CASA HOTEL

CARBON REDUCTION PLAN PPN 006 2024-25

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PPN 006 2024-25

Reporting Period: 1 October 2024 — 30 September 2025

Publication Date: 27 February 2026

Prepared by: ESG PRO Limited

Introduction

Casa Hotel is a privately owned four star hotel located in Chesterfield, Derbyshire. Incorporated as a limited company and registered in England and Wales, it operates from its headquarters on Lockoford Lane. The hotel forms part of Casa Hotel Holdings Limited, which also owns the Peak Edge Hotel, reflecting a focused regional hospitality portfolio. Its ownership structure enables strategic oversight while maintaining a strong local identity within the East Midlands hospitality market.

The hotel provides high quality accommodation, dining and conferencing facilities, serving both leisure and business guests. Its core offering includes modern guest rooms, restaurant and bar services, and dedicated meeting and event spaces designed to support conferences, corporate gatherings and private functions. By catering to both individual travellers and organisational clients, the hotel plays a dual role within the regional economy, supporting tourism while also facilitating commercial activity and professional engagement.

Casa Hotel primarily serves leisure visitors, corporate clients and conference delegates. Its location in Chesterfield positions it well for access to the Peak District and surrounding commercial centres, enabling it to attract a diverse customer base. The combination of accommodation and event facilities indicates a business model that integrates hospitality with corporate services, thereby enhancing occupancy stability across different seasons and market conditions.

Casa Hotel operates within a competitive regional hospitality market and maintains a service model centred on quality, consistency and guest experience. As a four star establishment, it is expected to meet recognised standards in accommodation, food service and customer care. The integration of lodging, dining and conference facilities within a single site enables operational efficiency while also requiring careful management of energy use, procurement and staffing. Such characteristics are typical of full service hotels and carry important implications for environmental management, resource consumption and organisational governance.

Casa Hotel is now undertaking a PPN 006 report in line with the requirements for suppliers engaging with public sector contracts. This report will assess and disclose organisational greenhouse gas emissions, outline carbon reduction measures, and present a formal Carbon Reduction Plan. The preparation of this document reflects an increasing recognition of environmental accountability within the hospitality sector and supports alignment with government procurement expectations regarding climate related transparency and carbon management.

Methodology

Casa Hotel retains full responsibility for the internal controls governing the collection, management and verification of the data presented within this Carbon Reduction Plan. In preparing the report, the hotel has worked closely with ESG Pro Ltd to support the consistent application of emissions methodologies and to ensure that calculations are transparent, proportionate and aligned with recognised reporting standards. The methodology follows the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard together with the Corporate Value Chain Scope 3 Standard, which are internationally recognised frameworks for the credible assessment of greenhouse gas emissions across organisational operations and value chains.

All emissions disclosed within this Carbon Reduction Plan have been calculated using the most recent UK Government GHG Conversion Factors for Company Reporting, issued by the Department for Energy Security and Net Zero in collaboration with DEFRA. These conversion factors provide a consistent and well established basis for emissions reporting and are widely used to support methodological consistency and comparability across reporting periods. Their application ensures alignment with UK public sector reporting expectations, including those set out under PPN 006.

For the reporting period from 1 October 2024 to 30 September 2025, Casa Hotel has undertaken greenhouse gas emissions reporting building upon its existing compliance processes and prior energy reporting activities. This submission provides a structured and transparent overview of emissions arising from hotel operations, including energy consumption, fuel use and relevant elements of the value chain. The approach supports informed management decision making, improved data quality and continuous environmental improvement in accordance with the principles and expectations established under PPN 006.

Scope 1 Emissions Direct Emissions from Operational Sources

Scope 1 emissions comprise all direct greenhouse gas emissions arising from sources that are owned or controlled by Casa Hotel. In accordance with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, this includes emissions from the combustion of fuels within the hotel building, fuel use in any company owned vehicles, and the release of refrigerant gases from cooling and air conditioning systems. The identification of these sources ensures that all direct operational emissions are captured within the organisational boundary.

The calculation process begins with the collection of robust and verifiable activity data. For stationary combustion, this involves obtaining total fuel consumption from utility invoices and supplier statements covering the reporting period. The quantity of fuel consumed, recorded in kilowatt hours or litres as appropriate, is multiplied by the corresponding United Kingdom government greenhouse gas conversion factor.

This factor represents the quantity of carbon dioxide equivalent emitted per unit of fuel consumed, thereby enabling the translation of energy use into reportable emissions.

Where applicable, emissions from mobile combustion are calculated using either total annual fuel consumption or total distance travelled by company owned vehicles. The relevant UK government emission factor is applied to the recorded data to estimate associated emissions. This method ensures that the calculation reflects actual operational activity rather than assumed averages.

Fugitive emissions were calculated using refrigerant leakage data provided by the hotel's maintenance and facilities management function for the reporting period. Reported leakage quantities were allocated by refrigerant type and converted to carbon dioxide equivalent using the applicable Global Warming Potentials in line with UK Government conversion factors.

Scope 2 Indirect Emissions from Purchased Electricity

Scope 2 emissions arise from the generation of purchased electricity consumed in the hotel's operations. Although these emissions occur at the point of electricity generation, they are attributed to Casa Hotel because the electricity supports its accommodation, catering, and conference activities. Reporting is undertaken in accordance with the Greenhouse Gas Protocol, using both the location based and market based methods to provide comprehensive disclosure.

Electricity consumption data are gathered from verified supplier invoices and meter readings covering the full reporting period. Total consumption in kilowatt hours constitutes the activity data. This figure is multiplied by the appropriate United Kingdom government greenhouse gas conversion factor for grid electricity, thereby converting energy use into tonnes of carbon dioxide equivalent.

Under the location based method, emissions are calculated using the average carbon intensity of the United Kingdom national grid. This provides a standardised measure that reflects the overall emissions profile of electricity generation across the country, irrespective of the specific tariff purchased.

Under the market based method, emissions reflect the characteristics of the electricity product contracted by the hotel. Where a certified zero carbon electricity tariff is supported by appropriate documentation, the relevant emission factor is applied in accordance with Greenhouse Gas Protocol guidance. Presenting both methodologies ensures transparency regarding electricity sourcing and supports comparability across reporting periods.

Scope 3 Category 1 Purchased Goods and Services

Emissions associated with purchased goods and services are estimated using a spend based methodology. This approach allocates financial expenditure to defined economic sectors and applies sector specific emission factors expressed in kilograms

of carbon dioxide equivalent per pound sterling. The method draws upon environmentally extended input output models, which estimate the average carbon intensity of economic activity within each sector.

The calculation begins with the extraction of procurement data from Casa Hotel's financial records for the reporting period. Expenditure is categorised according to standard industrial classifications to ensure alignment with the most appropriate emission factor. The monetary value within each category is then multiplied by the corresponding factor to estimate associated upstream emissions embedded within the production and delivery of those goods and services.

In this Carbon Reduction Plan, the resulting figures are used for internal analytical purposes and are not included within the reported Scope 3 total. This approach has been adopted to mitigate the risk of double counting, as certain expenditure lines may overlap with emissions already captured under other Scope 3 categories such as fuel and energy related activities, transport, waste management, or capital goods. Excluding these values from the formal total preserves methodological integrity while still enabling strategic insight into procurement related carbon intensity.

Scope 3 Category 3 Fuel and Energy Related Activities

Scope 3 Category 3 captures upstream emissions associated with fuels and electricity that are not included within Scope 1 or Scope 2. This includes emissions arising from the extraction, production, and transportation of fuels consumed on site, together with transmission and distribution losses associated with purchased electricity. The objective is to provide a life cycle perspective on energy use.

Activity data are obtained from verified utility invoices and energy records, establishing total consumption of natural gas, electricity, and any other fuels during the reporting period. While direct combustion emissions are reported under Scope 1 and electricity generation under Scope 2, the upstream processes that enable energy supply are assessed separately within this category.

Each energy source is matched with the relevant United Kingdom government well to tank or upstream emission factor. For electricity, additional factors are applied to account for transmission and distribution losses within the national grid. Consumption data are multiplied by these factors to produce emissions in carbon dioxide equivalent, which are then aggregated to determine total Scope 3 Category 3 emissions.

Scope 3 Category 4 Upstream Transportation and Distribution

Scope 3 Category 4 includes emissions arising from the transportation of purchased goods from suppliers to Casa Hotel in vehicles not owned or controlled by the organisation. This category reflects the upstream logistics associated with food, beverages, consumables, and other operational supplies delivered to the hotel.

The calculation is based on supplier specific delivery information. For each supplier, the estimated number of deliveries per year and the average one way distance to the hotel are identified. Annual mileage is calculated by multiplying delivery frequency by distance travelled.

An appropriate United Kingdom government emission factor for road freight transport is then applied. Where vehicle type and fuel information are available, these details inform factor selection. Where such information is unavailable, an average road freight emission factor is used as a consistent and conservative proxy. Total mileage is multiplied by the emission factor to calculate emissions in carbon dioxide equivalent, and individual supplier totals are aggregated to produce the overall Category 4 figure.

Scope 3 Category 5 Waste Generated in Operations

Scope 3 Category 5 addresses emissions associated with waste generated in the hotel's operations. Where weight based waste data and treatment route information are not available, a spend based methodology is applied in accordance with Greenhouse Gas Protocol guidance.

The process begins with the identification of all expenditure relating to waste management services during the reporting period. This includes payments for waste collection, recycling, treatment, and disposal. Financial data are obtained from accounting records and supplier invoices to ensure completeness.

The total spend within each waste service category is multiplied by the relevant United Kingdom government emission factor for spend based waste activities. These factors reflect the average emissions intensity associated with the provision of waste management services, including transport and processing.

The resulting values are aggregated to determine total Scope 3 Category 5 emissions. Although this method provides an estimate rather than a direct measurement of waste volumes, it ensures that waste related impacts are transparently accounted for within Casa Hotel's overall emissions inventory.

Materiality Assessment and Forward Reporting Commitment

Casa Hotel recognises the relevance of employee commuting within the Scope 3 emissions boundary and intends to incorporate Scope 3 Category 7 Employee Commuting within the next reporting cycle. During the current reporting period, the necessary primary data relating to staff travel patterns, modes of transport, and commuting distances were not available in a sufficiently robust form to ensure accurate quantification. The hotel is therefore developing an appropriate data collection approach to enable a credible and methodologically sound calculation in the forthcoming year.

A structured materiality assessment has been undertaken across all remaining Scope 3 categories in accordance with the Greenhouse Gas Protocol Corporate

Value Chain Standard. This review considered the nature of the hotel's operations, expenditure patterns, operational scale, and relevance of each category to the business model. On the basis of this assessment, all other Scope 3 categories have been determined to be immaterial for the current reporting period. As such, they have not been included within the emissions inventory, ensuring that the Carbon Reduction Plan remains proportionate, transparent, and aligned with recognised carbon accounting principles.

Greenhouse Gas Inventory 2024-25

Emission Source	GHG (tCO_2e)
Scope 1	**978.59**
Scope 2 Market Based	**0**
Scope 2 Location Based*	**65.85**
Scope 3-1 PG&S*	**230.07**
Scope 3-2 CG	**N/A**
Scope 3-3 FERA	**147.41**
Scope 3-4 UTAD	**13.15**
Scope 3-5 Waste	**36.38**
Scope 3-6 BT	**N/A**
Scope 3-7 EC	**Implementing**
Scope 3-8 ULA Electricity	**N/A**
Scope 3-9 DTAD	**N/A**
Scope 3-10 PSP	**N/A**
Scope 3-11 USP	**N/A**
Scope 3-12 ELTSP	**N/A**
Scope 3-13 DLA	**N/A**
Scope 3-14 F	**N/A**
Scope 3-15 I	**N/A**
Totals	**1,175.53**

* Scope 3, Category 1 (Purchased Goods and Services) and Scope 2 Location Based emissions are excluded from the total, as explained in the methodology.

* The total organisational emissions are reported on a market based basis.

Intensity Ratios

Metric	Value
Total GHG (tCO_2e)	**1,175.53**
Full time employees	**97**
tCO_2e per FTE	**12.12**
Net annual turnover	**£5,232,000**
tCO_2e per £100,000 GBP	**22.47**

Scope 1

Scope 1 Category	Emission Source Description	Activity Basis	Emissions (tCO2e)
Stationary Combustion	Natural gas consumed for on site heating and building energy use	3,849,653.25 kWh of natural gas combusted on site	780.32
Mobile Combustion	Diesel used in company owned vehicle fleet	7,302 miles travelled by 1 diesel vehicle	2.03
Fugitive Emissions	Refrigerant leakage from air conditioning and cooling systems	100 kg total leakage R410A and R407C	196.24
Total Scope 1 Emissions	Direct emissions from owned or controlled sources	Combined total of all Scope 1 categories	978.59

Scope 1 Category	Energy Source Description	Consumption (kWh)
Stationary Combustion	Natural gas used for on site heating and operations	3,849,653.25
Mobile Combustion	Diesel vehicle energy equivalent (from 7,302 miles)	7,860.16
Total Scope 1 Energy (kWh)	Natural gas and diesel energy combined	3,857,513.41

Scope 2

Month	Electricity Purchased (kWh)	Scope 2 Location Based (tCO2e)	Scope 2 Market Based (tCO2e)
October 2024	30,747.20	5.44	0.00
November 2024	22,809.60	4.04	0.00
December 2024	32,888.70	5.82	0.00
January 2025	38,005.20	6.73	0.00
February 2025	30,605.70	5.42	0.00
March 2025	25,521.30	4.52	0.00
April 2025	27,250.20	4.82	0.00
May 2025	34,226.30	6.06	0.00
June 2025	35,666.10	6.31	0.00
July 2025	38,518.80	6.82	0.00
August 2025	28,063.00	4.97	0.00
September 2025	27,750.40	4.91	0.00
Total	371,052.50	65.85	0.00

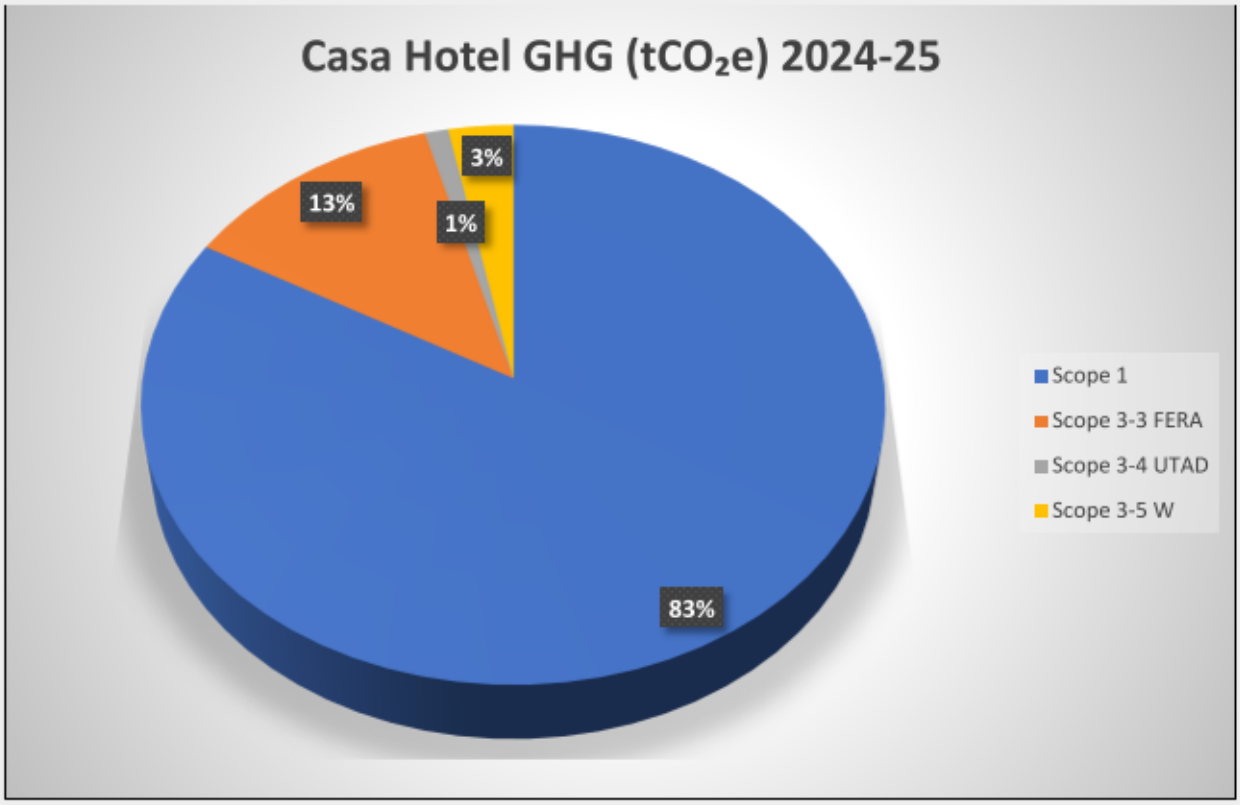
Inventory Analysis

The greenhouse gas inventory for 2024 to 2025 reports total emissions of 1,175.53 tonnes of CO2e, excluding Scope 3 Category 1 Purchased Goods and Services in accordance with the stated methodology to prevent double counting. Direct emissions under Scope 1 amount to 978.59 tonnes of CO2e and therefore represent the clear majority of the organisation's carbon footprint. Scope 2 location based emissions total 65.85 tonnes of CO2e, while market based emissions are recorded as zero, reflecting procurement arrangements that result in no market based liability for purchased electricity during the reporting period.

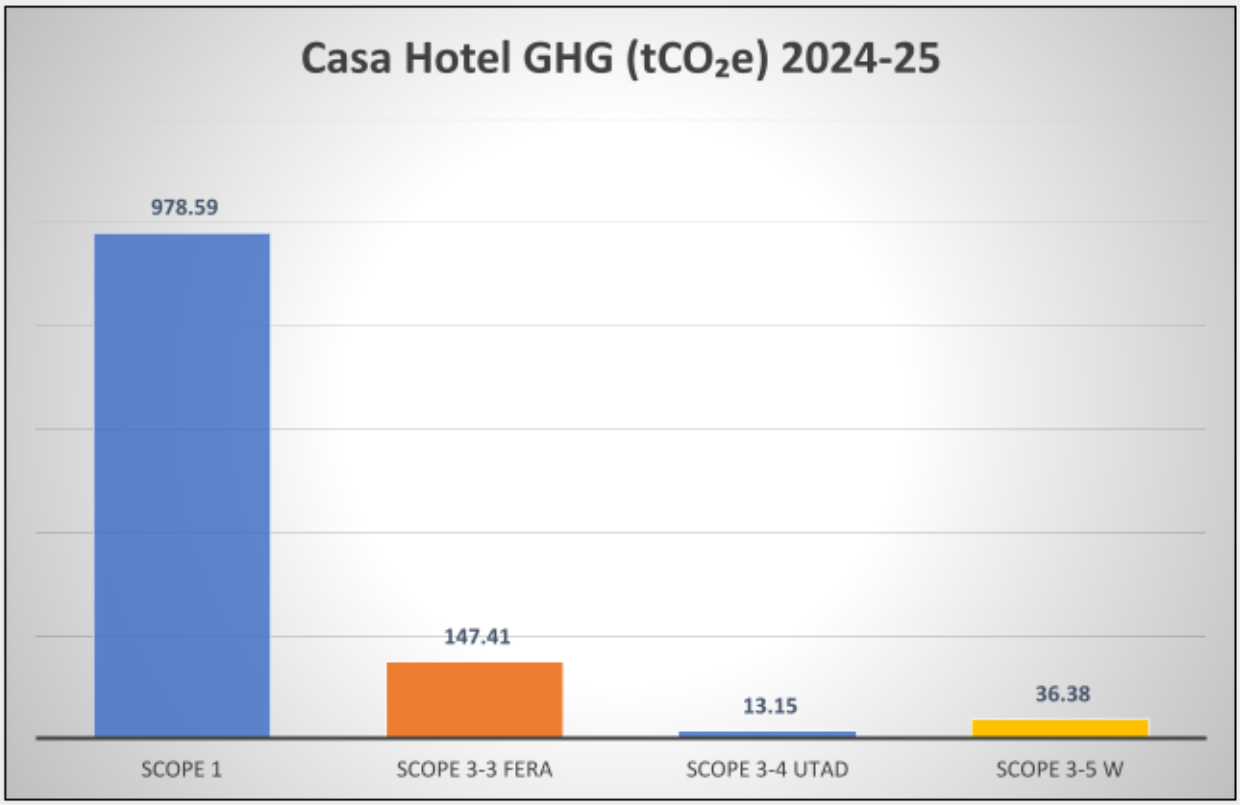
Scope 1 emissions are primarily driven by stationary combustion of natural gas, which generates 780.32 tonnes of CO2e from 3,849,653.25 kWh consumed for on site heating and operational purposes. This confirms that building related thermal energy demand is the dominant source of direct emissions. Fugitive emissions from refrigerant leakage account for a further 196.24 tonnes of CO2e and are therefore a significant secondary contributor, owing to the high global warming potential of the refrigerants involved. Emissions from mobile combustion are comparatively minor at 2.03 tonnes of CO2e, indicating that the controlled vehicle fleet does not materially influence the overall emissions profile.

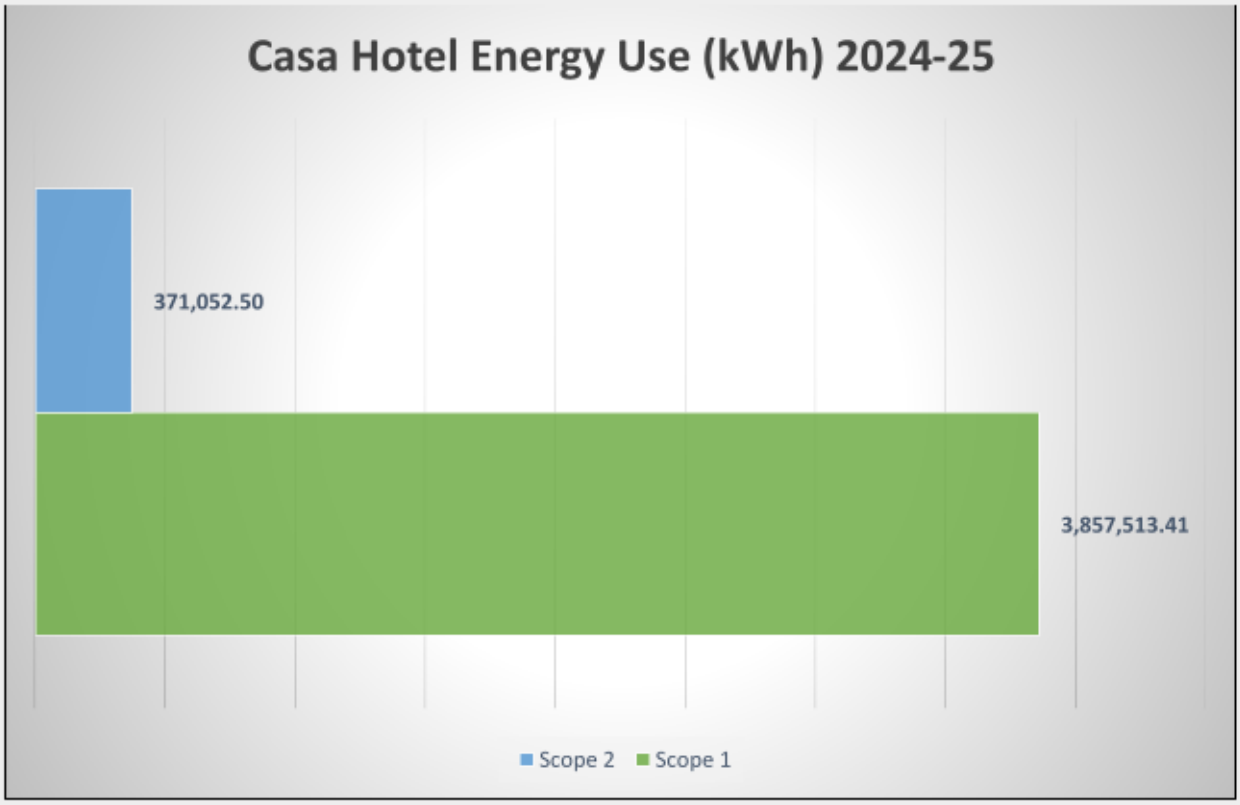
Electricity consumption under Scope 2 totals 371,052.50 kWh across the reporting year, resulting in 65.85 tonnes of CO2e on a location based basis. Monthly variation reflects seasonal operational patterns, with higher consumption observed during colder and warmer periods, consistent with increased heating support and cooling demand. Although electricity related emissions are substantially lower than those associated with natural gas, they remain an important component of the organisation's energy footprint and present opportunities for efficiency improvements.

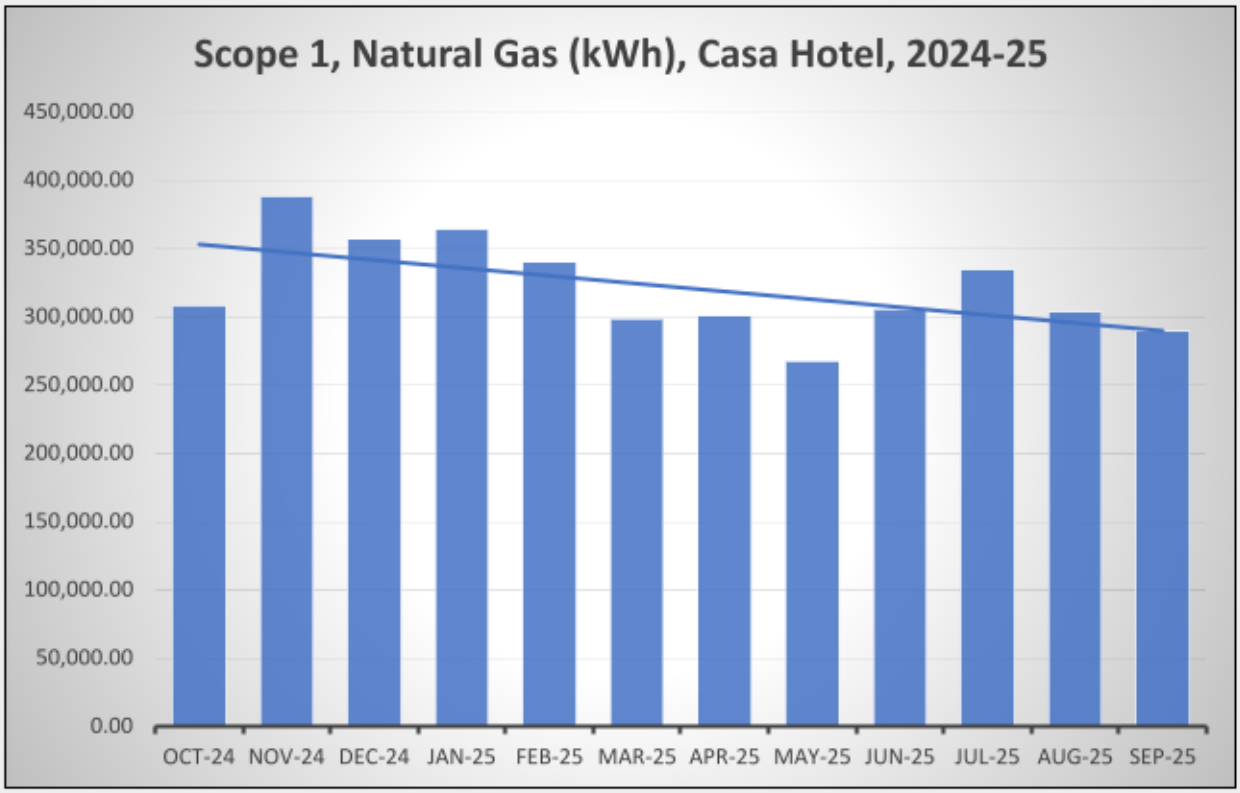
Within Scope 3, fuel and energy related activities contribute 147.41 tonnes of CO2e, upstream transportation and distribution account for 13.15 tonnes, and waste generates 36.38 tonnes. Categories identified as not applicable are considered immaterial to the organisation's activities during this reporting year, while employee commuting is currently being implemented for future inclusion. This demonstrates a proportionate and evolving approach to value chain reporting. Overall, the inventory indicates that meaningful emissions reductions will depend principally on addressing natural gas consumption and refrigerant management, alongside continued refinement of Scope 3 disclosures where impacts are material.

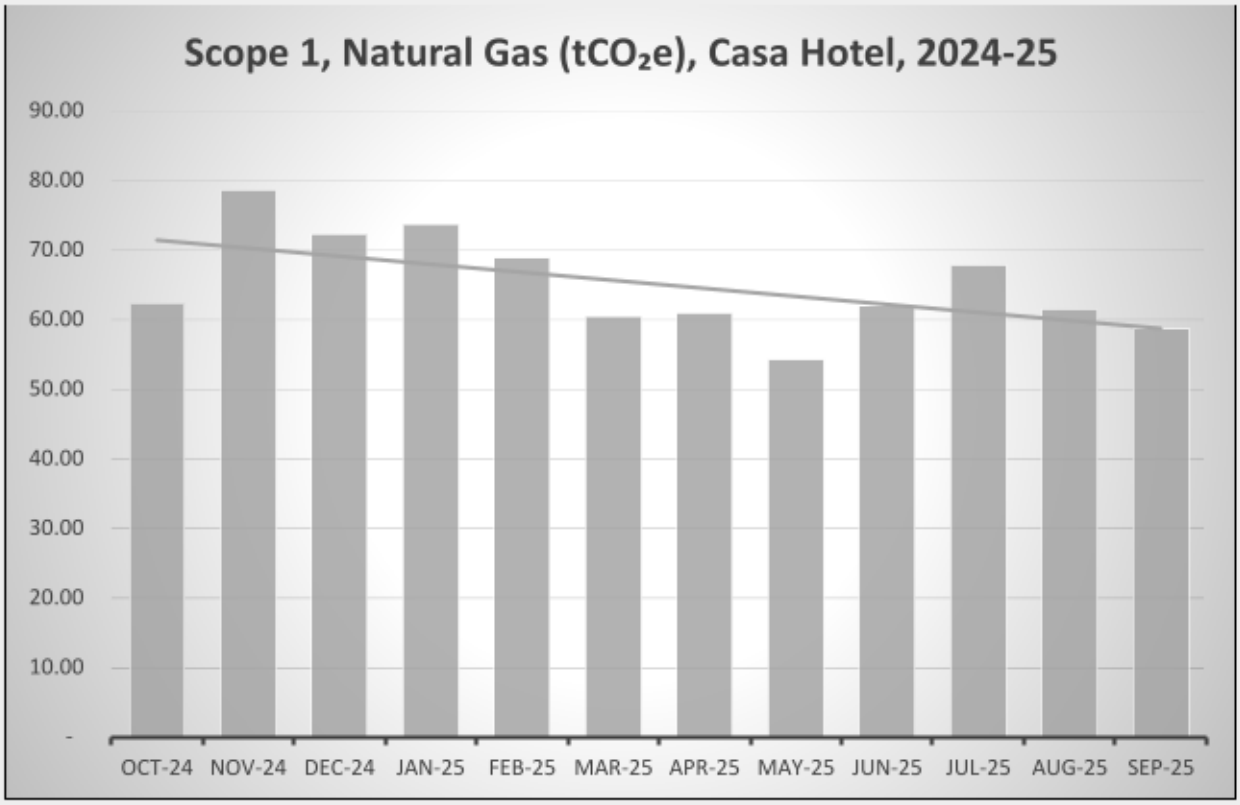


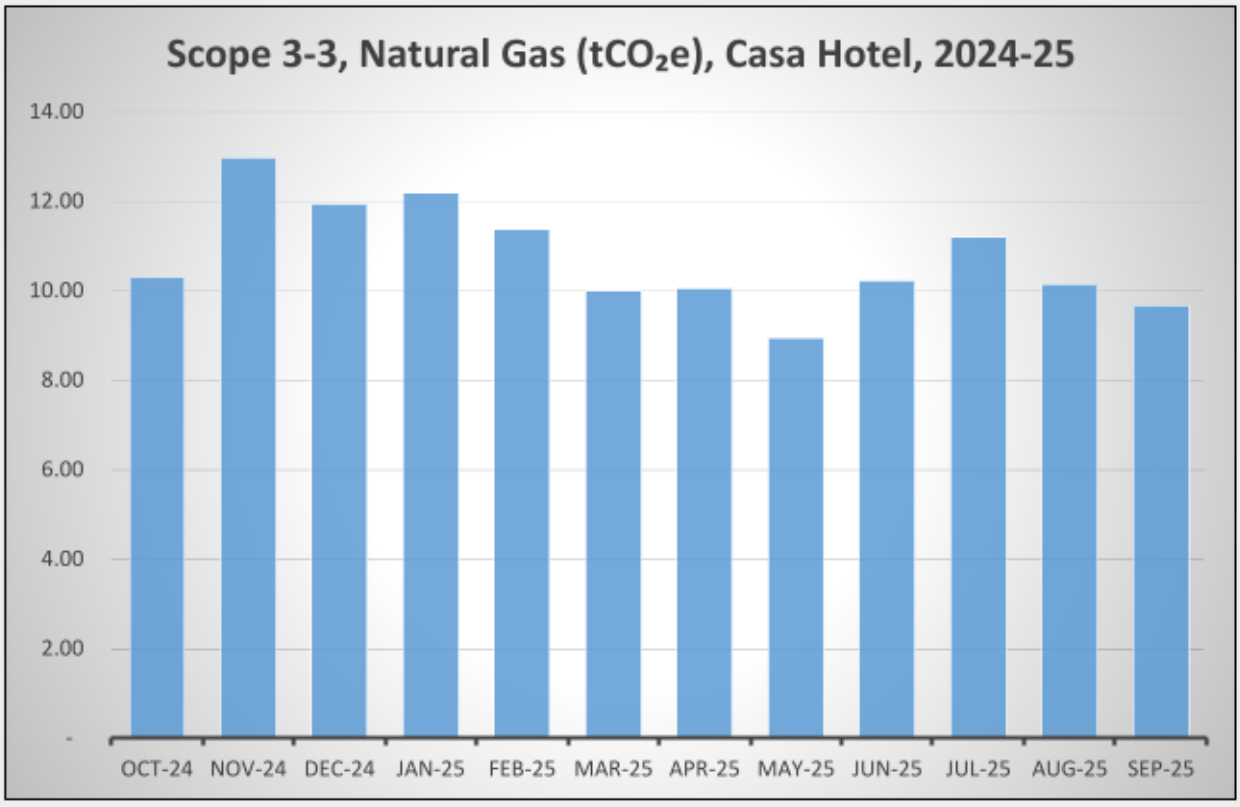
*Scope 3, Category 1 (Purchased Goods and Services) emissions are excluded from the total, as explained in the methodology.




Casa Hotel Energy Use (kWh) 2024-25
371,052.50
3,857,513.41
Scope 2
Scope 1


Scope 1, Natural Gas (kWh), Casa Hotel, 2024-25
450,000.00
400,000.00
350,000.00
300,000.00
250,000.00
200,000.00
150,000.00
100,000.00
50,000.00
0.00
OCT-24
NOV-24
DEC-24
JAN-25
FEB-25
MAR-25
APR-25
MAY-25
JUN-25
JUL-25
AUG-25
SEP-25


Scope 1, Natural Gas (tCO₂e), Casa Hotel, 2024-25
90.00
80.00
70.00
60.00
50.00
40.00
30.00
20.00
10.00
-
OCT-24
NOV-24
DEC-24
JAN-25
FEB-25
MAR-25
APR-25
MAY-25
JUN-25
JUL-25
AUG-25
SEP-25


Scope 3-3, Natural Gas (tCO₂e), Casa Hotel, 2024-25
14.00
12.00
10.00
8.00
6.00
4.00
2.00
-
OCT-24
NOV-24
DEC-24
JAN-25
FEB-25
MAR-25
APR-25
MAY-25
JUN-25
JUL-25
AUG-25
SEP-25

Level	Scope 1	Scope 2	S3-1 Purchased Goods	S3-2 Capital Goods	S3-3 Fuel & Energy Related	S3-4 Upstream T&D	S3-5 Waste	S3-6 Business Travel	S3-7 Commuting	S3-8 Upstream Leased	S3-9 Downstream T&D	S3-10 Processing	S3-11 Use of Sold Products	S3-12 End of Life	S3-13 Downstream Leased	S3-14 Franchises	S3-15 Investments
Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material	Not Material
Below Level 1	No complete fuel inventory or activity data	No verified electricity dataset or boundary definition	No spend mapping or methodology	No capex mapping or asset classification	No upstream factor application	No logistics identification	No waste estimation method	No travel dataset or method	No commuting estimation approach	No leased asset register	No downstream logistics identification	No portfolio review or modelling	No product inventory or use modelling	No product weight or pathway model	No owned lease review	No franchise register	No investment inventory review
Level 1	Full fuel inventory with verified activity data	Verified electricity consumption with factor application	Full spend ledger mapped with secondary factors	Capex ledger mapped with spend based factors	Upstream factors applied to energy volumes	Spend based logistics estimate	Spend based waste estimate	Spend based travel calculation	Survey based commuting model	Landlord data or floor area allocation	Spend based downstream logistics estimate	Screening assessment completed	Basic per product use phase model	Modelled EoL using generic splits	Asset register screening	Franchise register screening	Investment inventory screening
Level 2	Fuel segmentation and improved controls	Tariff differentiation and location factors	Supplier segmentation and prioritisation	Capex segmentation by asset type	Procurement differentiation and refined factors	Structural separation of logistics flows	Weight based waste tracking	Distance based travel modelling	Segmented commuting survey	Refined landlord allocation methods	Structural downstream flow separation	Product segmentation and pathway mapping	Device segmentation and refined assumptions	Segmented EoL modelling by geography	Asset modelling using physical drivers	Franchise segmentation and activity modelling	Portfolio segmentation and proportional attribution
Level 3	Meter level tracking and reconciliation	Market and location based accounting	Hybrid supplier data integration	Hybrid embodied carbon modelling	Supplier lifecycle data integration	Supplier shipment summaries integrated	Verified contractor treatment transparency	Centralised travel activity integration	Hybrid commuting attendance model	Tenant sub metering integration	Supplier shipment data integration	Customer processing data integration	Behaviour informed device modelling	Return and take back data integration	Tenant primary energy data integration	Franchisee primary data integration	Investee primary emissions integration
Level 4	Automated fuel monitoring and governance	Contract linked electricity attribution	Product level carbon integration	Project level embodied carbon modelling	Contract level upstream attribution	Shipment level tracking priority flows	Integrated waste platform with targets	Carbon integrated into booking systems	Mobility strategy integration	Integrated property governance	Shipment tracking for material flows	Lifecycle modelling integration	Energy efficiency embedded in design	Recycler specific pathway integration	Contractual lease energy disclosure	Contractual franchise reporting	Climate risk integrated in governance
Level 5	Fuel reduction targets embedded	Renewable procurement aligned to targets	Contractual supplier carbon governance	Embodied carbon in capital approval	Upstream lifecycle in procurement scoring	Majority shipment coverage integrated	Supplier circular performance targets	Supplier specific travel data integration	External dataset validation	Green lease clauses implemented	Integrated logistics optimisation governance	Contractual processing transparency	Supplier verified power data integration	Circular targets and recycler accountability	Asset carbon performance in leasing decisions	Franchise decarbonisation strategy alignment	Portfolio decarbonisation stewardship
Level 6	Structural fuel transition achieved	Strategic energy transition alignment	Carbon embedded in procurement strategy	Carbon informed asset design strategy	Strategic energy lifecycle optimisation	Fully integrated logistics intelligence	Closed loop circular waste system	Structural travel demand redesign	Structural commuting reduction by design	Portfolio transformation to low carbon assets	Optimised value chain logistics network	Product redesign reducing processing intensity	Ultra low energy product architecture	Closed loop recovery and circularity	Strategic downstream asset decarbonisation	Systemic franchise transformation	Capital allocation aligned to net zero

Emissions Management

Scope 1 Direct Operational Emissions

Effective management of Scope 1 emissions requires structured oversight of fuel consumption and refrigerant control. Natural gas use should be monitored through systematic monthly review of utility invoices and supported, where feasible, by sub metering to identify high consumption zones within the building. Consumption trends should be analysed against occupancy rates and seasonal demand in order to distinguish operational drivers from inefficiencies. Planned preventive maintenance of boilers and heating systems should be maintained to ensure optimal combustion efficiency and to reduce avoidable fuel wastage.

Refrigerant management remains a priority given its material contribution to total emissions. A formal leak detection and maintenance programme should be documented and reviewed annually. Servicing records should be analysed to identify patterns of leakage and inform equipment replacement planning. Where systems approach end of life, lower global warming potential refrigerants should be considered. Vehicle fuel use should be logged and periodically reviewed to ensure that mileage and operational need remain proportionate and efficient.

Scope 2 Purchased Electricity

Electricity consumption should be reviewed on a monthly basis using verified supplier invoices and internal meter readings. Comparative analysis against previous months and operational indicators will enable early identification of abnormal usage patterns. Establishing internal performance metrics, such as kilowatt hours per occupied room or per conference event, will strengthen management visibility and support year on year benchmarking.

During the reporting period, market based emissions are reported as zero in accordance with the contracted electricity product. While the tariff qualifies as zero carbon for reporting purposes, electricity demand itself remains operationally material. Continuous monitoring of consumption volumes is therefore essential. Energy efficiency measures, including optimisation of building management systems, lighting upgrades, and equipment scheduling, should be evaluated periodically. Clear management accountability for electricity performance will reinforce governance and drive ongoing reduction efforts.

Scope 3 Category 1 Purchased Goods and Services

Although excluded from the reported total to prevent double counting, emissions from purchased goods and services should continue to be analysed for internal management insight. Expenditure categories with the highest associated emissions intensity should be identified and prioritised for engagement. Over time, Casa Hotel

should seek to replace generic spend based factors with supplier specific carbon data where practicable.

Environmental considerations can be progressively embedded within procurement processes. Supplier questionnaires, contractual expectations regarding environmental performance, and preference for lower carbon alternatives where operationally viable will strengthen oversight and gradually increase data maturity within this category.

Scope 3 Category 3 Fuel and Energy Related Activities

Upstream emissions associated with fuel extraction, production and electricity transmission should be reviewed alongside Scope 1 and Scope 2 data, as reductions in energy demand directly influence this category. Annual recalculation using the most recent United Kingdom government conversion factors will ensure methodological accuracy.

Integrating upstream energy impacts into internal energy management discussions will promote a life cycle perspective. This approach reinforces the strategic importance of reducing overall energy demand rather than focusing solely on direct combustion emissions.

Scope 3 Category 4 Upstream Transportation and Distribution

Supplier delivery emissions should be managed through periodic review of delivery frequency and transport assumptions. Opportunities for consolidating deliveries, adjusting order schedules, or sourcing more locally where feasible may reduce transport intensity. Engagement with key suppliers to understand vehicle types, routing practices and fuel efficiency measures will further enhance oversight.

Maintaining an updated supplier logistics register will improve transparency and support gradual transition towards more granular shipment level data. As maturity increases, Casa Hotel may request annual confirmation of transport practices from priority suppliers to strengthen data reliability.

Scope 3 Category 5 Waste Generated in Operations

Waste related emissions should be monitored through systematic review of contractor invoices and, where available, the introduction of weight based reporting. Improving waste segregation practices within the hotel will enhance recycling rates and reduce disposal emissions. Periodic dialogue with waste contractors to obtain treatment breakdowns will increase transparency and support improved data accuracy.

Operational initiatives such as food waste monitoring, stock rotation controls, and staff awareness training should be embedded within daily management processes. Tracking waste generation relative to occupancy or food service volumes will provide meaningful performance indicators aligned with the hotel's service model.

Scope 3 Category 7 Employee Commuting

Employee commuting emissions will be implemented in the next reporting cycle through a structured and confidential staff survey. The survey will gather data on travel modes, commuting distances, and frequency of travel. Clear communication regarding purpose and data protection will support accurate reporting and strong participation rates.

Once analysed, the results will inform proportionate mitigation measures, which may include promoting car sharing, encouraging public transport use, supporting cycling initiatives, or exploring flexible working arrangements where operationally feasible. Repeating the survey annually will enable trend monitoring and evidence based management of commuting impacts.

Annual Scope 3 Assessment and Continuous Improvement

Casa Hotel will undertake an annual materiality review of all Scope 3 categories in line with the Greenhouse Gas Protocol Corporate Value Chain Standard. This review will consider operational changes, expenditure patterns, supplier relationships and data availability. Categories previously assessed as immaterial will be reassessed each year to ensure that the emissions inventory remains proportionate and complete.

Continuous improvement will be supported through progressive enhancement of data quality, increased supplier engagement, and refinement of calculation methodologies. Management will review performance annually, identify priority reduction areas, and set realistic improvement objectives. Through structured monitoring, transparent reporting, and incremental data maturity advancement, Casa Hotel will strengthen its carbon management framework and support long term emissions reduction aligned with public sector expectations.

Emissions Reduction Targets

Casa Hotel recognises that credible carbon management requires the establishment of clear long term direction supported by measurable interim milestones. In light of the United Kingdom's national climate objectives and evolving public procurement expectations, the hotel is working towards a prospective net zero target year of 2045. This timeframe reflects an ambition to align with national decarbonisation pathways while recognising the operational realities of a full service hospitality environment in which energy demand is intrinsically linked to guest comfort, catering provision and conference activity.

As an interim objective, the organisation intends to pursue an indicative reduction of approximately five per cent per annum in total reported greenhouse gas emissions, subject to operational feasibility and data refinement. This annual improvement aspiration will be reviewed periodically in light of occupancy levels, capital investment cycles and technological developments. Progress is likely to depend primarily on reductions in natural gas consumption, improved refrigerant management and incremental efficiency gains in electricity use and supply chain activities.

Strategic Direction for Absolute Emissions Reduction

Absolute emissions reduction is expected to focus initially on the most material sources within the inventory, namely stationary combustion of natural gas and fugitive refrigerant emissions. Over time, the hotel may explore measures such as heating system optimisation, improved insulation, enhanced building management controls and potential transition pathways toward lower carbon heating technologies, where technically and financially viable. Equipment replacement cycles will provide opportunities to integrate higher efficiency systems and lower global warming potential refrigerants.

In parallel, electricity demand management will remain an area of focus despite the current zero carbon reporting position under the contracted tariff. Reducing overall electricity consumption would strengthen resilience to future grid factor changes and support broader decarbonisation objectives. Engagement with key suppliers may also gradually influence upstream transport and procurement related emissions, particularly where collaborative improvement opportunities are identified. Absolute reduction outcomes will therefore depend upon sustained operational discipline, capital planning and supplier engagement.

Strategic Approach to Emissions Intensity Reduction

In addition to pursuing absolute reductions, Casa Hotel is likely to monitor emissions intensity metrics to ensure that carbon performance is assessed relative to operational scale. Indicators such as tonnes of carbon dioxide equivalent per full time equivalent employee and per one hundred thousand pounds of turnover may

provide useful benchmarks for evaluating efficiency improvements over time. Given that hospitality emissions are influenced by occupancy rates and event volumes, intensity metrics offer a more nuanced reflection of operational performance.

Improvements in intensity are expected to arise from enhanced energy efficiency, waste minimisation and more informed procurement decisions. As data quality improves, intensity metrics may be refined to include performance per occupied room or per conference delegate. This dual approach of managing both absolute and intensity based performance is intended to support balanced decision making, enabling the organisation to pursue growth where appropriate while progressively reducing the carbon impact associated with each unit of service delivered.

Data Quality and Coverage

Emissions Source	Data Source	Assumptions and Data Limitations	Type of Data
Scope 1 Stationary Combustion Natural Gas	Utility invoices and supplier statements	Based on metered natural gas consumption for the reporting period. Assumes invoice accuracy and complete coverage of the operational boundary.	Primary
Scope 1 Mobile Combustion Diesel	Vehicle mileage records and fuel data	Based on recorded annual mileage converted to fuel use using standard emission factors. Assumes mileage records are complete and representative.	Primary
Scope 1 Fugitive Emissions Refrigerants	Maintenance and servicing records	Based on reported refrigerant leakage quantities. Assumes all leakage events are identified and accurately recorded.	Primary
Scope 2 Purchased Electricity	Supplier invoices and meter readings	Based on billed electricity consumption for the full reporting year. Assumes invoices reflect actual metered use and correct tariff classification.	Primary
Scope 3 Category 1 Purchased Goods and Services	Annual financial records and procurement ledger	Total annual expenditure allocated to sector emission factors in the absence of supplier specific lifecycle data. Excluded from total to prevent double counting.	Primary

Scope 3 Category 3 Fuel and Energy Related Activities	Utility invoices and energy consumption records	Upstream and transmission emissions derived from reported fuel and electricity volumes. Assumes government conversion factors appropriately represent lifecycle impacts.	Primary
Scope 3 Category 4 Upstream Transportation and Distribution	Supplier delivery information and internal estimates	Emissions estimated using reported delivery frequency and distance. Where vehicle data unavailable, average freight factors applied as a proxy.	Secondary
Scope 3 Category 5 Waste Generated in Operations	Waste contractor invoices and financial records	Spend based methodology applied due to absence of consistent weight based waste data. Assumes expenditure correlates proportionately with treatment related emissions.	Secondary
Scope 3 Category 7 Employee Commuting	Planned employee commuting survey	Based on self reported commuting modes and distances. Subject to response rates and accuracy of employee declarations.	Primary
Intensity Ratios	Annual greenhouse gas inventory, HR workforce data, and audited financial records	Ratios derived from total reported emissions and organisational activity indicators. Dependent on completeness of emissions inventory and financial reporting.	Primary

Governance and Oversight

Responsibility for the management of greenhouse gas emissions is allocated across both operational and senior management levels within the organisation. Day to day responsibility for the collection, review, and validation of emissions data typically rests with designated operational and finance teams. These teams coordinate internal data relating to energy consumption, fuel use, refrigerant management, business travel, employee commuting, waste services, and other relevant Scope 3 activities. Activity data is gathered from verifiable sources such as utility invoices, contractor records, and maintenance documentation, with appropriate internal checks applied prior to consolidation into the annual greenhouse gas inventory.

Oversight of carbon reporting and emissions management is provided by senior management as part of broader governance and performance review processes. Emissions data, methodological assumptions, and data completeness are reviewed periodically to ensure alignment with regulatory requirements, procurement expectations, and recognised greenhouse gas accounting standards. This approach promotes accountability at leadership level and supports the continuous improvement of data quality across reporting periods.

Strategic decisions relating to emissions reduction, operational efficiency, and longer term carbon management objectives are considered within the organisation's management framework. This may include reviewing opportunities to improve energy performance, enhance data collection systems, and reduce value chain related emissions where material. By embedding climate related considerations within business planning and decision making processes, the organisation adopts a proportionate and structured approach to environmental responsibility that reflects its size, operational profile, and governance structure.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the 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 the appropriate government emission conversion factors have been used[2].

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions has 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 the board of directors (or equivalent management body).

Signed on behalf of the Management:

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Date: .....

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

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

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