

SFR-072**Issue 1 January 2026****Classification: PUBLIC**

Bookinglab Limited

Carbon Reduction Plan

1. Our Position on Environmental Impact

bookinglab Limited recognises that climate change is one of the most significant challenges facing society and business today. As a UK-based small enterprise operating a fully remote working model in the digital services sector, our direct environmental footprint is relatively modest compared to asset-heavy industries. Nonetheless, we acknowledge that every organisation has a part to play in the transition to a lower-carbon economy.

bookinglab Limited is committed to achieving Net Zero greenhouse gas emissions by 2050. This commitment is made in line with the UK Government's national Net Zero ambition and reflects our view that every organisation, regardless of size, has a role in the transition to a lower-carbon economy. We will pursue this commitment in a manner that is proportionate to our size, sector and fully remote operating model, and will keep our approach under regular review as guidance for small and medium-sized enterprises develops.

This document sets out our general approach, the areas where we believe we can make a positive difference, and the measures we are taking or considering to support that direction of travel.

2. About Our Organisation

Company Name: bookinglab Limited

Company Registration Number: 11764238

Registered Office: Spaces, Lewis Building, 35 Bull Street, Birmingham, B4 6AF

Sector: Digital services / software

Approximate headcount: 10–15 employees

 | 03334440203

 | info@bookinglab.co.uk

 | www.bookinglab.co.uk

SFR-072**Issue 1 January 2026****Classification: PUBLIC**

Operating model: Fully remote, no physical office premises are occupied for routine operations. Limited and occasional use is made of virtual office and coworking space services where required.

Because we operate as a fully remote organisation, our environmental footprint differs from that of a comparable office-based business. The areas most relevant to our impact are understood to include: electricity used by employees at home in connection with work activity, business travel, purchased digital services and cloud infrastructure, ICT hardware, and occasional employee travel for in-person meetings.


3. Reporting of Emissions

bookinglab Limited has adopted the Greenhouse Gas (GHG) Protocol Corporate Standard, together with UK Government Greenhouse Gas Conversion Factors, as the methodology for our emissions reporting.

The GHG Protocol is the internationally recognised framework for corporate carbon accounting and is the methodology referenced by the UK Government in its guidance on Carbon Reduction Plans. It groups emissions into three categories; Scope 1 (direct emissions), Scope 2 (emissions from purchased energy) and Scope 3 (other indirect emissions across the value chain).

In preparing the indicative baseline set out below, the following considerations have informed how each Scope has been approached:

- Scope 1 covers direct emissions from fuel combustion in company-owned or controlled assets. bookinglab operates two company cars, both of which are battery electric vehicles (BEVs), and does not operate heating plant or other combustion sources. Scope 1 is therefore reported as zero.
- Scope 2 arises almost entirely from electricity consumed at employees' home premises, together with the electricity used to charge the two company EVs, which also takes place at employees' homes. Energy supply arrangements sit with third-party providers and outside bookinglab's operational control. Scope 2 has accordingly been estimated using the UK Government (DESNZ) homeworking emissions factor applied to our headcount and typical working hours during the reporting period, rather than derived from meter-level data.

 | 03334440203

 | info@bookinglab.co.uk

 | www.bookinglab.co.uk

SFR-072**Issue 1 January 2026****Classification: PUBLIC**

- Scope 3 has been quantified here in respect of business travel, based on our internal records. Other Scope 3 categories are treated as follows: purchased cloud and digital services are not separately quantified in this iteration, as primary emissions data is held by the relevant third-party providers; employee commuting is reported as zero, reflecting our fully remote operating model; waste generated in operations is de minimis and is not separately quantified; and upstream and downstream transportation and distribution are not considered material to the digital services we deliver.

The figures provided represent an initial, indicative baseline appropriate to our size and operating model. They will be refined in future revisions of this Plan as our measurement approach matures.

Reporting Period

For the purposes of this Plan, our reporting period is the financial year 1 May 2024 – 30 April 2025.

Estimated Emissions for the Reporting Period

On the basis of our fully remote operating model and an approximate headcount of 12 employees, our estimated emissions for the above reporting period are set out below. Figures have been prepared using reasonable assumptions and, where applicable, UK Government (DESNZ) conversion factors.

Scope	Estimated tCO ₂ e	Basis of estimate
Scope 1	0	Both company vehicles are battery electric vehicles (BEVs). Direct (tailpipe) combustion emissions are therefore zero. No company-owned heating plant or other combustion sources are operated.
Scope 2	Approximately 6	Estimated using the UK Government (DESNZ) homeworking emissions factor applied to 12 employees working predominantly from home over the reporting period (approx. 1,900 working hours per FTE). Electricity consumed in charging the two company EVs is also treated as falling within this Scope on the basis that charging takes place at

 | 03334440203

 | info@bookinglab.co.uk
 | www.bookinglab.co.uk

SFR-072

Issue 1 January 2026

Classification: PUBLIC

		employees' home premises; its contribution is estimated to be less than 1 tCO ₂ e given modest business mileage and is included within the figure reported.
Scope 3 (business travel)	Less than 0.5	Estimated from internal records. Business travel in the reporting period consisted principally of four company-wide in-person meet-ups during the year, at which up to three employees travelled longer distances by national rail, and approximately quarterly customer visits undertaken in a company EV. Rail journeys are estimated using the DESNZ national rail passenger factor; EV customer visits are treated as a nominal addition to the company's electricity consumption and are de minimis. Short-haul flights and private vehicle use were not used for business travel during the period.
Total (estimated)	Approximately 6	Sum of the above. Other Scope 3 categories (notably purchased cloud and digital services) are not quantified in this iteration as primary emissions data is held by the relevant third-party providers.

4. Our Direction of Travel

Rather than committing to specific numerical reduction targets at this stage, which would be difficult to evidence accurately without a robust baseline, we have set out below the general direction in which we intend to move:

- **Short term:** continue embedding lower-impact ways of working across our day-to-day activities, and improve our awareness and understanding of where our impact lies.
- **Medium term:** explore opportunities to measure our footprint more formally, engage with our supply chain on environmental matters, and identify the most material areas for action.

SFR-072

Issue 1 January 2026

Classification: PUBLIC

- **Long term:** deliver our commitment to Net Zero by 2050 in a manner consistent with our size and sector, and align with emerging best practice for small and medium-sized enterprises as it develops.

We recognise that this is an evolving area and that expectations on small businesses are likely to become more defined over time. We intend to keep our approach under review and adapt it as appropriate.

5. Environmental Management Measures

The following environmental management measures are applied as part of our ongoing operations and in connection with the performance of contracts we undertake for our clients. They have been identified as relevant for a business of our size and remote operating model. Measures in each area may be adopted in full, in part, or adjusted over time in light of practical experience and business circumstances.

SFR-072**Issue 1 January 2026****Classification: PUBLIC**

5.1 Business travel

- We will default to video conferencing for client, supplier and internal meetings, save where physical attendance is reasonably required.
- Where physical travel is required, we will prefer lower-impact modes such as rail over short-haul flights where practicable.
- We will support active travel (walking, cycling) and public transport for any in-person attendance where feasible.

5.2 Homeworking and employee support

- We will encourage energy-conscious behaviours such as enabling power-saving settings and shutting equipment down when not in use.
- We will continue to issue employees with efficient laptops suitable for remote working, in preference to energy-intensive desktop equipment.
- We will signpost information about renewable energy tariffs and sustainable choices, while recognising that home energy decisions ultimately rest with individual employees.

5.3 Digital infrastructure and cloud services

- Where commercially appropriate, we will give preference to cloud and software providers that publish meaningful sustainability information.
- We will periodically review cloud workloads for efficiency and decommission resources that are no longer required.
- We will consider architectural choices that make efficient use of digital infrastructure where these are also a good fit for the business.

5.4 ICT hardware and equipment

- We will seek to extend the useful life of hardware where performance and security considerations allow.
- We will give consideration to refurbished or remanufactured equipment for suitable use cases.
- We will ensure end-of-life equipment is dealt with through appropriate recycling or reuse channels in line with UK WEEE requirements, rather than sent to landfill.

SFR-072**Issue 1 January 2026****Classification: PUBLIC**

5.5 Procurement

- We will consider environmental factors, alongside commercial and service considerations, when selecting or reviewing significant suppliers.
- Over time, we will engage with key suppliers on their own approach to environmental matters where this is relevant.

5.6 Awareness and culture

- We will raise awareness of environmental matters within the team and welcome practical suggestions from employees.
- We will keep abreast of emerging guidance and good practice relevant to small and medium-sized enterprises.

6. Areas Under Consideration

Looking further ahead, we may also give consideration to:

- Developing a more structured approach to measuring our environmental impact, appropriate to our size.
- Aligning with recognised frameworks or guidance designed for small businesses as these mature.
- Reviewing how residual environmental impact might be addressed once reasonable reduction opportunities have been explored.


Any such steps will be considered in light of their practical value, the resource required, and the expectations of our clients and partners at the time.

7. Governance and Review

This document has been reviewed at director level and is intended to reflect our current approach to environmental matters. It will be reviewed from time to time and updated as our understanding, circumstances, and external expectations evolve. Overall responsibility for the approach set out in this document rests with the directors of bookinglab Limited.

8. Acknowledgement

This Carbon Reduction Plan reflects the current position and general intentions of bookinglab Limited in relation to environmental impact, including our commitment to achieving Net Zero greenhouse gas emissions by 2050. It is provided in good faith as a statement of approach and direction of travel. Save for the commitment to Net

 | 03334440203

 | info@bookinglab.co.uk

 | www.bookinglab.co.uk



SFR-072

Issue 1 January 2026

Classification: PUBLIC

Zero by 2050, it does not constitute a binding commitment to specific emissions reductions, timescales or quantified outcomes.

Declaration and Sign-Off

This Carbon Reduction Plan has been reviewed and approved at director level on behalf of bookinglab Limited.

Signed: -----

Name: Chad Duggan

Role: Director, bookinglab Limited

Date: 16/01/2026

Version Control

Issue Number	Details of Changes Made	Made By	Date
1	Original Policy, created by LB, signed off by SLT	LB	16/01/2026