

Carbon Reduction Plan



Organisation Rekan Limited

Issue Date 02/07/2026

Author Ella Riley (Business and ESG Administrator)

Revision 4.00

1.0 Commitment to achieving Net Zero

- 1.1 As part of our Environmental and Sustainability policy, we are committed to achieving Net Zero emissions by 2035.

2.0 Baseline emissions footprint

- 2.1 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. This provides a reference point against which emissions reduction can be measured.

Reporting Year: 1 st March 2025 to 28 th February 2026	
Emissions	Total (tCO ₂ e)
Scope 1	
▪ Stationary Combustion	0
▪ Mobile Combustion	0
▪ Fugitive Emissions (Refrigerants)	0
▪ Onsite Solar PV Electricity Generation	0
Scope 2	
▪ Purchased Electricity (Location-Based)	1.23
▪ Purchased Electricity (Market-Based)	2.93
Scope 3	
▪ Business Travel	14.33
▪ Employee Commuting	39.72
▪ Waste Generated	0.37
▪ Upstream Transportation and Distribution	0.09
▪ Purchased Goods/Services	112.77
▪ Downstream Transportation and Distribution	0
Total Emissions	167.96
<i>Additional details relating to the Baseline Emissions calculations</i>	
Since publishing our previous Carbon Reduction Plan, we have engaged specialist consultants, Arthian Limited, to undertake a more comprehensive assessment of our greenhouse gas emissions. This assessment was based on a significantly more detailed data collection process and a recognised carbon accounting methodology, resulting in a more accurate representation of our organisational emissions than the initial estimate produced using the NatWest Carbon Footprint Calculator. As the NatWest calculator provided only a high-level estimate with limited data inputs, the emissions figures reported previously are not directly comparable with the results of the Arthian assessment. Consequently, the emissions inventory produced by Arthian Limited will be adopted as our revised baseline against which future carbon reduction performance will be measured. This revised baseline provides a more robust foundation for setting reduction targets, monitoring progress, and identifying opportunities to reduce our environmental impact over time.	

3.0 Current emissions reporting

3.1

Reporting Year: 1 st March 2025 go 28 th February 2026	
Emissions	Total (tCO ₂ e)
Scope 1	
▪ Stationary Combustion	0
▪ Mobile Combustion	0
▪ Fugitive Emissions (Refrigerants)	0
▪ Onsite Solar PV Electricity Generation	0
Scope 2	
▪ Purchased Electricity (Location-Based)	1.23
▪ Purchased Electricity (Market-Based)	2.93
Scope 3	
▪ Business Travel	14.33
▪ Employee Commuting	39.72
▪ Waste Generated	0.37
▪ Upstream Transportation and Distribution	0.09
▪ Purchased Goods/Services	112.77
▪ Downstream Transportation and Distribution	0
Total Emissions	167.96

4.0 Emissions reduction targets

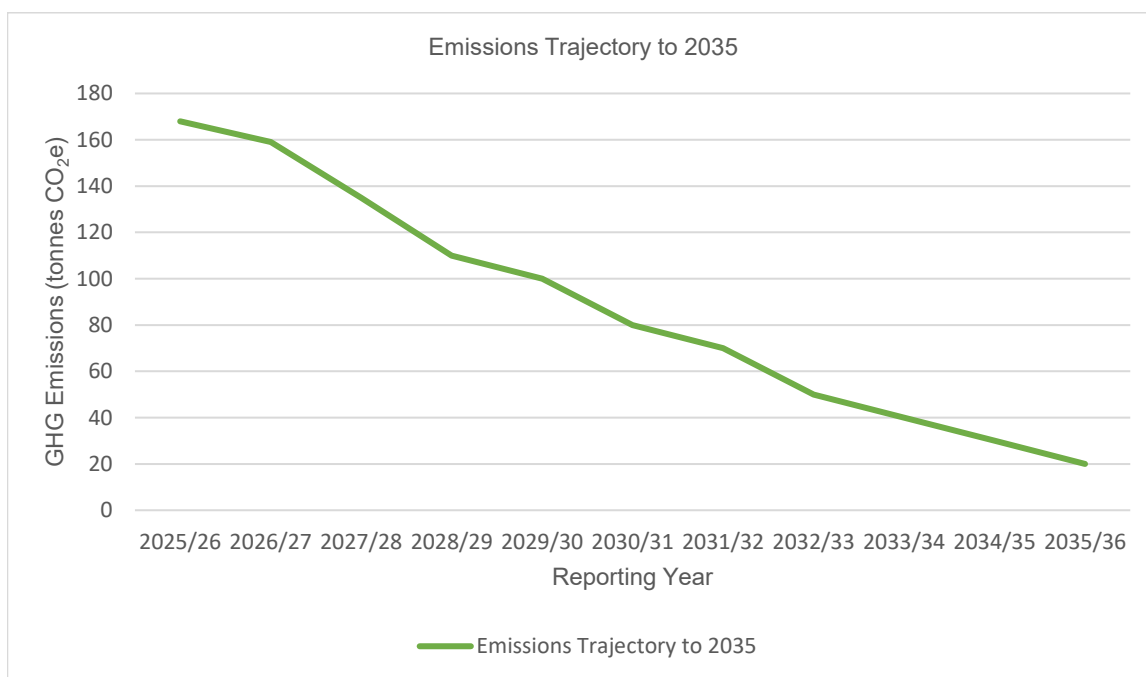
4.1

This Carbon Reduction Plan (CRP) acts as one of our action plans to meet our goal of becoming Net Zero by 2035 (or sooner). Our CRP will be reviewed and updated annually as we monitor our emissions and actions, aligning with the guidance given as part of PPN 006 requirements. Refer to point 4.3 which displays the trajectory Rekan needs to follow in order to meet Net Zero by 2035.

4.2

Based on a linear reduction in line with our Net Zero targets, we aim to reduce absolute emissions by 50% by 2030 and 90% by 2035. Net Zero Carbon requires Rekan to reduce our operational emissions as close to zero as possible (at least 90%) and then carbon removals can be used to mitigate our remaining operational emissions (residual emissions from essential business operations).

4.3



4.4 Rekan already has several environmental management and sustainability measures in place across our operations; designed to reduce our environmental impact of our operations. The progress and impact of these measures is actively monitored by our dedicated Eco-Supply Chain Assistant. A list of completed projects is included below:

4.4.1 LED Lighting Upgrade with PIR Sensors (Completed)

During the past few years, we completed the replacement of all existing office lighting with high efficiency LED units. This upgrade was undertaken to reduce electricity consumption, improve lighting quality and lower ongoing maintenance requirements compared with traditional fluorescent fittings. In addition, Passive Infrared (PIR) motion sensors were installed in appropriate areas, including meeting rooms, corridors and toilet facilities. These sensors ensure that lights are automatically activated only when spaces are in use, further reducing unnecessary energy usage. Collectively, these improvements contribute to a measurable reduction in our Scope 2 emissions and support our wider energy efficiency and Net Zero objectives.

4.4.2 Energy Monitoring and Dashboards (Completed)

We have previously implemented smart meters and an energy monitoring dashboard at our main office. Although Unit 1 is occupied by another business, this system enables Rekan to track electricity usage with far greater accuracy, ensuring fair and precise recharging of energy costs to the tenant organisation. Sub-metering has been incorporated to distinguish consumption across relevant circuits, and monthly reporting has been established to maintain transparent and consistent monitoring. While this system does not directly impact Rekan's emissions, it strengthens our operational controls and supports accurate financial and environmental reporting across the site.

4.4.3 Air Source Heat Pump Installation (Completed)

We installed an air source heat pump (ASHP) to replace traditional electric heating in the relevant area of our premises. The purpose of this upgrade was to improve overall energy efficiency by transitioning to a low-carbon heating technology that delivers significantly higher output per unit of electricity consumed. The ASHP provides a more consistent and efficient heating source, reducing reliance on older, less efficient systems and contributing to lower operational energy use. While its primary function to improve building performance and comfort, the installation also supports our wider decarbonisation efforts by reducing associated Scope 2 emissions and aligning our operations with modern low-carbon building standards.

4.4.4 Solar PV Array (Completed)

We installed a Solar PV array to generate on-site renewable electricity and reduce our reliance on grid-supplied power. The system consists of rooftop photovoltaic panels designed to maximise solar generation throughout the year. During the reporting period, the array produced a significant volume of clean electricity, with a portion consumed directly on site and any surplus exported back to the national grid. This installation supports our long-term decarbonisation strategy by lowering our Scope 2 emissions, reducing operational energy costs, and increasing the overall resilience of our energy supply.

4.4.5 Hybrid Working Policy (Completed)

We have formalised and implemented a hybrid working policy to help reduce emissions associated with employee commuting. The policy allows staff to work remotely for part of the week, thereby lowering the number of individual commuting journeys undertaken. By reducing travel frequency this measure contributes directly to lowering our Scope 3 emissions. The policy also supports improved employee wellbeing and work-life balance while maintaining operational efficiency. Collectively, these benefits help align our organisational practices with our broader Net Zero objectives and reinforce our commitment to sustainable, low-carbon ways of working.

4.4.6 Annual Commuting Survey (Completed 2025/26)

In 2025/26, we continued our annual staff commuting survey to collect detailed data on employee travel patterns, preferred modes of transport and associated carbon emissions. The survey provides a consistent year-on-year dataset that enables us to monitor changes in commuting behaviour, assess the impact of initiatives such as our hybrid working policy, and identify further opportunities to reduce travel-related emissions. The findings support accurate reporting of our Scope 3 emissions and help inform future actions to encourage more sustainable commuting choices across the organisation.

5.0 Carbon reduction projects

5.1 A summary table of the planned, in progress and potential carbon reduction projects:

Emissions Category	Project Title	Project Description	Status
Fugitive Emissions (Refrigerants)	Regular Maintenance	Rekan conduct 6-monthly leak and maintenance checks on all onsite AC Units in the main office. Records of the inspections are kept and appropriately filed on site.	Ongoing
	Zero Carbon Refrigerant Gases	Rekan will review the current refrigerants used in our existing Air Conditioning system and, if required, conduct a feasibility study to switch to “cleaner” or “zero-carbon” refrigerant alternatives	Under Consideration
Company Fleet/Business Travel	EV Vehicle Switch	Rekan does not currently own any company vehicles; however, Rekan will review the feasibility of purchasing an EV company car to reduce business travel mileage where possible. This will be subject to a feasibility review.	Planned
Purchased Electricity	Renewable Energy Tariff	The purchase of electricity that is backed by Renewable Energy Guarantees of Origin (REGO) to ensure electricity is being generated from renewable sources. Upon expiration of our existing contract, Rekan will review options to switch to a Renewable Energy Tariff.	Scheduled for 2027/28
	Electrical Heating Management System	Investigate the practicality and possibility of installing timers on the electric heaters in the lobby and toilets to ensure they are not on during non-working hours.	Scheduled for 2027/28
Employee Commuting	Sustainable Travel	We will investigate the feasibility and demand from staff for potential introduction of a salary sacrifice scheme to help them purchase EV vehicles. In addition, we will look to upgrade our bicycle storage and shower facilities based on the desire of future recruited staff to take advantage of cycling to work.	Under Consideration
All	Supplier/Project Specific Carbon Data	We will look to collect project and supplier specific carbon data where possible. Although this may not directly reduce emissions associated with our own operations we are committed to gaining a better understanding of our wider impact and then utilising this information to inform future management of our projects.	Scheduled for 2027/28
All	Further Staff Training	We will continue to encourage staff to adhere to our energy efficiency standards across the site through a “switch off” campaign. This will help remind staff to turn off equipment when not in use and only use equipment when necessary to do so. This will be supported through regular verbal updates and other communication methods on site. Staff are also encouraged to car share where possible and minimise unnecessary trips out (e.g. only 1 employee will drive to get lunch for the office instead of everyone going individually)	Ongoing

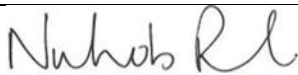
All	Regular Staff Updates on Progress	Rekan will develop and continually update a presentation document detailing our Net Zero ambitions, targets and progress. This will be presented internally to all employees twice per annum to maintain good awareness amongst staff about our Net-Zero goals. This includes information such as not using the printer unnecessarily.	Ongoing
Purchased Goods and Services	Supplier Engagement	We plan to develop and implement a supplier carbon-disclosure framework to improve the environmental transparency of the consultants and service providers we work with regularly. As part of this, we will update our onboarding questionnaires to request information on suppliers' environmental accreditations or, where formal certifications are not held, a clear description of how they manage their environmental impacts. We also intend to share our Corporate Responsibility Policy (CRP) with all relevant suppliers to ensure they understand our sustainability expectations and can align their practices accordingly. While environmental performance will not always be the deciding factor in appointment, opening this dialogue will help raise standards across our supply chain and lay the foundations for introducing minimum disclosure thresholds in future contractual arrangements.	Scheduled for 2027/28
		This may not always directly impact our GHG emissions but will provide us with an understanding of our wider sustainability impact.	
		Annually collect supplier specific information about their products to increase accuracy of reporting.	To initiate in 2026/27 and then annually manage
Waste	Office Waste	Review systems currently in place to reduce printing in the office. This includes utilising digital technology where possible for project work and site audits and switching to an E-Signature system for all future contracts.	Scheduled for 2026/27
Purchased Electricity/Stationary Combustion Business Travel	Energy Management Systems (EMS)	Implement EMS to monitor and control energy usage.	Under Consideration
	Sustainable Business Travel Policy	To reduce fuel used in company vehicles we will look to develop a Green Transport Policy that looks to optimise travel routes, reduce car travel when not required and incentivise employees to reduce the environmental impact of their travel and encourage remote meetings. This includes conducting virtual meetings where possible and to make this part of our fee proposal for clients moving forward so only	Ongoing

		required site visits are made during a project. Where site visits are required, staff will use the train in the first instance where practical. This policy will be ongoing and part of our standard business practice.	
	EV only Hire Cars	We will review the practicality and feasibility of creating a business policy that requires staff to use EV vehicles when hiring a vehicle for work purposes. This will help reduce emissions associated with business travel across the business.	Under Consideration.
Upstream Transportation & Distribution	Supplier Engagement	We plan to introduce a logistics emissions-disclosure process for delivery partners working on Rekan-managed projects to improve visibility of transport-related carbon impacts. As part of this initiative, we will add reporting clauses to relevant contracts requiring partners to provide monthly data on their fleet emissions, including CO ₂ e output and fuel mix. This will enable us to identify high-impact activities and work more collaboratively with suppliers to reduce transport-related emissions over time. While environmental performance will not always determine supplier selection, increasing transparency will support more informed decision-making and allow us to express a preference for lower-emission of alternative-fuel fleets where operationally feasible.	Under Consideration.
	Consolidated Deliveries	We plan to formalise a consolidated-deliveries approach across Rekan-managed projects to minimise the number of vehicle trips to site. While we already encourage materials to be delivered in bulk wherever possible, our intention is to strengthen this practice by embedding it into procurement guidance and project management procedures. This will help reduce unnecessary transport movements, lower associated emissions and improve efficiency across our supply chain. Encouraging contractors and suppliers to batch deliveries will also support smoother site logistics and contribute to reduced congestion and disturbance around project locations.	Under Consideration.
	Material Origin & Distance Disclosure	We plan to introduce a material origin and distance-to-site reporting requirement to improve visibility of the carbon impacts associated with material transportation. A mandatory data field will be added to procurement documentation requiring suppliers to disclose the location of material manufacture and the approximate kilometres travelled to site. This information will enable us to incorporate carbon-related weighting into supplier evaluations and to express a preference for nearer lower-impact sources where practical. Over time, this approach	Under Consideration.

		greater transparency from our supply chain and help reduce transport-related Scope 3 emissions.	
	Local Suppliers	We continue to prioritise the use of local suppliers, particularly those based in Winchester, Southampton and the surrounding region, as part of our commitment to supporting the local economy and reducing transport-related emissions. By sourcing goods and services from nearby providers wherever feasible, we minimise delivery distances, reduce associated carbon impacts and strengthen relationships with business within our community. While operational requirements may occasionally necessitate sourcing from further afield, favouring local suppliers remains an ongoing practice that contributes to lower Scope 3 emissions and supports more resilient, sustainability supply chains.	Ongoing

6.0 Declaration and sign off

- 6.1 This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.
- 6.2 GHG emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol Corporate Standard; using the appropriate Government emission Conversion Factors for GHG Company Reporting.
- 6.3 Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard from Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.
- 6.4 This Carbon Reduction Plan has been reviewed and signed off by the Managing Director.

Date of Issue:	Date of Next Review:
02/07/2026	02/07/2027
Signed:	Print Name:
	Nicholas Riley Managing Director