PPN 006 Carbon Reduction Plan - arrangeMY

Supplier name: arrangeMY

Publication date: 09/10/2026.

Reporting standard: In accordance with the Greenhouse Gas Protocol (GHG) Corporate Standard, internal data is collected using the respective UK Government Conversion Factors (DESNZ).

Reporting boundary: Operational boundary of the arrangeMY Group includes – BookOTel trading as arrangeMY, Integrated Business Travel, and Events Express. Additionally, we have included in the operations of the arrangeMY Escapes premises for leisure travel (Worcester & Malvern).

Reporting period: arrangeMY Financial Year – 1st April 2025 – 31st March 2026.

Commitment to achieving Net Zero

arrangeMY has committed to achieving organisational Net Zero emissions by 2049/2050 for our UK operations. We are committed to advancing change and supporting the progress of a more sustainable future, both as an employer, key player within the business travel ecosystem, and as a respected supplier.

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.

Baseline Year: 2023/24	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**11.17**
Scope 2	**17.55**
Scope 3 **(Included Sources)**	**138.31** Cat 1 Purchased goods & services – 43.33

	Cat 3 Fuel- & energy-related activities – 7.34 Cat 4 Upstream transportation & distribution – 0* Cat 5 Waste generated in operations – 0.40 Cat 6 Business travel – 19.79 Cat 7 Employee commuting – 67.44 Cat 9 Downstream transportation & distribution – 0* *arrangeMY doesn't transport or distribute physical goods.
Total Emissions	**167.03**

Current Emissions Reporting

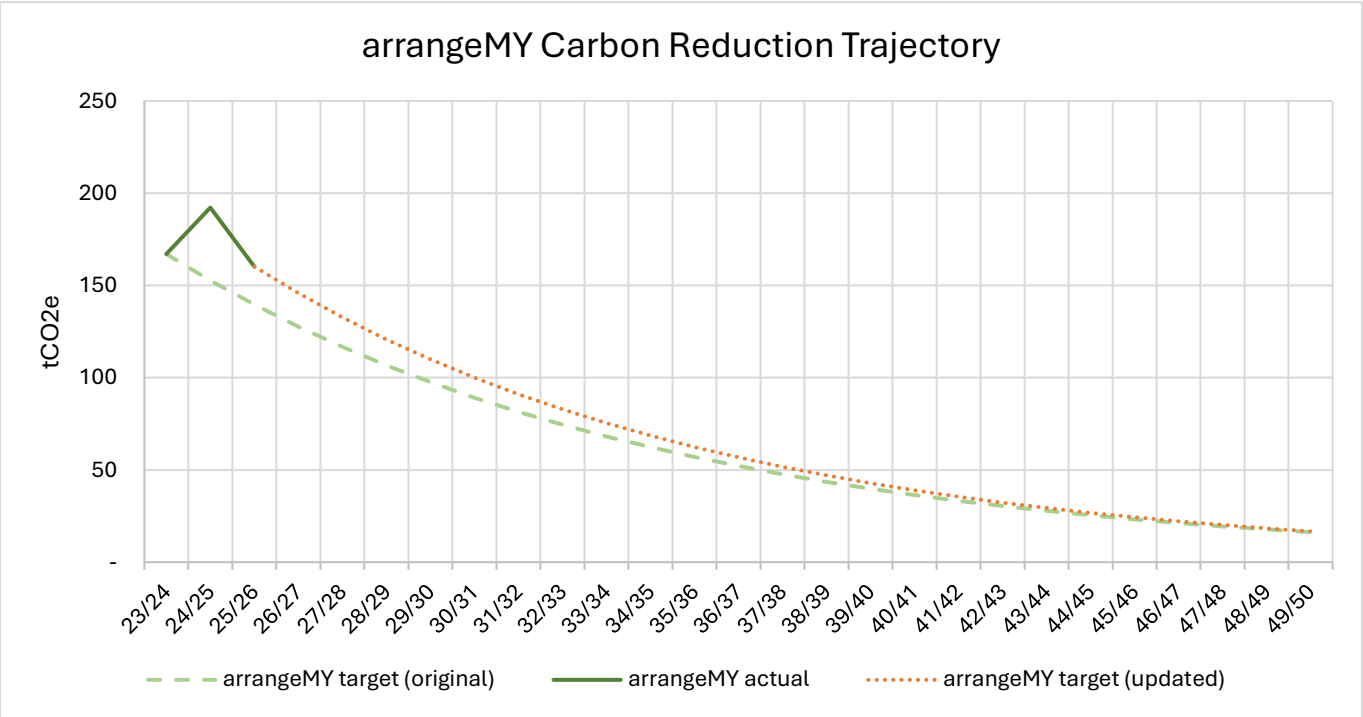
Reporting Year: 2025/26	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**10.55**
Scope 2	**11.65**
Scope 3 **(Included Sources)**	**138.01** Cat 1 Purchased goods & services – 26.65 Cat 3 Fuel- & energy-related activities – 6.57 Cat 4 Upstream transportation & distribution – 0* Cat 5 Waste generated in operations – 0.14 Cat 6 Business travel – 16.14 Cat 7 Employee commuting – 88.51 Cat 9 Downstream transportation & distribution – 0* *arrangeMY doesn't transport or distribute physical goods.
Total Emissions	**160.21**

Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

We project that carbon emissions will decrease to 109.91 tCO_2e by 2029/2030. This is a reduction of 31% from 2025/26 (34% against our 2023/24 baseline).

Progress against these targets can be seen in the graph below:



arrangeMY aims to reduce emissions by at least 90% with the aim of offsetting the residual emissions by means of permanent carbon removals to achieve net zero by 2049/2050.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023/24 baseline. The carbon emission reduction achieved by these schemes equates to 6.52 tCO_2e, a 22.7% reduction in scope 1 and 2 emissions against the 2023/24 baseline and the measures will be in effect when performing the contract.

1. **100% reduction in diesel consumption**

   Company-owned diesel vehicles were replaced by hybrid vehicles, resulting in 100% reduction in diesel consumption, saving 0.62 tCO_2e in the 2025/26 reporting period when compared to the base year. We continue to reduce business miles, utilise public transport and conduct video calls for account review meetings wherever possible and/or appropriate.

2. **Installation of solar PV**

   Increased self-generated renewable energy reduced reliance on national grid electricity, resulting in a reduction of 5.90 tCO_2e in the 2025/26 reporting period when compared to the base year.

3. **Replaced HQ windows**

   Replacement office windows installed at the arrangeMY HQ completed in October 2026; we anticipate this measure will improve office heating efficiency and reduce Scope 1 emissions by approximately 0.15 tCO_2e.

4. **Maintain ISO 14001**

   Retention of ISO14001 – Environmental Management System: we achieved the accreditation in 2015; as of 2026, we were reassessed and secured certification for a further 3 years.

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

1. **Install an air-source heat pump**
   Replacing gas with an ASHP will remove the remaining emissions associated with Scope 1 gas consumption, resulting in an approximate reduction in emissions of 4 tCO_2e.

2. **Install a solar battery**
   Increases the utilisation of self-generated electricity with the expectation of reducing emissions by 1 tCO_2e.

3. **Controls on personal electrical heating equipment**
   Restricting the use of personal electric heaters in the office will reduce emissions by an estimated 1 tCO_2e.

4. **Reduce business travel flights**
   Business travel by air (Scope 3, Category 6) was 1.59 tCO2e in our 2023/24 baseline year. We will reduce this by 87.5% to 0.20 tCO2e by 2049/50 (a reduction of 1.39 tCO2e), with an interim reduction target of 15% by 2029/30 (saving 0.24 tCO_2e) through a rail-first travel policy/virtual meetings/flight internal approval process.

5. **Encourage low-emission commuting**
   Expected reduction compared with the base year of 15%. Carsharing incentive and commuting policy to be introduced. EV Salary sacrifice in place for qualifying employees, as well as continuing to support the cycle to work scheme. Emissions increased since the base year of 2023/24 due to more staff preferring to work in the office. A low base year legacy lag remained after the pandemic, as many team members then preferred to work from home.

6. **Use suppliers with net zero targets and carbon reduction plans**
   This ensures that arrangeMY's value chain is aligned with net zero and that emission-producing activities cannot be moved to the supply chain.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standards 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, 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 arrangeMY:



Name: Laura Dudley

Position: Head of Sustainability

Date: 09/10/2026.



Name: Nick Scott

Position: Managing Director

Date: 09/10/2026.

[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