



Carbon Reduction Plan

For Rapid Relocate Ltd

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positive
planet

Our Commitment

Rapid Relocate are committed to achieving Net Zero emissions by 2035.

As part of the hotelshopUK Group, a privately owned, award-winning travel agency, Rapid Relocate is working collaboratively with the wider Group to support its journey to Net Zero, aligning operations, services, and supply chain practices to drive more sustainable outcomes.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as “science-based” when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures.

To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 and 2 emissions to zero by 2030.
- To procure 80% renewable electricity by 2026 and 100% by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2025.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2050.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation’s value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint

Baseline Emissions Footprint -

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. We have chosen to set our baseline year as January - December 2022.

The baseline measurements will be updated in line with updates to emissions accounting methodologies, relevant emission factors or other influencing factors to ensure future measurements are comparable. The base year measurement will be restated if a revision to emission factors used occurs, major methodological updates are published, improved data becomes available or organisational change causes a significant change in base emissions (+/- 5%).

Baseline Emissions Footprint - Rapid Relocate

Baseline Year: January -December 2022	
Emissions	Total (tonnes CO ₂ e)
Scope 1	1.1
Scope 2*	Market-based: 5.9
Scope 3 including: <ul style="list-style-type: none">- Purchased Goods & Services- Capital Goods- Fuel & Energy Related Services- Business Travel- Transportation & Distribution (Upstream & Downstream)- Employee Commuting & Homeworking- Water	55.7
Total Emissions*	Market-based: 65.5 Location-based: 62.8

Our total emissions equate to a Carbon Intensity Metric of 1.8 tCO₂e per full-time employee equivalent (FTE) based on 36 FTEs during the baseline period (using market-based emissions).

Current Emissions Reporting

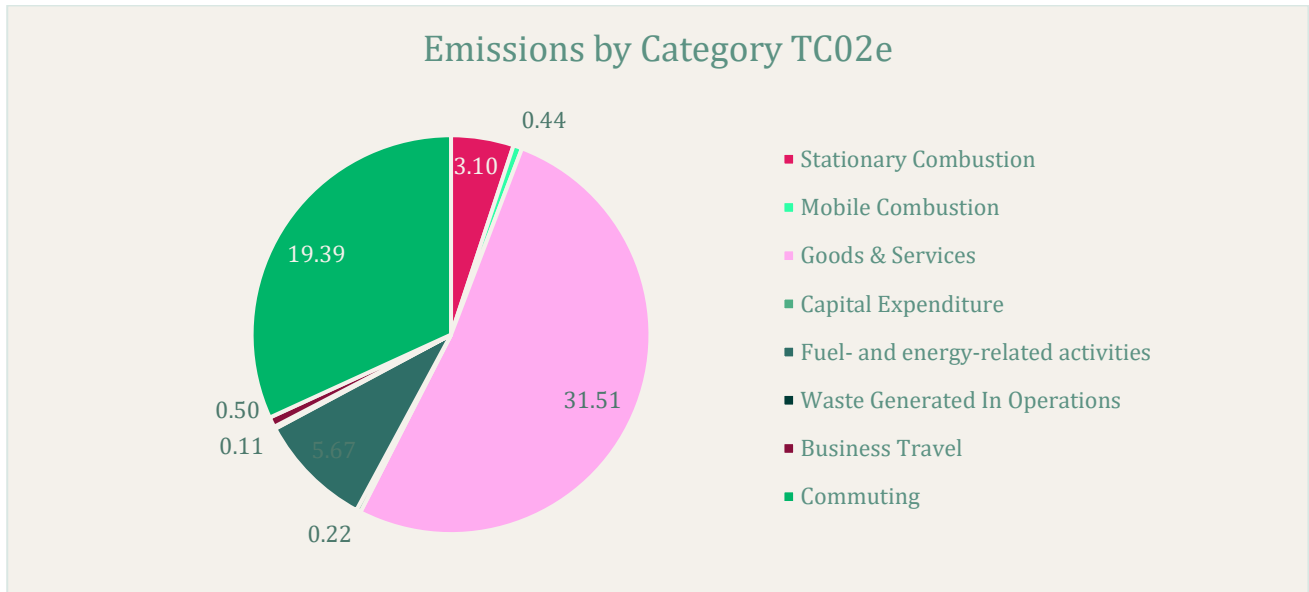
Rapid Relocate

Current Reporting Year: January - December 2024	
Emissions	Total (tonnes CO ₂ e)
Scope 1	1.3
Scope 2*	Market-based: 0.0 Location-based: 1.2
Scope 3 including: <ul style="list-style-type: none">- Purchased Goods & Services- Capital Goods- Fuel & Energy Related Services- Business Travel- Transportation & Distribution (Upstream & Downstream)- Employee Commuting & Homeworking	57.0
Total Emissions*	Market-based: 58.3 Location-based: 59.5

Our total emissions equate to a Carbon Intensity Metric of 1.9 tCO₂e per full-time employee equivalent (FTE) based on 31 FTEs during the measurement period (using market-based emissions).

*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

Carbon Emissions Breakdown - Rapid Relocate



Measurement Results 2024		
By Scope	tonnes	% of total
Scope 1	1.3	2
Scope 2 (<i>Location-based</i>)	1.2	-
Scope 2 (<i>Market-based</i>)	0.0	0
Scope 3	57.0	98
By Source		
Direct	1.3	6
Upstream	57.6	94
Downstream	0.0	0
By Category		
Company Cars	0.6	1
Office Utilities	3.1	2
Business Travel	0.5	1
Employee Commuting	19.4	33
Procurement	31.7	54
Waste	0.1	0
Indirect Energy Emissions	5.1	9
Total		
Location-based	59.6	-
Market-based	58.4	-

Carbon Reduction

Our Net Zero targets

Rapid Relocate are committed to achieving Net Zero by 2035. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year. To keep us on track, we have also set the following near-term targets to 2030.

Our near-term targets:

- Reduce scope 1 and 2 emissions to zero by 2030.
- To procure 80% renewable electricity by 2026 and 100% by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2025.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2050.
- Neutralise any residual emissions using verified carbon offsets.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented in collaboration with hotelshopUK Group.

Activity	Completion Date	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2023	1,2,3
Created a Green Team to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2023	1,2,3
Transitioned the offices to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) from the office (common areas) to 0 tCO ₂ e.	2023	2

<p>Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the top 20 suppliers by spend. This data collection will support reduction journey by gathering important data for future measurements & encourage supply chain integration towards Net Zero.</p> <p>Complete this audit within two phases:</p> <ol style="list-style-type: none"> 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) 	Ongoing	3
<p>Training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.</p>	2024	All scopes

Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Reduction Plans – Scope 1 & Scope 2				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	<p>There are still some emissions from the gas boiler at both offices. Ask the landlord to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets.</p> <p>Consider planning for larger cost management (where appropriate) such as an efficient boiler system or removing the boiler.</p> <p>Consider moving to premises without gas heating for 100% reduction is stationary combustion emissions.</p>	2026	6%	Stationary Combustion
2	<p>Track company electric vehicle (EV) usage and business mileage throughout the year and collect renewable energy data from employees charging at home.</p>	2026	5-10%	Mobile Combustion and electricity

We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Reduction Plans – Scope 3				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	<p>Review our current Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms.</p> <p>Once our ongoing action of Supply Chain Engagement Is completed, we will prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items. Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.</p>	Ongoing	20%	Purchased Goods & Services
2	<p>Improve our supplier engagement process. Send out a supplier survey and comms letter to our top 15-20 suppliers with the goal of collecting data about supplier emissions to use in our procurement next year which will reduce our scope 3 emissions.</p> <p>Next year, we are also going to look at directly engaging with our top 5 suppliers in a meeting to discuss our sustainability goals and ensure they are also on our journey to provide their emissions data. We have also got two of our suppliers booked to do the Carbon Literacy training.</p>	On going	20%	Purchased Goods & Services

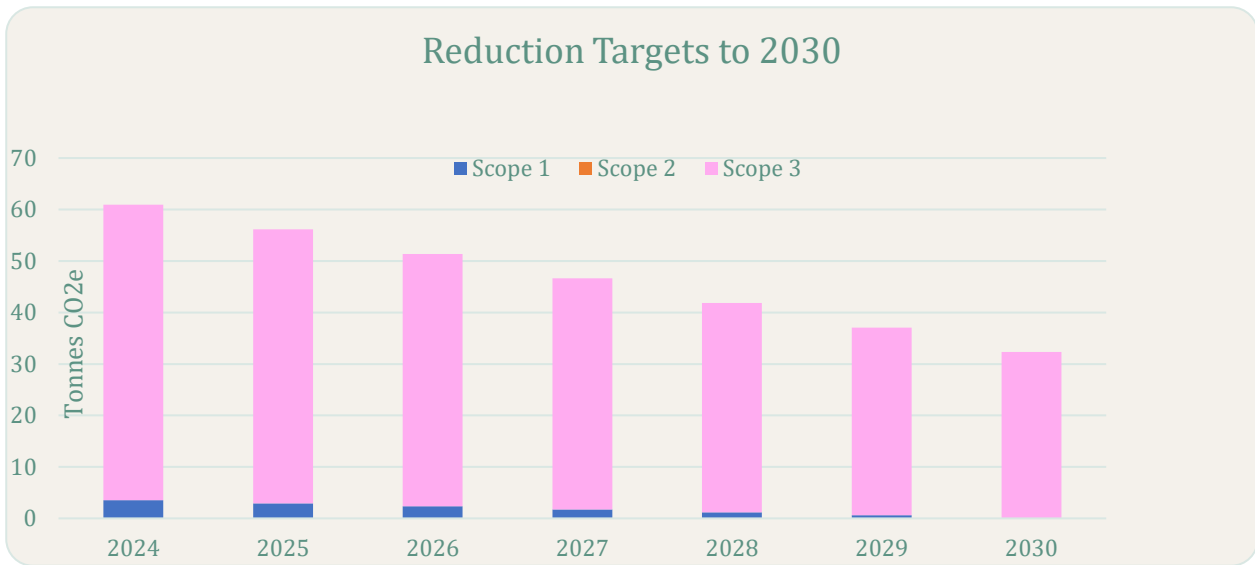
3	<p>When carrying out work to improve our supplier onboarding process and supplier data storage system we will do so with our sustainability goals in mind. We have already begun to ask suppliers to disclose carbon reduction targets and plans as part of our due diligence process but will now make improvements to ensure this information is captured and easily accessible into a database so that we can keep track of our suppliers and their info.</p>	On going	20%	Purchased Goods and Services
4	<p>Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate.</p> <p>Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes, such as bike to work or car sharing opportunities.</p> <p>Utilise the emissions travel hierarchy:</p> <ul style="list-style-type: none"> - Digital communication - Walking and cycling - Public and shared transport - EV's and car sharing/clubs - Vehicles and car sharing/clubs - Air travel <p>Consider creative ways to engage and support the workforce to influence change.</p> <p>Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO₂e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.</p>	2025-2028	15%	Business Travel Commuting

5	Liaise with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product.	2026	25%	Waste
6	Commit to capturing improved data quality in our subsequent years of reporting. Provide Positive planet with an asset list of any electronic items. See if you can collect specific emission data from couriers like amazon or DHL.	2026-2028	~10-15%	All
7	Following the Carbon Literacy Training look further embed sustainability into our company culture; this will include actions such as: Reviewing our company policies to ensure alignment with carbon reduction goals. Including a section on our website about our sustainability goals. Incorporate sustainability into our induction process.	2026	10-15%	All

Near-Term Reduction Projections (Scope 3)

Based upon the above completed and planned initiatives, Rapid Relocate are looking at a reduction in scope 3 emissions from 57.4 to 32.3 which is an annual reduction of 4.18 tCO₂e and a 7.2% reduction each year to 2030. This is a **reduction of 42%** and will keep us on track to Net Zero.

Rapid Relocate



Declaration and Sign Off

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

This Carbon Management Plan has been reviewed and approved by the Rapid Relocate Executive Team.

Signed on behalf of Rapid Relocate Ltd:

Name: Caroline Findlay

Position: Managing Director

Date: 17 September 2025

¹ <https://ghgprotocol.org/corporate-standard>

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