissions data from our fleet using a vehicle telematics system
- Install telematics in new fleet vehicles to monitor driving behaviour (harsh braking, rapid acceleration) and provide training to improve fuel efficiency
- After fully implementing all in-house carbon reduction measures, we will offset any residual $CO_2$ emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider

**Scope 2 actions**

- Introduce power management policies for hardware such as laptops, PCs and printers
- Invest in an energy management system to monitor and optimise energy use
- Continue to procure energy-efficient equipment and use LED lighting where possible
- After fully implementing all in-house carbon reduction measures, we will offset any residual $CO_2$ emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider

**Scope 3 actions**

*Business travel (including employee commuting)*

- Recruit within the local area to reduce travel needs – for each contract/Framework we plan to recruit within a 40-mile radius of the client site
- We will interrogate our data from travel to better understand if and where carbon reductions can be made
- Continue to encourage the use of walking or public transport, particularly trains
- Encourage car sharing

- Support and encourage hybrid/homeworking to reduce travel-related emissions
- Encourage the continued use of virtual meeting platforms where possible to reduce business travel
- Promote cycling to work by providing information and participating in cycle-to-work schemes

*Waste management and reduction*

- Work towards a paperless office
- Improving on our current 81% diversion from landfill, we will work with our waste management provider to ensure we prioritise sustainable disposal routes and achieve a 90%+ diversion from landfill by 2035
- Work with our waste management provider to improve how we track waste-related emissions by receiving a full breakdown of where our waste goes, including reuse, recycling and other recovery methods. At present, we do not have access to this level of detail. To enable more accurate and transparent reporting, we will work with our waste management provider to obtain category-specific data (for example, how much wood was recycled)
- Complete waste audits to maximise recycling and minimise waste production

## Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[2]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.[3]

This Carbon Reduction Plan has been reviewed and signed off by **Nicholas Greaves, Director**, on behalf of the board of directors (or equivalent management body).

**Signed on behalf of the supplier:**



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**Date:** ……3rd November 2026……..……

[1] https://ghgprotocol.org/corporate-standard

[2] www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[3] https://ghgprotocol.org/standards/scope-3-standard