

Green Key Hotel Criteria and Explanatory Notes

Qatar National Criteria

1 January 2019 – 31 December 2020

Revision 02 – Dec 2018

Introduction:

The Green Key hotel criteria are eligible for applicant hotels and hostels having more than 15 bedrooms. In order to be eligible for Green Key, the applicant establishment must have legally acquired property, land and water rights, complying where applicable with local, communal and indigenous rights.

1. ENVIRONMENTAL MANAGEMENT		
1.1	<p>The management must be involved and appoint an environmental manager from amongst the staff of the establishment with designated supervisors within different departments (I).</p>	<p>To ensure that the work with Green Key is well implemented and administered, the management of the establishment is in charge of appointing an environmental manager from the establishment.</p> <p>The appointed environmental manager is in most cases a part-time function. It can be any staff member, but is most often seen to be the chief engineer, the house keeping responsible, the front desk responsible, the HR responsible or the general manager. The position as environmental manager could be mentioned in the person's job description.</p> <p>The main functions of the environmental manager include:</p> <ul style="list-style-type: none"> • Contact person for all environmental/sustainability matters to management, staff, suppliers and Green Key national/international representatives • Responsible for instructing and supporting other staff members on environmental/sustainability matters

		<ul style="list-style-type: none"> • Responsible for gathering, managing and updating the environmental data on cleaning, waste and the efficient use of gas, water and electricity • Responsible for the development and implementation of the environmental policy and action plan of the establishment <p>The environmental manager is in charge of the communication with Green Key in relation to the application or re-application for Green Key. In case of an establishment changing environmental manager, Green Key is informed about the change.</p> <p>During the audit, the environmental manager is normally be present to answer and explain about the work at the establishment with regards to environmental matters in general and Green Key related criteria specifically.</p>
1.2	The establishment must formulate an environmental policy. (I)	<p>To ensure an overall frame for the sustainability work of the establishment, an environmental policy is formulated. It describes the overall aims and level of ambition for the environmental performance of the establishment in relation to environmental management and environmental training, information and awareness raising. The environmental policy of the establishment is reviewed every third year to have continuous improvement.</p> <p>In order to constitute a long-term sustainability management system that is suitable to its size and scale, the establishment's environmental policy includes environmental issues as well as have references to social, cultural, economic, quality, human rights, health, risk and crisis management issues (a number of these issues can also be included in the CSR policy, see criterion 11.1)</p> <p>The environmental policy is a general statement with a commitment for continuous improvements and the monitoring of it, but it does not deal with specific issues or how to handle them. The environmental policy is more ambitious than only complying with legislation and regulations.</p> <p>The environmental policy is preferably elaborated in cooperation with the staff and compiled in a way that includes and commits both the contributions from the management as well as from the staff. The environmental policy is normally signed by the general manager of the establishment. After production, the environmental policy is available for all employees of the establishment.</p>

		<p>It is strongly encouraged that each establishment has its own environmental policy, but if the establishment is part of an international or national chain, the environmental policy could be common for more than one establishment within the same chain.</p> <p>During the audit, the establishment presents the environmental policy document and its availability for the staff of the establishment. It is checked that the environmental policy is less than three years old and that it is a general document including environmental issues as well as references to other sustainability issues.</p>
1.3	<p>The establishment must formulate objectives and an annual action plan for constant improvement. (I)</p>	<p>To ensure a more concrete plan for the sustainability work of the establishment, the objectives and annual action plan is formulated. The objectives and annual action plan reflects the concrete work towards fulfilling the environmental policy and includes specific objectives to be reached in the coming 1-3 years and an action plan how to reach the planned objectives in the coming year.</p> <p>In order to constitute concrete objectives and actions for the long-term sustainability management system that is suitable to its size and scale, the establishment's objectives and action plan includes environmental issues as well as clear energy target reductions. Also, it should include references to social, cultural, economic, quality, human rights, health, risk and crisis management issues.</p> <p>The objectives and annual action plan document is preferably elaborated in cooperation with the staff and compiled in a way that includes and commits both contributions from the management as well as from the staff.</p> <p>It is expected that the establishment formulate a minimum of three action points within different areas of operation of the establishment. When preparing the objectives and annual action plan, it is strongly encouraged to use the Green Key criteria for inspiration. Compliance with some of the guideline criteria not yet implemented as well as how to further engage in already implemented imperative and guideline criteria could become part of the plan. It should be noted that the establishment must during additional years of holding the Green Key award ensure compliance with an increasing percentage of guideline criteria. Objectives and actions that are already fulfilled cannot be added in the objectives and annual action plan.</p> <p>If the establishment is part of a larger chain, there can be overlap between the objectives/actions formulated towards the chain and the ones used in Green Key.</p>

		<p>During the audit, there is an administrative check-up of the presence and the content of the objectives and annual action plan document for the coming year, and its availability for the staff of the establishment. It is checked that the document includes a minimum of three action points within different sustainability areas and different areas of operation. If the establishment has had the Green Key for more than one year, there is also an evaluation of the work with the objectives and annual action plan in the past year. In the case that some planned actions were not carried out, there is a discussion about why the applicant establishment was not able to carry out the planned actions during the past year.</p>
1.4	<p>All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection. (I)</p>	<p>To have all information easily accessible, the Green Key binder is normally organised according to the Green Key criteria sections and numbers containing all the relevant and updated documents showing compliance with each criterion.</p> <p>The Green Key binder can be a physical binder with paper copies of the various documents or it can be an electronic binder with the documents organised in folders (e.g. as part of the Intranet of the establishment).</p> <p>During the audit, the environmental manager presents the Green Key binder available for inspection in general and for proof of compliance with the various Green Key criteria.</p>
1.5	<p>The environmental manager must ensure that the Green Key criteria are reviewed annually. (I)</p>	<p>Compliance with this criterion is only relevant if the establishment is re-applying for the Green Key award.</p> <p>The environmental manager is in charge of going through the Green Key application form and material, the latest audit report and the latest decisions and recommendations by the auditor or national jury.</p> <p>The environmental manager pays special attention to changes in compliance with imperative or guideline criteria since last review and report it to Green Key.</p> <p>When the environmental manager signs the application for renewal of the Green Key award, he/she confirms that an annual review of the Green Key criteria has been ensured and that and there is information about changes in compliance since last year. The environmental manager confirms compliance with all imperative criteria and the required percentage of guideline criteria.</p>

		<p>During the audit, it is checked that the feedback regarding changes in criteria compliance in connection with the application for renewal of the Green Key award is consistent with the outcome of the audit.</p>
1.6	<p>The establishment must establish active collaboration with relevant stakeholders. (I)</p>	<p>The aim of this criterion is to enhance the active role the establishment plays in creating environmental awareness in the local area around the establishment and promoting environmentally friendly practices to collaboration partners.</p> <p>The criterion is mainly focusing on collaboration on environmental issues, but it could also refer to social, cultural, economic, quality, human rights, health and risk and crisis management issues. Where appropriate, Green Key encourages the establishment to enter cooperation with stakeholders involved in the protection and enhancement of local historical archeological, culturally, and spiritually significant sites and traditions.</p> <p>The relevant stakeholders (at least two types of stakeholders are selected) could be non-governmental organisations, local community groups, local authorities, local residents, local schools, suppliers, etc.</p> <p>In order for the collaboration to be considered, it is an active two-way collaboration between the establishment and the relevant stakeholders.</p> <p>During the audit, documentation showing active collaboration with a minimum two relevant stakeholders is checked.</p>
1.7	<p><i>The establishment will measure its carbon footprint through the use of a recognised CO₂ measurement tool. (G)</i></p>	<p>With this criterion, the establishment uses its measured annual energy consumption (and potentially also water and waste) to calculate the annual carbon footprint of the establishment through a recognised CO₂ measurement tool. The calculation could be used to check the fluctuations in carbon emission of the establishment from period to period with the aim of reducing it, it can be used to compare carbon emissions between establishments (if so wished), and/or it can be used to offset or encourage offset of the carbon emission.</p> <p>There are different carbon measurement tools available, including tools that are available freely and tools that are available against payment..</p> <p>One of the recognised tools is the Hotel Carbon Management Initiative (HCMI) calculation of the carbon footprint from the energy consumption of an establishment. The HCMI tool can be found on the Green Key</p>

		<p>website (www.greenkey.global) and is free of charge.</p> <p>After calculating the carbon footprint, the establishment has formulated/implemented procedures to avoid or minimise the carbon emissions, and Offsetting of remaining emissions is encouraged.</p> <p>During the audit, the environmental manager presents the carbon measurement tool, the calculated results, the plan for reducing the carbon footprint and the possibilities for offsetting the remaining emissions.</p>
<h2>2. STAFF INVOLVEMENT</h2>		
2.1	<p>The management must hold periodic meetings with the staff in order to brief them on issues concerning existing and new environmental initiatives. (I)</p>	<p>It is important to inform and engage the staff on the environmental initiatives of the establishment. The management of the establishment therefore normally organises at least 1-3 annual meetings.</p> <p>The information includes issues of environmental management (water, energy, waste, cleaning, food and beverage, etc.), other sustainability issues, but also issues of awareness raising of guests, staff, suppliers and the surrounding community.</p> <p>Keeping the staff updated about existing and new environmental initiatives gives the staff a better understanding of their role in the work, but also enables the staff to properly inform and answer questions from guests on the matter. The staff is not only informed about the environmental initiatives, but also have the possibility to contribute with ideas and suggestions.</p> <p>There could be a “green committee” with representatives from the different departments represented. The green committee is in charge of executing the environmental initiatives in cooperation with the environmental manager as well as informing other staff members in all departments about the work.</p> <p>When planning the meetings, consideration is taken regarding seasonal employees in order to ensure as much participation of the staff as possible.</p> <p>During the audit, minutes from the held meetings between the management and staff is presented showing the persons present and the environmental/sustainability issues discussed. The auditor may also interview ,</p>

		staff to know their level of knowledge on environmental initiatives of the establishment.
2.2	The environmental manager must participate in meetings with management for the purpose of presenting the environmental developments of the establishment. (I)	<p>The meetings between the environmental manager (and the environmental committee, where applicable) and the management of the establishment are important to keep the management informed and involved in the environmental work of the establishment as well as to continue having the endorsement of the management for the work on the environmental issues. For instance, in some smaller establishments the meetings between the staff and management and between the environmental manager and management can be held at the same time. It is expected that participation normally includes a least 1-3 annual meetings.</p> <p>During the audit, minutes from the held meetings between the management and environmental manager (and green committee) is presented showing the persons present and the environmental/sustainability issues discussed.</p>
2.3	The environmental manager and other staff members must receive training on environmental and other sustainability issues. (I)	<p>It is important that the environmental manager (and green committee) as well as other staff members receive specific training on environmental and other sustainability issues, so that suitable and possible solutions for the establishment can be determined and implemented.</p> <p>The training includes issues of environmental management (water, energy, waste, cleaning, food and beverage, etc.), awareness raising of guests, staff, suppliers and the surrounding community as well as other sustainability issues, addressing social, cultural, economic, quality, human rights, health, risk and crisis management issues. Training could also be extended to add knowledge on other issues within or around the establishment (e.g. biodiversity).</p> <p>The training can be both external and internal. External training could hold the form of training courses by consultants, experts, guides, product suppliers, study trips, participation in seminars, webinars and other online courses and studies, networks, etc. In some countries, Green Key seminars and webinars are organised to especially focus on trends and ideas in relation to compliance with Green Key criteria, and these meetings can also be used as a networking platform between Green Key awarded establishments. For establishments that are member of an international or national chain, there is often training conducted on environmental and other sustainability topics within the chain.</p>

		<p>It is also important that internal courses and training are organised by the environmental manager (and green committee) and staff members on how to work with and achieve the environmental objectives and actions planned within the establishment. The internal training can be with individual staff members or groups of staff members.</p> <p>It is expected that each staff member in the establishment normally participates in at least 1-3 annual training sessions organised by the establishment.</p> <p>During the audit, there is presentation of the held external/internal training sessions in the past 12 months with indication of participating staff covering the areas of environmental management and awareness raising, and other sustainability topics.</p>
2.4	The environmental manager must ensure that the employees are aware of the establishment's environmental undertakings. (I)	<p>It is important that the environmental manager (and green committee) ensures information flow to the staff and engages the staff on the environmental initiatives set by the establishment. Keeping the staff updated about existing and new environmental initiatives both gives the staff a better understanding of their role and the impact of their contribution, and at the same time enables staff to properly inform and answer questions from guests on the matter.</p> <p>The awareness includes both issues of environmental management (water, energy, waste, cleaning, food and beverage, etc.), other sustainability issues as well as issues of awareness raising of guests, staff, suppliers and the surrounding community.</p> <p>In some smaller establishments the meetings between the staff and management and between the staff and the environmental manager could be done at the same time. The awareness of the staff towards the sustainability undertakings of the establishment can also be done through posters, newsletters, a suggestion box, etc. Depending on the type and form of awareness raising, it could be aimed at individuals, groups or for all staff members at the same time.</p> <p>During the audit, awareness raising for the staff through minutes from the held meetings or information through newsletters and poster, etc. is presented.</p>
2.5	The housekeeping service must know and accept the procedures	To lower the environmental footprint and thereby cutting costs in connection with the washing and cleaning processes, there are signs displayed in the rooms regarding sheets and/or towels change upon request. The

	<p>regarding towels and/or sheets use. (I)</p>	<p>signs regarding the reuse of towels are preferably placed in the bathroom of the guest room, and the signs regarding the reuse of sheets are preferably placed near the bed.</p> <p>In addition to the establishment having the procedure for guests' reuse of towels and sheets, it is also important that this procedure is known and accepted by the housekeeping staff. Not following the established procedures harms the environment and create unnecessary costs, and if guests realise the mismanagement, it can affect the credibility of the establishment and that of Green Key.</p> <p>Therefore it is part of the information for and training of the housekeeping staff to familiarise themselves with the procedures of the establishment on this matter, and standard operational procedures for the housekeeping staff is in place to ensure that the procedures regarding reuse of towels and sheets are followed.</p> <p>During the audit, it is checked that the procedures regarding towels and/or sheets reuse are incorporated into the standard operational procedures for house keeping staff, and verification (e.g. minutes from training sessions) is presented.</p>
<p>3. GUEST INFORMATION</p>		
<p>3.1</p>	<p>The Green Key award must be displayed in a prominent place. (I)</p>	<p>It is required for the establishment to display the standard Green Key plaque by the entrance to the establishment and the standard Green Key certificate by the front desk.</p> <p>Additional copies of the Green Key plaque can be purchased and placed at other strategic locations, and additional copies of the Green Key certificate placed at other strategic locations (e.g. at the staff information board or canteen).</p> <p>The Green Key plaque have the sticker with the current award period , and the Green Key certificate also represents the current award period.</p> <p>The display of the award is used by the establishment as a marketing tool presenting the achievement of the Green Key award, but also to create visibility for the Green Key label in general.</p>

		<p>During the audit, it is checked that the standardised Green Key plaque and the Green Key certificate for the current period are displayed. If the establishment has not been awarded with the Green Key award in the past period, the planned location of the display of the plaque by the entrance and certificate by the reception is shown.</p>
3.2	<p>Information material about Green Key must be visible and accessible for guests. (I)</p>	<p>The guests visiting the establishment must be able to make themselves more familiar with the requirements for achieving the Green Key.</p> <p>Information about Green Key can be available in the guest room information folders and/or TV monitors. It can also be available in a public area if visibly placed, e.g. by an “environmental corner”, on TV monitors in the public areas, information at the front desk, etc. The Green Key logo (in the correct format) is normally displayed as part of the information.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, it is checked that the information material about Green Key is visible and accessible in the guest rooms and/or in the public areas. If the establishment did not have the Green Key award in the past period, the draft information materials and location(s) iwhere it will be available are presented. It is checked that the information is accurate , clear and easily understandable.</p>
3.3	<p>Information about Green Key and environmental information must be available on the establishment’s website. (I)</p>	<p>The establishment’s website must contain short information about the Green Key programme and the fact that the establishment has achieved the award. The links to the international Green Key website (www.greenkey.global) and national Green Key website are included. It is encouraged that the Green Key logo (in the correct format) is displayed. The website also displays short information about the environmental undertakings by the establishment. The information is present in consideration to the establishment’s own branding guidelines. In the rare cases where an establishment does not have a website, it will be exempted from complying with this criterion.</p>

		<p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the information about Green Key and environmental information on the website is shown. If the establishment has not had the Green Key award in the past, the draft information for the website is presented. It is checked that the information is accurate, clear and easily understandable .</p>
3.4	<p>The establishment must keep the guests informed and involved about its environmental work and encourage guests to participate in environmental initiatives. (I)</p>	<p>It is important that the establishment informs its guests about the environmental undertakings of the establishment (through guest room binders, TV-monitors in guest rooms or public areas, information in public areas or conference areas, etc.).</p> <p>Besides informing about the environmental undertakings, it is also important that the establishment adds information about how the guests can be involved and actively participate in the environmental initiatives of the establishment. The active participation can involve issues of environmental management (e.g. water, energy and waste saving), but can also focus on other sustainability issues (for instance support to social charities).</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the information about environmental/sustainability undertakings provided for guests is presented, including the encouragement for guests to participate in the work. It is checked that the information is accurate, clear and easily understandable.</p>
3.5	<p>Front desk staff must be in a position to inform guests about Green Key and the current environmental activities and undertakings of the establishment. (I)</p>	<p>With the Green Key award (plaque and certificate) being displayed by the entrance and front desk of the establishment, and information about Green Key and environmental undertakings displayed in the guest rooms or public areas and on the website of the establishment, guests might be interested in learning more about the Green Key. In this case, guests might approach the front desk staff, and it is therefore important that the front desk staff is able to inform guests shortly about Green Key and the most important environmental activities and undertakings of the establishment.</p>

		<p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the front desk staff is asked to provide basic information about Green Key and the most important environmental activities and undertakings of the establishment. It is checked that the information is accurate, clear and easily understandable.</p>
3.6	<p>The establishment must be able to inform guests about local public transportation systems, shuttle bus or cycling/walking alternatives. (I)</p>	<p>In order to encourage guests staying at the establishment to use other means of transportation than cars and taxis, the establishment is able to inform about these alternatives. The alternative means of transportation includes:</p> <ul style="list-style-type: none"> • Local public/private transportation systems (bus, train, metro, tram, boat, etc.) • Shared taxis/minibus systems • The possibilities for using shuttle busses provided by the establishment • For the guests using electric cars, the establishment could have a smart electric vehicle charging station or inform about the nearby locations for charging electric cars. • Other means of transportation including bicycling opportunities and walking alternatives. <p>The information about local transportation systems and other transportation alternatives is provided by the front desk staff, the concierge and/or through information material available in the public areas or guest rooms. Support to guests in search of local transportation systems and other transportation alternatives via computer could also be given.</p> <p>As part of joining the Green Key programme, the establishment provides accurate ,clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the information provided by the establishment about local transportation systems and other transportation alternatives is shown. It is checked that the information is accurate, clear and easily understandable.</p>
3.7	<p>Information about energy and water saving should be visible for</p>	<p>As lowering the environmental footprint is especially done through energy and water saving, guests visiting the establishment are informed about the particular energy and water saving initiatives carried out by the</p>

	<p>guests. (I)</p>	<p>establishment and how the guests can contribute to the energy and water saving initiatives (e.g. use the shower instead of the bath tub).</p> <p>The information about energy and water saving is included in guest room binders, TV-monitors in guest rooms or public areas, information in public areas or conference areas, etc. The information can also be included in the information about the towel/sheet exchange procedures.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information with regard to the establishment and its products and services, including sustainability claims, and not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the visible information for guests about energy and water saving (and their potential support to energy/water saving) is shown. It is checked that the information is accurate, clear and easily understandable.</p>
<p>3.8</p>	<p><i>The establishment provides its guests with the opportunity to evaluate its environmental and/or socio-cultural performance. (G)</i></p>	<p>A feedback questionnaire can provide indication of the guests' satisfaction and awareness concerning the environmental and/or socio-cultural undertakings of the establishment. The results might be helpful for improving the performance and for marketing the environmental/socio-cultural efforts of the establishment.</p> <p>In most cases, the questions related to the environmental/socio-cultural performance are part of an overall satisfaction questionnaire which includes a range of other issues, such as quality, price, service, etc.</p> <p>If the guest feedback in the evaluation of the environmental and/or socio-cultural performance requires corrective action, this is done by the establishment, where possible.</p> <p>During the audit, the establishment shows the evaluation questions relating to environmental/socio-cultural performance as well as providing examples of how the guest feedback is monitored and used in corrective actions.</p>
<p>4. WATER</p>		

<p>4.1</p>	<p>The total water consumption must be registered at least once a month. (I)</p>	<p>In order for the establishment to reduce its environmental footprint and thereby cut costs, it is first of all necessary to have a regular recording of the total water consumption at least once a month. The calculation of the water consumption per guest night should also be done. If available, the sources of the water are indicated, and Sustainability records should be maintained for monthly water consumption and should be according to the following breakdown:</p> <ul style="list-style-type: none"> • Total consumption • Consumption per occupied room, per guest night and • Breakdown by main water consuming facilities as for example kitchens and laundry <p>It is encouraged to register the total water consumption more frequently than once a month, as it will produce more detailed information about the total water consumption..</p> <p>Should any major changes in water consumption occur (especially in the form of larger consumption than expected), the establishment has procedures in place to immediately investigate what may be the reason for the changed water consumption and to implement corrective actions. In areas of high water risk, extra care and action are strongly recommended and done in cooperation with other relevant stakeholders</p> <p>During the audit, the minimum of monthly registration of the total water consumption, breakdown per occupied room, guest night and major water consuming facilities like kitchen and laundry are shown. The establishment shows the procedures for investigating and potentially correcting in case of sudden changes in total water consumption. If the sources of water are indicated, the establishment confirms that the sources are sustainable and do not adversely affect the local water supply (e.g. in the form of a letter of confirmation on the matter from the local authority).</p>
<p>4.2</p>	<p>Newly purchased toilets must not flush more than 6 litres per flush. (I)</p>	<p>To reduce the environmental footprint through water savings and thereby cut costs, the water flow of toilets purchased within the last 12 months and placed in guest rooms do not exceed 6 litres (or 1.59 US gallons) per flush. In some cases, the water flow in the toilet flush could be further reduced without compromising the comfort of the guests.</p> <p>Toilets purchased more than 12 months ago are also encouraged to comply with the limit of 6 litres per flush. Toilets placed in public areas (criterion 4.12) are also encouraged to comply with the requirement.</p>

		<p>During the audit, receipts/ documentation for purchased toilets in the past 12 months indicating the maximum flush of 6 litres are shown.</p>
4.3	<p>The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets. (I)</p>	<p>Dripping taps and leaking toilets in guest rooms, public areas and staff areas may cause an negative effect on the environmental footprint through excessive water consumption and thereby unnecessary costs.</p> <p>The standard operational procedures that are in place for the house keeping staff and cleaning personnel include regularly check for visibly dripping taps and leaky toilets. In the case of dripping taps and leaky toilets being observed, corrective actions to fix the leak are implemented.</p> <p>During the audit, the standard operational procedures for regularly checking for dripping taps and leaky toilets as well as the corrective actions for implementation after observing the leaks is shown. During the visual inspection, there is a check of dripping taps and leaky toilets</p>
4.4	<p>Water flow from at least 75% of the showers in the guest room must not exceed 9 litres per minute. (I)</p>	<p>To reduce the environmental footprint through water saving initiatives and thereby cut costs, the water flow of 75% of the showers in guest bathrooms does not exceed 9 litres (or 2.38 US gallons) per minute. In many cases, the water flow in the showers could be further reduced without compromising the comfort of the guests.</p> <p>To comply with the criterion, the establishment can either choose to have shower heads with restricted water flow or have water restricting devices by the base of the hoses. Tthe reduced water flow is often acheived by mixing water with air in shower aerators. A short time solution can also be to reduce the water pressure in the water distribution system. Water flow in bathtub taps placed in conjunction with showers are not part of this criterion.</p> <p>A new alternative method of saving water in the shower includes the use of shower systems with integrated water purification and recycling technology. When using these systems, water flow can exceed 9 litres/minute, as long as the total water consumption during the period of showering does not exceed 9 litres/minute.</p> <p>During the audit, sample measurements of the water flow in a few selected showers in guest rooms in different parts of the establishment are carried out.</p>

4.5	<p>Water flow from at least 75% of the taps in the guest room must not exceed 8 litres per minute. (I)</p>	<p>To reduce the environmental footprint through lowering the water savings and thereby cut costs, the water flow of 75% of the taps in guest bathrooms does not exceed 8 litres (or 2.11 US gallons) per minute. In many cases, the water flow in the taps could be further reduced without compromising the comfort of the guests.</p> <p>To comply with the criterion, the establishment can either choose to have taps built with restricted water flow or have water restricting devices installed on the tap. The reduced water flow is often achieved by mixing water with air in tap aerators. A short time solution can also be to reduce the water pressure in the water distribution system.</p> <p>It is also strongly encouraged that taps in public areas have a restricted water flow (criterion 4.12).</p> <p>During the audit, sample measurements of the water flow in a few selected taps in guest rooms in different parts of the establishment are carried out.</p>
4.6	<p>Urinals in public areas must have sensors, water saving devices or be water free. (I)</p>	<p>Urinals in public areas of the establishment can contribute to a reduced environmental footprint through lower water consumption and thereby cutting costs. The urinals either have detection sensors or a “push” button (not flushing more than 3 litres or 0.79 US gallons per minute) or be water free. Each urinal has individual sensors.</p> <p>During the audit, the urinals in public areas are visually checked to have individual detection sensors, a push button with restricted water flow or be water free.</p>
4.7	<p>Water aerator “filter” for taps in all hotel bathrooms and public areas. All taps for hand washing in public areas must be operated by sensors.(I)</p>	<p>To reduce the environmental footprint by saving water and thereby cut costs, all Guest room taps and shower heads should have flow filter, aerators to comply with 8 litres per minute for taps and 9 litres per minute for shower heads or less.</p> <p>In public bathrooms all taps should be operated by automatic motion sensors to avoid excess use of water with a maximum of 6 litres per minute flow.</p> <p>Regular maintenance should be carried out to prevent clogging and maintain water quality and experience. During the Audit, a visual inspection for public and guest rooms will be visually checked.</p>
4.8	<p>Newly purchased cover or tunnel dishwashers must not consume more water than 3.5 litres per</p>	<p>To reduce the environmental footprint through water savings and thereby cut costs, professional cover or tunnel dishwashers in the kitchen purchased within the last 12 months do not use more than 3.5 litres (or 0.92 US gallons) per basket.</p>

	<p>basket. (I)</p>	<p>Dishwashers in guest rooms or apartments are exempted from this criterion.</p> <p>During the audit, receipts for purchased cover or tunnel dishwashers in the past 12 months indicating the maximum use of 3.5 litres per basket is shown. Alternatively, technical datasheets and manuals of the purchased dishwashers indicating the maximum flush can be presented.</p>
4.9	<p>Instructions for saving water and energy during operation of dishwashers must be displayed near the machine. (I)</p>	<p>To lower the environmental footprint water savings and thereby cut costs, the instructions for using the dishwasher in the most environmentally friendly way to save energy and water are placed by the machine. The instructions are presented in an easily understandable way (few sentences in respective languages or by using pictogrammes/icons/pictures).</p> <p>The instructions could include indications of only starting the dishwasher when the basket is full, use correct dose of detergent, sweep of food before loading the dishwasher, use correct dishwasher programme, etc.</p> <p>During the audit (visual inspection), it is checked that the instructions are in an easily understandable format next to the dishwasher.</p>
4.10	<p>All wastewater must be treated in accordance with national and local regulations. (I)</p>	<p>To reduce the environmental footprint of the establishment, it is important that the wastewater generated by the establishment is not discharged untreated. The establishment can either be connected to an existing public sewage system or have the wastewater treated in own sewage system.</p> <p>It is important that all wastewater is treated in accordance with national and/or local legislation. After treatment, the treated wastewater is released safely with no adverse effects to the local population and the environment.</p> <p>During the audit, the licence (or other adequate documentation) of the establishment showing compliance with the wastewater treatment requirements is presented. The establishment confirms that the treated wastewater has a safe release without adverse effects on the local population and the environment (e.g. in the form of a letter of confirmation on the matter from the local authority). During the visual inspection, any observations of potential lack of compliance with the criterion is reported.</p>

4.11	<p><i>Newly purchased dishwashers and laundry machines must not be conventional domestic appliances. (G)</i></p>	<p>Conventional domestic (household) dishwashers are less energy and water efficient compared to professional (industrial) cover and tunnel dishwashers/ laundry machines when it comes to large-scale use. To lower the environmental footprint and thereby save costs, the use of conventional domestic appliances is in general avoided or minimised. Dishwashers and laundry machines purchased within the last 12 months are therefore not conventional domestic appliances.</p> <p>In the cases that only small dishwashers are needed (e.g. in a bar without need for proper kitchen facilities), it might however be the best solution from an environmental point of view to continue using conventional domestic appliances.</p> <p>Dishwashers and laundry machines in guest rooms or apartments are exempted from this criterion.</p> <p>During the audit, documentation is presented showing that dishwashers and laundry machines purchased in the last 12 months are not conventional domestic appliances (unless there is a specific reason for it). During the visual inspection, the use of industrial dishwashers and laundry machines is checked.</p>
4.12	<p><i>Separate water metres are installed in areas with a high degree of water consumption. (G)</i></p>	<p>To better trace the water consumption from the different parts of the establishment, additional/separate water metres are installed, especially in areas with a high water consumption (e.g. kitchens, swimming pool and spa areas, externally managed businesses, etc). In the case that the establishment is large with many guest rooms, separate water metres from different parts of the establishment could be installed. Some establishments have chosen to have separate water metres for each room.</p> <p>Providing more accurate information through the additional/separate water metres about the different sources of water use enables the establishment to prepare better target strategies for reduction of water consumption and thereby lower the environmental footprint and cut costs. It also facilitates the discovery of the location of leaks.</p> <p>With more water metres installed, the consumption of each water metre is collected and registered. It is encouraged that the reading of the water consumption from the different water metres is done more frequently than once a month, as it will produce more detailed information about the water consumption from each water metre.</p>

		<p>During the audit, the minimum of monthly registration of the water consumption from the different water metres is shown (including indication of location) as well as the standard operational procedures for investigating and potentially correcting sudden changes in water consumption.</p>
4.13	<p><i>Water flow from taps and toilets in public areas should not exceed 6 litres per minute. (G)</i></p>	<p>To reduce the environmental footprint through water saving and thereby cut costs, the water flow of taps and toilets in public areas does not exceed 6 litres (or 1.59 US gallons). In some cases, the water flow in the taps or toilet flush could be further reduced without compromising the comfort of the guests. Installing sensors in the public toilets also contributes to reductions in water consumption.</p> <p>During the audit, receipts /technical data sheets/user manuals are presented showing that toilets and taps in public areas have a water flow not exceeding 6 litres per minute. During the visual inspection, sample measurement of the water flow in a few selected taps are carried out.</p>
4.14	<p><i>Wastewater is re-used (after treatment). (G)</i></p>	<p>To lower the environmental footprint and to reduce water consumption, wastewater is, where feasible, reused after treatment (either if the treatment is done by public wastewater treatment plant or by the establishment's own facility). The treated wastewater can be used as fertiliser of fields, the green areas of the establishment or elsewhere appropriate. The reuse of treated wastewater is done safely with no adverse effects to the local population and the environment.</p> <p>During the audit, information about the reuse of treated wastewater is presented, and the establishment confirms that the use of the treated wastewater does not adversely affect the local population and the environment (e.g. in the form of a letter of confirmation on the matter from the nearby local authority).</p>
4.15	<p><i>Rainwater is collected and used for toilets or other suitable purposes. (G)</i></p>	<p>To reduce the environmental footprint through water savings and thereby cut costs, rainwater is collected and used for toilets or other suitable purposes, such as irrigation of the green areas of the establishment. The collection of rainwater is done safely with no adverse effects to the guests and staff of the establishment, the local population and the environment.</p> <p>During the audit, the installations of the collection of rainwater is visually inspected, and the establishment confirms that the collected rainwater has no adverse effects to the guests and staff of the establishment, the local population and the environment.</p>
4.16	<p><i>Condensate recovery of AC Chillers</i></p>	<p>In order to save water and reduce the environmental footprint, harvesting condensate from large HVAC</p>

	<p><i>for suitable purposes.(G)</i></p>	<p>systems and AC chillers is a worthy strategy economically and environmentally. If the condensed water collected without treatment, then it might be reused in most non potable water usages, such as drip irrigation and cooling towers. Aerosols (e.g., lawn sprinklers) should be avoided due to the possibility of person in the vicinity being exposed to Legionella bacteria.</p> <p>On the other hand, if the harvested water was first treated by a biocide treatment or filtered and disinfected, then it is allowed to be used for flushing toilets, swimming pools, irrigation, ornamental fountains and ponds.</p> <p>During the audit, the installation of the system and the treatment system is visually inspected. The establishment presents information on the areas of usage of the harvested water. In addition to, the establishment confirms that the system has no adverse effect on the environment, guests and staff of the establishment.</p>
<p>4.17</p>	<p><i>Newly purchased toilets have 3/6 litres dual flush. (G)</i></p>	<p>As dual flush toilets ensure a lower environmental footprint through a reduced water consumption and thereby cut costs, toilets purchased within the last 12 months for guest rooms, public areas and/or staff areas have a dual flush with a maximum of 3/6 litres (0.79/1.59 US gallons) per flush. In some cases, the flush water consumption could be further reduced without compromising the comfort of the guests and staff.</p> <p>During the audit, receipts for purchased toilets in the past 12 months indicating a dual flush of maximum 3/6 litres is shown and the presence of dual flush toilets is visually inspected.</p>
<p>4.18</p>	<p><i>The swimming pool follows nationally approved standards on water quality, health and safety. (G)</i></p>	<p>In the case that the establishment has a swimming pool, the establishment follows nationally approved standards on water quality, health and safety for swimming pools. It is important that the water quality is monitored regularly as per national standards.</p> <p>The cleaning and disinfection of the swimming pool follows national standards. The use of swimming pool disinfectants is kept at a minimum, and products not containing harmful substances are to be used, when available (chlorine could e.g. be supplemented with the use of ozone or UV light). Cleaning and disinfection products are stored safely (see criterion 6.7).</p> <p>It is also important that the safety at the swimming pool follows the national requirements in relation to rules for using the pool, availability of lifeguards, etc.</p>

		During the audit, documentation proving that the swimming pool follows nationally approved standards on water quality, health and safety is presented.
4.19	<i>The swimming pool is covered or has other systems in place to limit water use. (G)</i>	<p>In countries with high temperatures, outdoor swimming pools contribute to a higher environmental footprint through increased water consumption and thereby higher costs due to the considerable amount of water evaporation. A swimming pool, when not in use, therefore has a cover or other systems in place (e.g. a gel layer) to prevent evaporation. The cover or other systems is to be used outside the opening hours of the swimming pool and/or in periods with low/no use of the swimming pool.</p> <p>Due to weather conditions, outdoor swimming pools can in certain places and periods of the year use heated water. In this case, the cover or other system also assists in energy saving.</p> <p>During the audit, information about the use of the cover or other systems for outdoor swimming pools is presented and visually inspected.</p>
4.20	<i>Regular checks show that there is no leak in the swimming pool. (G)</i>	<p>Leaks in outdoor or indoor swimming pools can significantly increase the environmental footprint through a higher water consumption and thereby create additional expenses. The establishment therefore has a system put in place to regularly check for leaks in the swimming pool system.</p> <p>Monitoring can be in the form of a visual inspection around the swimming pool, but it is a better solution to install a separate water metre monitoring the water consumption of the swimming pool. It is strongly recommended that the inspection is carried out daily.</p> <p>During the audit, the standard operational procedure for regularly checking for leaks in the swimming pool is presented.</p>
5. WASHING AND CLEANING		
5.1	There must be signs in the rooms informing guests that sheets and/or towels will only be changed upon request. (I)	To lower the environmental footprint and thereby cutting costs in connection with the washing and cleaning processes, there are signs displayed in the rooms regarding the sheets/towels exchange upon request. The signs regarding the reuse of towels are preferably placed in the bathroom of the guest room, and the signs regarding the reuse of sheets are preferably placed near the bed.

		<p>The signs inform the guests about the standard procedure of the establishment in relation to changing sheets and towels (e.g. every third day) and are supplemented with information about the procedure if a guest would like a more frequent change than the standard procedure. The signs can also inform about the two different procedures for the guests in case they want or do not want the change of sheets and towels.</p> <p>It is strongly encouraged that the establishment has a procedure in place regarding both, the reuse of towels and of sheets.</p> <p>The signs can be produced by the establishment or be a standard sign produced by the chain of the establishment.</p> <p>In the cases where an establishment does not offer towels as part of the service, the requirement regarding reuse of towels are not relevant.</p> <p>During the audit, the signs regarding the change of towels and/or sheets in the guest rooms are visually inspected.</p>
5.2	<p>Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognised eco label or cannot contain compounds listed in the Green Key blacklist. (I)</p>	<p>To lower the environmental footprint, the use of cleaning products containing hazardous chemicals is minimised. The establishment ensures that all chemical cleaning products for daily use in all parts of the establishment purchased within the last 12 months have a nationally or internationally recognised eco-label.</p> <p>Alternatively, the establishment ensures that the daily cleaning products purchased within the last 12 months do not contain compounds (stated in the description of the product to be obtained from the supplier) listed in the Green Key blacklist:</p> <p>Surfactants:</p> <ul style="list-style-type: none"> • Surfactants that are not readily biodegradable under aerobic conditions • Surfactants that are biodegradable under anaerobic conditions and that are classified with H400/R50 • Alkylphenoethoxylates (APEOs), nonylphenoethoxylates (NPEOs) and derivatives • Quaternary ammonium compounds that are not readily biodegradable <p>Sequestering or anti-scaling agents:</p>

		<ul style="list-style-type: none"> • EDTA (ethylenediamine tetraacetate) and his salts, phosphates <p>Acids:</p> <ul style="list-style-type: none"> • Phosphoric acid, hydrochloric acid, sulfuric <p>Bases:</p> <ul style="list-style-type: none"> • Ammonium hydroxide <p>Solvents:</p> <ul style="list-style-type: none"> • Detergents containing more than 6% by weight of VOCs with a boiling point lower than 150°C <p>Chlorine:</p> <ul style="list-style-type: none"> • Reactive chloro-compounds (such as sodium hypochloride) <p>Conservators:</p> <ul style="list-style-type: none"> • Formaldehyde • Antimicrobial or disinfecting ingredients added for other purposes than preservation. • Bioaccumulable preservatives classified as H410, H411, R50/53 or R51/53. Preservatives are not regarded as bioaccumulable if BCF<100 (bioconcentration factor) or logKow < 3 (log octanolwater partition coefficient) <p>The environmental manager examines the description of the products together with the cleaning staff. Besides ensuring that each of the products have an eco-label or are without the compounds as listed in the Green Key blacklist, special attention are also to be paid to dosage, safety precautions and other instructions concerning the correct use (see also criterion 6.7). If the establishment contracts an external professional cleaning company, the contractor complies with the demands for the newly purchased cleaning products as stated above.</p> <p>Although this criterion relates to daily cleaning products, it is strongly encouraged that also other (non-daily) cleaning products comply with this criterion.</p> <p>During the audit, the establishment presents a list with all daily cleaning product purchased within the last 12 months by the establishment or contracting company, and how they either have a recognised eco-label or do not contain the compounds that are listed on the Green Key blacklist. During the visual inspection, a few of the daily cleaning products are selected for spotcheck for compliance with the requirements of this criterion.</p>
5.3	Disinfection substances must only be used when necessary and in	Chemical disinfection substances are only to be used in cases where insects or fungi constitute a significant nuisance or health risk, and the disinfection cannot successfully be replaced by other methods.

	<p>correspondence with the legislation on hygiene. (I)</p>	<p>Due to the potential impact on environment and health, the use of the disinfection substances is reduced to the minimum, replaced by less harmful substances and/or only be used when absolutely needed. It is important to ensure correct dosage and correct handling of the disinfection substances (see criterion 6.7). The use is done in accordance with the national and local environmental and hygiene legislation.</p> <p>During the audit, the establishment presents information/overview about the type of disinfection substances used as well as information/ standard operational procedure concerning the need, dosage and handling of the disinfection substances. Furthermore, the establishment provides a statement confirming that it complies with the national/local environmental and hygiene legislation on the matter.</p>
5.4	<p>In EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (I)</p>	<p>International or national recognised eco-labels for paper towels, facial tissues and toilet paper (e.g. EU Ecolabel, Nordic Swan, Der Blaue Engel, FSC or PEFC) are evidence for a lower environmental footprint through a more environmentally friendly production process. Alternatively, ior in addition, it can also be checked if the products are non-chlorine bleached as bleaching of cellulose fibres causes additional use of energy and chemicals. For this reason, it is highly recommended that the products are made of recycled fibres and/or with a low degree of whiteness.</p> <p>The requirement is obligatory for establishments located in EU countries, while it is strongly encouraged that establishments in countries outside EU also implement and comply with the requirement.</p> <p>During the audit, it is checked during the visual inspection that the paper towels, facial tissues and toilet paper purchased within the last 12 months are made of non- chlorine bleached paper or awarded with an eco-label.</p>
5.5	<p><i>In non-EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (G)</i></p>	<p>International or national recognised eco-labels for paper towels, facial tissues and toilet paper (e.g. EU Ecolabel, FSC, PEFC) are evidence for a lower environmental footprint through a more environmentally friendly production process.</p> <p>Alternatively, it can also be checked if the products are produced from non-chlorine bleached paper (as bleaching of cellulose fibres causes additional use of energy and chemicals. For this reason, it is highly recommended that the products are made of recycled fibres and/or with a low degree of whiteness.</p>

		<p>The requirement is obligatory for establishments located in EU countries, while it is strongly encouraged that establishments in countries outside EU also implement and comply with the requirement.</p> <p>During the audit, it is checked during the visual inspection that paper towels, facial tissues and toilet paper purchased within the last 12 months are made of non-bleached paper or awarded with an eco-label.</p>
5.6	<i>The establishment uses eco-labelled dishwasher and laundry detergents. (G)</i>	<p>The use of dishwasher and laundry detergents is kept at a minimum (using the correct dosage) and the product have an internationally or nationally recognised eco-label as these products have a lower environmental footprint compared to the use of products without an eco-label.</p> <p>During the audit, it is visually checked that the dishwasher and laundry detergents are awarded with an eco-label.</p>
5.7	<i>Fibre cloth is used for cleaning to save water and chemicals. (G)</i>	<p>The use of micro fibre cloths for cleaning significantly reduces the environmental footprint through a lower consumption of paper, water and detergents (chemicals) which at the same time helps cut costs for the establishment. It is encouraged that the cloths are made of natural fibres instead of synthetic fabrics (releasing micro plastic into the water).</p> <p>During the audit, it is visually checked that micro fibre cloths are used for cleaning.</p>
5.8	<i>The establishment avoids fragrance spray and perfume in connection with washing and cleaning. (G)</i>	<p>To lower the environmental footprint by using fewer chemical substances and decrease the risks of allergic reactions, the establishment avoids the use of fragrance spray and perfume in washing and cleaning products.</p> <p>This requirement applies if both the staff of the establishment is in charge of the washing and cleaning and if the work is outsourced to a third-party contractor.</p> <p>During the audit, it is visually checked that the washing and cleaning do not contain fragrance spray or perfume. Alternatively, the establishment provides a statement from the providers of the washing and cleaning products or the third-party contractor that the used washing/cleaning products do not contain fragrance spray or perfume.</p>

6. WASTE		
6.1	<p>The establishment must separate waste as per national legislation but with a minimum of three categories. (I)</p>	<p>In order to promote the reuse and recycling of waste, the establishment separates the waste as per national (including local) legislation but in a minimum of three categories.</p> <p>Examples of the types of separated waste are paper, cardboard, metal, cans, glass, plastic, bottles with refund, organic waste, garden waste, cooking oil, etc. General waste or other waste is not considered as a category.</p> <p>Besides the separation of waste, the establishment is encouraged to reduce the amount of waste, e.g. by having agreements with suppliers on the collection and reuse of material used for receiving food and beverage products. (see criterion 6.15).</p> <p>It is strongly encouraged that the establishment ensures that as much as possible of the separated waste is recycled/reused.</p> <p>The separated waste is stored safely in compliance with national/local legislation on the matter.</p> <p>The sorting facilities is easily accessible to the staff. Establishments with kitchens should separate waste in the kitchen, if possible.</p> <p>During the audit, the establishment provides a statement (e.g. in the form of a letter of confirmation on the matter from the nearby local authority) showing that it complies with national (including local) waste sorting legislation, and the waste sorting facilities (minimum three categories of sorted waste) is inspected during the visual part of the audit.</p>
6.2	<p>The separated waste must be handled separately by the local or national waste management facilities, by a private entity or by the establishment's own facilities.</p>	<p>It is important that the establishment ensures that the waste separated into the various categories is also handled separately during and after the pick up as part of subsequent waste handling. The subsequent waste handling includes (where appropriate) further sorting/separation, recycling and disposal.</p>

	(I)	<p>For the pick-up and subsequent handling of the separated waste, the establishment can enter an agreement with the local or national waste management authorities and/or with a private company.</p> <p>The establishment may also have its own facilities for handling some of the separated waste (e.g. composting of organic and garden waste). Furthermore, it is possible that the establishment has facilities to reduce the amount of separated waste before it is sent to the waste management facilities, e.g. in the form of a machine for compressing cardboard.</p> <p>During the audit, the establishment presents the contract(s) with the public and/or private waste handling authorities regarding the handling of the waste in separate categories in connection with the pick up and subsequent handling of the waste. If the establishment has own facilities for handling of the separated waste, they will be checked during the visual inspection.</p>
6.3	<p>If the local waste management authorities do not collect waste within a reasonable distance from the establishment, then the establishment must ensure safe transportation of its waste to the nearest appropriate site for waste treatment. (I)</p>	<p>In the case that public or private waste management authorities/companies do not collect the waste within a reasonable distance from the establishment, then it is the responsibility of the establishment that the separated waste of the establishment is transported to the nearest appropriate waste treatment site in an environmentally and health-wise safe manner.</p> <p>To lower the environmental footprint and save money, the establishment can enter a cooperation with other establishments on joint transportation of the separated waste, if it is done without compromising the subsequent treatment of the separated waste.</p> <p>During the audit, the establishment (in case it must itself ensure safe transportation of the separated waste to the nearest appropriate site for waste treatment) presents the standard operational procedure on how it is done safely and without compromising the subsequent treatment.</p>
6.4	<p>Instructions on how to separate and handle waste must be easily available to the staff in an understandable and simple format. (I)</p>	<p>The waste sorting area has instructions/signs clearly indicating for the staff how to separate the waste. It is strongly recommended to use icons or illustrations for easy understanding of the different containers/bins designed for the different types of waste.</p> <p>During the audit, easily understandable instructions/signs at the waste sorting facilities is visually checked. It is also checked that the instructions are followed (the waste is in general split in the correct fractions).</p>

6.5	<p>Newly purchased pumps and refrigeration plants must not use CFC or HCFC refrigerants. All equipment must always comply with national legislation on phasing out refrigerants. (I)</p>	<p>The energy consuming pumps and refrigeration plants purchased within the last 12 months by the establishment do not contain the compounds CFC (chlorofluorocarbon, also called Freon) or HCFC (hydrochlorofluorocarbon), as these compounds are greenhouse gasses and contribute to ozone depletion. The information about whether the products contain CFC or HCFC can be found in the specification on a product or in the product's information material.</p> <p>In a number of countries, legislation no longer allow products containing CFC/HCFC, so it is not possible to buy pumps and refrigeration plants containing these compounds. If the national or local legislation forbids products containing CFC/HCFC, then the establishment must comply with the legislation on the matter.</p> <p>During the audit, the establishment presents documentation that pumps and refrigeration plants purchased within the last 12 months do not contain CFC/HCFC.</p>
6.6	<p>Disposable cups, plates and cutlery must only be used in the pool areas, at certain events, in fitness and spa areas and in connection with take-away of food and drinks. (I)</p>	<p>To limit the use of resources and the amount of waste, it is strongly encouraged that the establishment avoids the use of disposable (single use) cups/glasses, plates and cutlery it is only done in certain limited circumstances/areas, namely in the pool areas, at certain events, in fitness and spa areas or in connection with take-away of food and beverages.</p> <p>During the audit, the establishment presents its written policy regarding the use of disposable cups/glasses, plates and cutlery (in line with the requirement), and during the visual inspection it is checked that the establishment follows the written policy on this matter.</p>
6.7	<p>Hazardous solid and liquid chemicals must be stored in separate containers preventing leaking and contamination of the environment. (I)</p>	<p>Hazardous chemicals (including waste), regardless of being in solid or liquid form, must be separated and extra carefully stored in separate appropriate containers to avoid any leaking or contamination of the environment.</p> <p>The separated hazardous chemicals are stored safely in compliance with relevant national/local legislation. It is strongly encouraged that the hazardous chemicals are located in a locked room separated from other waste. The location of the hazardous chemicals is properly ventilated to avoid a health and safety risk for staff entering the room.</p> <p>Examples of the types of separated hazardous chemicals are pesticides, paints, batteries, light bulbs, cleaning material, swimming pool disinfectants and other disinfection substances, etc.</p>

		<p>In addition to the safe storage of the hazardous chemicals in separate containers, there is a safe management policy for handling various hazardous chemicals without potential mixing of drips and spills.</p> <p>Besides the separation and safe storage of hazardous chemicals, the establishment is encouraged to reduce the amount of these types of chemicals or substitute (when available) by products less harmful for the environment.</p> <p>During the audit, there is a visual inspection of the separate containers for the different types of hazardous solid and liquid chemicals, and it is checked that they are safely stored in a separate room with ventilation and that there are no leaks from the hazardous chemicals.</p>
6.8	Hazardous solid and liquid chemical waste must be transported safely to an approved reception facility. (I)	<p>After the establishment has ensured the safe separation and storage of the hazardous solid or liquid chemical waste, it is also important to ensure that the hazardous waste is safely transported to a reception facility approved to receive and handle hazardous waste.</p> <p>Public authorities or private companies approved to deal with transportation of hazardous waste are preferably in charge of the transportation of the hazardous waste to the nearest appropriate reception facility. Alternatively, the establishment may be in charge of transporting the hazardous waste if done in an environmentally and health-wise safe way complying with national/local regulation for the transportation of hazardous waste.</p> <p>It is possible that the establishment enters a cooperation with other establishments on joint transportation of the separated hazardous waste, if it is done safely and without compromising the subsequent treatment of the separated hazardous waste.</p> <p>During the audit, the establishment presents presents a standard operational produce showing that the establishment ensures that the transportation of the hazardous waste is done safely complying with national/local regulation to the nearest appropriate approved reception facility.</p>
6.9	Each bathroom must have a waste bin. (I)	Each bathroom has a waste bin, so that hygiene waste is collected instead of being flushed through the toilet and sewage system.

		During the audit, the presence of a waste bin in the bathroom is checked during the visual inspection.
6.10	The establishment must register the total amount of waste and have a waste plan in place to reduce and/or reuse waste. (I)	<p>It is important to know the exact amount of the different types of separated waste in order for the establishment to have a plan on lowering the environmental footprint through reducing, recycling and/or reusing waste and thereby cut costs.</p> <p>The establishment therefore has a monthly registration of exact amount of the different types of separated waste and calculated into the amount of waste per guest night. Alternatively, the establishment can also request an external waste audit.</p> <p>The registration of the amount of waste in the different categories is then used to formulate a waste plan on how to reduce, recycle and/or reuse the amount of received waste in the different categories.</p> <p>During the audit, the establishment presents the overview of the monthly amount of waste collected per category, and the establishment also shows a plan on how to reduce, recycle and/or reuse waste.</p>
6.11	<i>Guests have the possibility to separate waste into categories that can be handled by the waste management facilities. (G)</i>	<p>In order to create awareness among guests on waste separation and recycling, the establishment offers the possibility for guests to separate their waste. The waste separated by guests is collected in the separate categories and placed in the overall waste bins for the separate categories in the waste management facility.</p> <p>The waste separation possibilities for guests can be placed in the guest rooms or in public areas (corridor, lobby, restaurant, conference areas, parking areas, etc.).</p> <p>The waste separation can be in the form of separate bins for different waste types or one bin with separation for different waste types. It is very important that there are clear instructions/signs (preferably icons or illustrations) indicating the different bins/compartments for the different types of waste. It is alternatively possible to have a system of separate waste placed in separate locations (e.g. paper and newspaper on the table, bottles and cans next to the bin and other waste in the bin).</p> <p>The information for guests about waste sorting possibilities is included in the information about the environmental undertakings of the establishment (through the guest room binders, TV-monitors in guest rooms or public areas, information in public areas or conference areas, etc.). The establishment provides accurate, clear and easily understandable information as part of joining the Green Key programme.</p>

		<p>During the audit, the waste separate system (with easily understood information) for guests is shown during the visual inspection.</p>
6.12	<p><i>Toiletries such as shampoo, soap, shower caps, etc. in rooms are not packaged in single dose containers. If so, they must be packaged in material that can be recycled or is biodegradable. (G)</i></p>	<p>To lower the environmental footprint by reducing the amount of waste, the establishment does not use individually packaged single dose containers of shampoo, shower gel, soap, shower caps, etc. This applies to bathrooms in guest rooms, toilets in public areas and toilets/showers in staff areas. Instead dispensers for shampoo, shower gel and soap are recommended. Other toiletries are only handed out upon request by contacting the reception.</p> <p>If the establishment chooses to have individually packaged single dose containers, the packaging material is as environmentally friendly as possible by having an eco-label, be recyclable or biodegradable.</p> <p>During the audit, the establishment presents its solution for dispensers and/or individually packaged single dose containers and shows the standard operational procedure for recycling single dose toiletries. During the visual inspection, the presence of dispensers and/or single dose containers of various toiletries and their packaging material is checked.</p>
6.13	<p><i>Soap and shampoo provided for the guests have a nationally or internationally recognised eco-label. (G)</i></p>	<p>To lower the environmental footprint by reducing the amount of chemicals used, the establishment offers the guests environmentally friendly soap and shampoo having a nationally or internationally recognised eco-label. This applies to bathrooms in guest rooms, staff areas as well as toilets in public areas.</p> <p>During the audit, the establishment presents its purchasing policy of soap and shampoo products, and during the visual inspection, the presence of soap and shampoo with a nationally or internationally recognised eco-label is checked.</p>
6.14	<p><i>Single dose packages for cream, butter, jam etc. are not used, reduced or packaged in material that can be recycled. (G)</i></p>	<p>To lower the environmental footprint by reducing the amount of waste and thereby cut costs, the restaurant canteens, bars and other catering services of the establishment do not offer to guests and staff single dose packages for milk/cream, butter, honey, jam, yogurt, cheese, salt/pepper etc. If single dose packages are used, it should be reduced to a minimum and packaged in recyclable materials.</p> <p>In order for the establishment to comply with this criterion, it must have at least three of the above-mentioned types of products that are not in single dose packages or packaged in material that the establishment sends to recycling</p>

		<p>During the audit (visual inspection), the establishment shows the minimum of three types of products that are not single dose packaged or packaged in material sent to recycling.</p>
6.15	<p><i>The establishment makes arrangements for the collection and disposal of packaging with an appropriate supplier. (G)</i></p>	<p>The amount of waste produced by the establishment can be further reduced with the establishment making an agreement with the various suppliers to deliver goods in packaging material that can be returned and reused (e.g. plastic cans, expanded polystyrene boxes, plastic boxes, etc.). In order for an establishment to comply with this criterion, a minimum of three types of products must be delivered in packaging material that can be returned and reused.</p> <p>During the audit, the establishment presents the agreements with suppliers regarding the collection and reuse of packaging material for a minimum of three types of products.</p>
6.16	<p><i>The establishment uses biodegradable disposable cups, plates and cutlery. (G)</i></p>	<p>In the case that disposable cups/glasses, plates and cutlery are used, the establishment uses products made of biodegradable materials in order to lower the environmental footprint. Cups, glasses, plates and cutlery made of biodegradable material could be made from corn starch plant based material not containing components that are not biodegradable.</p> <p>During the audit, the information about the disposable cups/glasses, plates and cutlery being made of biodegradable material is presented, and the presence of the biodegradable material is verified during the visual inspection.</p>
6.17	<p><i>Organic waste is composted. (G)</i></p>	<p>To reuse the amount of waste from organic sources, and thereby lowering the environmental footprint, the establishment has a system for composting its organic waste (food waste and/or garden waste). The organic waste can also be used for biogas. It is important that composting is done hygienically without affecting the guests, staff and surrounding community.</p> <p>During the audit (visual inspection), the establishment shows the compost pile or container. If the compost is collected by an external company, the establishment provides documentation showing that the organic waste is composted by the external company.</p>
<p>7. ENERGY</p>		
7.1	<p>Energy use must be registered at</p>	<p>In order for the establishment to lower its environmental footprint by reducing its energy consumption and</p>

	<p>least once a month. (I)</p>	<p>thereby cutting costs, the establishment records its total energy consumption at least once a month and calculate the total energy consumption and the consumption per occupied room and guest night. Also, a breakdown of the sources of the energy consumption are to be indicated.</p> <p>It is encouraged to ensure reading of the total energy consumption done more frequently than once a month, as it will produce more detailed information about the total energy consumption.</p> <p>Should any major changes in energy consumption occur (especially in the form of a greater consumption than expected), the establishment has procedures in place to immediately investigate the reason for the changed energy consumption and to implement corrective actions.</p> <p>During the audit, the minimum of monthly registration (as a minimum) of the total energy consumption is shown and the breakdown of energy consumption per room and main facilities. Information about the standard operational procedure for investigating and potentially correcting sudden or larger changes in the total energy consumption should also be presented.</p>
<p>7.2</p>	<p>Heating and air-conditioning control systems must be applied according to the seasonal changes or when the establishment's facilities are not in use. (I)</p>	<p>To reduce the environmental footprint by lowering the energy use and thereby cutting costs, the establishment has a system in place to control the heating and air-conditioning in the establishment.</p> <p>It can be a centralised automatic or manual computerized system (building management system) of changing or switching off the heating and air-condition system. It can also be an adjustment of the heating and air-condition done manually in the different parts of the establishment described in the standard operational procedures for the staff.</p> <p>The control system takes into account the changes of season and the use or non-use of the different parts of the establishment (guest rooms, conference facilities, restaurant areas, other public areas, etc.).</p> <p>During the audit, the establishment demonstrates the building management system and/or presents the standard operational procedure showing that the heating and air-conditioning control system is in place.</p>
<p>7.3</p>	<p>Energy efficient light bulbs are mandatory throughout the hotel, with the exception of areas that</p>	<p>As light bulbs constitute a significant amount of energy consumption, the establishment, in order to lower the environmental footprint, ensures that all the light bulbs (including halogen lamps) are energy efficient. This is valid for all public areas (lobby, restaurants, conference area, halls...) guest rooms and staff areas.</p>

	<p>require specialized lighting. (I)</p>	<p>The most energy efficient and therefore preferred light bulbs are LED lightening, but other energy-efficient light bulbs (compact fluorescent lighting, CFL) can also be used.</p> <p>Energy efficient light bulbs are in most cases more expensive than non-energy efficient light bulbs, but besides being more energy efficient, these light bulbs last much longer and will not need replacement as often as non energy efficient light bulbs. This reduces the costs in the long run, and it also reduces the working time spent on replacing light bulbs.</p> <p>It would be possible under exceptional circumstances for a first-time applicant to apply for a dispensation to only have a minimum of 75% of the light bulbs energy efficient. Dispensation will be granted only if the establishment can provide a good reason for not having all light bulbs are energy efficient light bulbs before applying for Green Key, and provide a clear plan of action on how to reach efficient light bulbs within the first 6-12 months after acheiving the award.</p> <p>During the audit, the establishment presents the overview of all light bulbs demonstrating that all of the light bulbs in the establishment are energy efficient, and during the visual inspection the amount of energy efficient light bulbs in a few selected guest rooms, public areas and staff areas are checked. In the exceptional cases, where an establishment only complies with a minimum of 75% energy efficient light bulbs, it must provide documentation clearly explaining the reasons for not having all lights in energy efficient light bulbs. As well as, a plan of action for reaching the required level within 6-12 months.</p>
7.4	<p>Fat filters in the exhaust must be cleaned at least once a year. (I)</p>	<p>The exhausts in the kitchen consumes more energy if the fat filters are not cleaned regularly. To lower the environmental footprint, it is therefore required that the fat filters in the exhausts are cleaned at least once a year but preferably more often.</p> <p>During the audit, the establishment shows the standard operational procedure for the cleaning of the fat filter at least once a year (including information about last date of cleaning the fat filter).</p>
7.5	<p>The surfaces of the heating/cooling exchanger of the ventilation plant must be cleaned at least once a year. (I)</p>	<p>To ensure that the surfaces of the heating/cooling exchanger of the ventilation plant functions optimally without any excess use of energy. It is necessary that the surfaces of the exchanger of the ventilation plant's exchanger surfaces are cleaned at least once a year but preferably more often.</p>

		<p>During the audit, the establishment shows the standard operational procedure for the cleaning of the ventilation plant's heating/cooling exchanger of the ventilation plant at least once a year (including information about last date of cleaning).</p>
7.6	<p>The ventilation system must be checked at least once a year and repaired if necessary in order to be energy efficient at all times. (I)</p>	<p>For the overall ventilation system to lower the environmental footprint through being energy efficient and thereby cut costs, it is checked at least once a year.</p> <p>It is strongly encouraged that the ventilation system is checked by an external energy company, but it can also be controlled internally by e.g. the chief engineer of the establishment.</p> <p>If the check-up of the ventilation system reveals the need for repairing, the establishment ensures the repairing. It is strongly encouraged that the repairing is done immediately, but if it is not possible, the repairing of the ventilation plant to be ensured within 1-2 months from the check-up revealing the need for repairing.</p> <p>During the audit, the establishment shows the standard operational procedure for the external or internal check of the overall ventilation system. Information about the date for the last held check of the ventilation system (within the last 12 months) and the outcome of the check (including the repairing done, if needed) is as well provided.</p>
7.7	<p>Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact draught excluders. (I)</p>	<p>The energy consumption of refrigerators, cold (or freezing) stores, heating cupboards and ovens are increased if the units do not possess intact draught excluders. The draught excluders can be rubber seals around the doors of the devices.</p> <p>The draught excluders can suffer from wear and tear as time goes by. It is therefore necessary that the draught excluders of the devices are examined at least once a year, but preferably more frequently. Should the check reveal that the draught excluders are no longer intact, it is necessary that the establishment immediately ensures a repairing/replacing of the faulty draught excluders.</p> <p>During the audit, the establishment presents the standard operational procedure for the check of the draught excluders at least once a month and repair/exchange when necessary. The visual inspection includes a spot check that draught excluders are intact in selected refrigerators, cold (or freezing) stores, heating cupboards or ovens.</p>

7.8	<p>Newly purchased mini-bars must not have an energy consumption of more than 1 kWh/day. (I)</p>	<p>Mini-bars in guest rooms contributes to the energy consumption of the establishment. To lower the environmental footprint, it is therefore recommended that establishments do not have mini-bars in the guest rooms, but instead offer snacks and drinks from centralised vending machines, the reception or the restaurant/café.</p> <p>If the guest rooms have mini-bars, the mini-bars purchased within the last 12 months have a maximum energy consumption of 1 kWh/day. The technical specifications of the mini-bars (or a sticker on the mini-bars) contain the information about the energy consumption.</p> <p>This criterion does not apply to guest rooms or apartments with regular refrigerators, although the refrigerators in this kind of accommodation is also strongly encouraged to be energy efficient types.</p> <p>During the audit, the establishment presents the technical specifications/information regarding the energy consumption of the mini-bars purchased within the last 12 months showing they do not exceed 1 kWh/day.</p>
7.9	<p>There is a written procedure regarding electric devices in empty bedrooms. (I)</p>	<p>To reduce the environmental footprint by minimising the energy consumption and thereby cut costs, the establishment has a policy regarding energy and heating in empty guest rooms.</p> <p>There are two aspects in relation to the policy: a) a standard operational procedure regarding energy and heating/cooling in guest rooms empty for 1-2 nights, and b) a written policy regarding energy and heating/cooling in guest rooms during periods of low occupancy.</p> <p>The standard operational procedure includes a plan on how to reduce energy and heating in case of guest rooms not being used for shorter periods of time(1-2nights). It can for instance be in the form of the stand-by function of the TV being turned off and that heating/cooling is decreased.</p> <p>For the periods of occupancy below 75%, the establishment has a written policy regarding additional energy savings. This written policy takes into account all electrical devices in the guest rooms as well as the heating/cooling. The written policy preferably includes that a certain part of the establishment (an entire floor or wing of the establishment) is closed down during periods of low occupancy.</p>

		<p>During the audit, the establishment presents the standard operational procedure regarding energy/heating in guest rooms empty for short periods of time, and the establishment also presents its written policy regarding energy and heating if the occupancy falls below 75%.</p>
7.10	<p>The establishment has an automatic system or key card that turns off the light and electrical appliances when guests leave their room. (I)</p>	<p>To reduce the environmental footprint through lowering the energy consumption and thereby cut costs, the establishment has a system in place that ensures that light and electrical devices are turned off when guests leave the guest rooms.</p> <p>The most common system is the “key card” system and where the electricity is shot off immediately or within 1-2 minutes after the key card is taken out of the holder. In these cases, it is important that the establishment does not provide more key cards than needed and does not encourage the guests to keep an extra card in the holder even when leaving the room.</p> <p>Other automatic systems include occupancy sensors, or motion/body heat detectors that recognise when guests leave the rooms and automatically switch off lights and electrical appliances.</p> <p>During the visual audit, the establishment shows the presence of an automatic system / key card system turning off lighting and electrical appliances when guests leave their room.</p>
7.11	<p>The establishment has defined a standard temperature for cooling and heating in guest rooms. (I)</p>	<p>To lower the environmental footprint through having keeping best possible control over the energy consumption and thereby cut costs, the establishment has defined a standard temperature for cooling and heating in guest rooms.</p> <p>The standard cooling temperature should be set at a minimum of 22°C (72°F) and the heating temperature at a maximum of 22°C (72°F). It is strongly encouraged to have the standard cooling temperature set higher and the standard heating temperature set lower than mentioned above.</p> <p>The standard temperature can be set automatically from a central system or it could be set manually in each guest room.</p> <p>It will still be possible for guests in the guest rooms to have the standard temperature changed manually or via contacting the reception.</p> <p>During the audit, the establishment presents its standard operational procedure for the defined standard</p>

		<p>temperature for cooling and heating in guest rooms, and during the visual inspection it will be checked that selected guest rooms have the standard defined temperature.</p>
7.12	<p>Computers, printers and copy machines switch to energy saving mode and turn off automatically. (I)</p>	<p>In the work with lowering the environmental footprint through energy saving and thereby cut costs, the establishment only uses computers, printers and copy machines that switch to energy saving mode within a short time without use 2-5 minutes.</p> <p>As the energy saving mode is also energy-consuming, the equipment automatically turns completely off after a one none used hour.</p> <p>During the audit, the establishment presents information showing that its computers, printers and copy machines switch to an energy saving mode and turn off automatically, and the visual inspection includes a spot check that the machines are in energy saving mode after periods of non-use.</p>
7.13	<p><i>Outside lighting is minimised and/or has an automatic turn off sensor installed. (G)</i></p>	<p>To lower the environmental footprint and thereby cut costs, the establishment has a system in place for the reduction of energy consumption of outside lighting.</p> <p>Besides the expectation that the outside lighting system is turned off during daytime/natural light hours, there are also other ways of minimising the outside lighting, either by having the lighting automatically turned off in certain periods of the night or by installing sensors that turn on lighting when detecting movement. Different systems may be applied to different outside lighting serving different purposes.</p> <p>In certain areas, the outside lightings is also minimised in order not to disturb wildlife (e.g. nesting turtles at establishments located at the beachfront in certain areas, etc.).</p> <p>During the audit, the establishment presents a document with its policy for minimising outside lighting, and during the visual inspection, the location of sensors is checked.</p>
7.14	<p><i>All windows have an appropriately high degree of thermal insulation or other energy efficient initiatives corresponding to the local regulations and climate. (G)</i></p>	<p>Windows can be a significant source for high energy consumption in the establishment. To lower the environmental footprint, an establishment located in areas with cold climate therefore obtains a high degree of thermal insulation (e.g. double or triple layer glasses), and establishments in areas with hot climate should have windows that include other energy efficient initiatives (e.g. sun-reflecting material on</p>

		<p>the windows, blinders or other types of shade, etc.). In areas with very hot or cold climate, the establishment could also have restrictions on the possibility for opening the windows.</p> <p>If there are national or local regulations regarding insulation or other energy efficient initiatives, the establishment must always comply with these requirements.</p> <p>To comply with this criterion, at least 75% of the windows in the establishment have the appropriate thermal insulation or other energy efficient initiatives in place in accordance with local regulations.</p> <p>During the audit, the establishment presents a document with its system for appropriately high degree of thermal insulation or other energy efficient initiatives corresponding to local regulations and climate, and during on at least 75% of the windows in the establishment.</p>
7.15	<p><i>The establishment ensures that electric devices used in guest rooms, kitchen, laundry, etc. are energy efficient. (G)</i></p>	<p>In order to decrease the environmental footprint through lower energy consumption and thereby cut costs, the establishment ensures that the main energy consuming devices in the establishment are energy efficient. In the guest rooms, it can be energy efficient TVs and radios, hairdryers, etc. In the kitchen, it can be energy efficient ovens, refrigerators, freezers, dishwashers, etc. In the washing area, it can be energy efficient laundry and drying machines, etc. In the fitness area, it can be energy efficient gym machines.</p> <p>To ensure that the devices are energy efficient, they should hold an eco-label or other high-energy efficient rating (e.g. EU rating A-A⁺⁺⁺ or EnergyStar rating of refrigerators and dishwashers, etc.).</p> <p>In order to comply with this criterion, at least 75% of the energy consuming devices in one department of the establishment (guest rooms, kitchen, laundry area, gym, etc.) are energy efficient.</p> <p>During the audit, the establishment presents the specifications showing that the minimum of 75% of electrical devices used in the guest rooms, kitchen, laundry, gym, etc. are energy efficient.</p>
7.16	<p><i>An energy audit is carried out at least once every five years. (G)</i></p>	<p>To have a better overview of the areas of high energy consumption and areas of potential energy (and cost) savings in the establishment, it has an energy audit carried out at least once every five years. The energy audit is carried out by an external professional energy consultant or a professional advisor from the local or national authorities.</p>

		<p>The energy audit clarifies the areas with significant energy consumption in the establishment. It also includes advice and an action plan with suggestions for areas for reduction in energy consumption in the establishment, including the effects, the costs and the return on investment.</p> <p>During the audit, the establishment presents the report from the energy audit carried out within the last five years.</p>
7.17	<p><i>Heating from electrical panels or other forms of direct functioning electrical heating are not allowed. (G)</i></p>	<p>Using heating from electrical panels or other forms of direct functioning electrical heating is less energy efficient than many other sources of heating. To lower the environmental footprint, the establishment avoids the use of electrical heating in the guest rooms or anywhere else in the establishment.</p> <p>Heat pumps are considered energy efficient heating and are therefore not included in this criterion.</p> <p>During the audit, During the audit, the visual inspection confirms that there are no electrical panels or other forms of direct functioning electrical heating in the establishment.</p>
7.18	<p><i>The establishment uses eco-certified and/or renewable energy. (G)</i></p>	<p>In order to encourage the establishment to choose the most environmentally friendly and sustainable type of energy, it uses energy from renewable sources (solar panel, wind power, biogas from organic waste, geothermal heat, etc.).</p> <p>In a range of countries, it is now possible to purchase eco-certified energy, and the establishment ensures that the energy pursued is eco-certified.</p> <p>In order to comply with this criterion, at least 75% of the energy use in the establishment derives from eco-certified and/or renewable energy.</p> <p>During the audit, the establishment provides documentation (e.g. the energy bill) showing that the establishment uses at least 75% energy that is eco-certified and/or generated from renewable sources.</p>

7.19	<i>Ventilation plants are equipped with an energy-optimum ventilator and an energy-saving engine. (G)</i>	<p>To reduce the environmental footprint through lowering the energy consumption from the ventilation plant and thereby cut costs, the establishment ensures that it is equipped with an energy-optimum ventilator and an energy-saving engine.</p> <p>During the audit, the establishment presents documentation showing that the ventilation plant is equipped with an energy-optimum ventilator and an energy-saving engine.</p>
7.20	<i>Hall and corridor lighting have motion detectors. (G)</i>	<p>Motion detectors in halls and corridors assists in lowering the environmental footprint through saving energy (and thereby cutting costs), as the light is turned off in periods without persons present in the halls and corridors. At least 75% of the halls and corridors in the establishment have these types of sensors installed.</p> <p>During the audit, the establishment presents information about the presence of motion detectors in at least 75% of all halls and corridors, and the presence of the motion detectors in at least 75% of all halls and corridors is checked during the visual inspection.</p>
7.21	<i>Automatic systems are installed in public areas for energy-efficient lighting. (G)</i>	<p>For the further lowering of the environmental footprint through saving of energy and thereby cutting costs, the establishment has an automatic system for energy-efficient lighting in the public areas, such as areas with conference facilities, swimming pool, gym or spa as well as the restaurant and bar areas.</p> <p>The automatic system installed could be in the form of motion detectors or timers, so that the lights are automatically turned off in these public areas during periods of non- use.</p> <p>In order to comply with this criterion, a minimum of 75% of the public areas have an automatic system for energy-efficient lighting.</p> <p>During the audit, the establishment presents the documentation showing the automatic systems for energy-efficient lighting in public areas, and (where possible) the presence of the automatic systems in public areas are checked during the visual inspection.</p>
7.22	<i>Separate electricity and gas metres are installed at strategically important places for energy</i>	<p>To better trace the energy consumption from the different parts of the establishment, additional/separate energy (and gas) metres are installed, especially in areas with high degrees of energy consumption (e.g. kitchens, heated swimming pools, gym and spa areas, externally managed businesses, etc.). In the case that</p>

	<i>monitoring. (G)</i>	<p>the establishment has many guest rooms, separate electricity (and gas) metres for different parts of the establishment could be installed. Some establishments have chosen to have separate electricity metres for each room.</p> <p>Providing more accurate information through the additional/separate electricity (and gas) metres about the different sources of energy use in the establishment enables it to prepare better target strategies on reduction in energy consumption.</p> <p>If more electricity (and gas) metres are installed, it is necessary that the consumption data from each metre is collected and registered. If the reading of the electricity (and gas) consumption from the different metres can be done more frequently than once a month, it produces more detailed information about the consumption from each electricity (and gas) metre.</p> <p>During the audit, the minimum of monthly registration of the electricity (and gas) consumption from the different metres is presented.</p>
7.23	<i>Air-conditioning and heating automatically switches off when windows are open. (G)</i>	<p>A significant amount of energy consumption from air-conditioning and heating is wasted, if it is in use while windows (and doors) are open. The air-condition/heater will then have to use additional energy to lower or increase the temperature to the set level.</p> <p>The air-condition and heating in guest rooms therefore automatically switch off when windows (doors) are opened.</p> <p>The system is installed in a minimum of 75% of the guest rooms, but preferably in all guest rooms.</p> <p>During the audit, the establishment presents documentation showing that a minimum of 75% of the guest rooms have the system of automatically switching off air-conditioning and heating when the windows (and doors) are being opened. The visual inspection confirms that air-conditioning and heating switch off when windows (and doors) are open.</p>
7.24	<i>A heat recovery system for e.g. refrigeration systems, ventilators, swimming pools or sanitary</i>	<p>Larger energy consuming machines and equipment often produces excess heat. To lower the environmental footprint through reducing energy consumption in the establishment, heat recovery systems are in place for these larger energy consuming machines/equipment, e.g. the refrigeration systems, ventilation system,</p>

	<i>wastewater is installed. (G)</i>	<p>swimming pools or the wastewater treatment system. The heat from the recovery system is then used in other areas, such a heating in indoor parking areas, etc.</p> <p>During the audit, the establishment presents documentation showing the presence of the heat recovery system within the premises of the establishment.</p>
7.25	<i>The building is insulated above the minimal national requirements to ensure a significant reduction of energy consumption. (G)</i>	<p>Good insulation of the buildings of the establishment is a significant means to lower the environmental footprint by increasing energy efficiency and thereby cutting costs. The needed level of insulation differs from building to building depending on the age of the building, the surrounding climate, etc. The insulation can concern the walls, the roof and/or the windows of the building.</p> <p>In most countries, there is national legislation with requirements for the level of insulation of buildings. The establishment therefore ensures compliance with the national requirements on insulation, but also achieve insulation above the minimal national requirements.</p> <p>During the audit, the establishment represents documentation proving that the building is insulated above minimal national requirements on insulation in the form of a report from an external energy auditor or the relevant local/national authority.</p>
7.26	<i>Hot water and chilled water pipes are well insulated. (G)</i>	<p>A good source for lowering the environmental footprint by reducing energy and thereby saving costs in the establishment is to ensure that hot water pipes are well insulated.</p> <p>During the audit, the establishment represents documentation proving that the hot water pipes in the establishment are well insulated in the form of a report from an external energy auditor or the relevant local/national authority.</p>
7.27	<i>Newly purchased computers, printers, copy machines and domestic appliances have an eco-label or produced by a company with an environmental management system. (G)</i>	<p>In order to lower the environmental footprint through saving energy and thereby cutting costs, computers, printers, copy machines and other domestic appliances used in the offices of the establishment and purchased by the establishment within the last 12 months have a nationally or internationally recognised eco-label. Alternatively, the establishment ensures that the companies having produced the products have an environmental management system, e.g. through an ISO 14001 certification, EMAS, etc.</p> <p>During the audit, the establishment presents documentation that the computers, printers, copy machines</p>

		and other domestic appliances purchased within the last 12 months have a recognised eco-label or are produced by a company with an environmental management system.
7.28	<i>Vending machines, coffee and water dispensers are switched off in periods of non-use. (G)</i>	<p>To lower of the environmental footprint through energy savings and thereby cut costs, vending machines, coffee/tea and water dispensers are, where possible, switched off in periods of non-use.</p> <p>Non-use periods could be during certain periods during the day or certain periods during the year, and it can be in certain areas of the establishment (e.g. conference facility areas, swimming pool areas, gym and spa areas, etc).</p> <p>It is important that the energy consumption of switching the machines off and on does not exceed the energy consumption by having the machines in use all the time. This balance refers both to the energy consumption itself (when restarting after a stop in use), but also in relation to the effect on the lifespan of the machines.</p> <p>During the audit, the establishment presents its standard operational procedure on having vending machines, coffee/tea and water dispensers switched off during periods of non-use.</p>
7.29	<i>The kitchen hoods are equipped with supply/extract infrared fan controls. (G)</i>	<p>The environmental footprint can be lowered by having energy reduced and thereby costs saved, if kitchen hoods are not in use during all working hours, but only when needed. Kitchen hoods are therefore be equipped with infrared fan control so that it automatically switches on when hot plates are in use and/or there is presence of steam from cooking.</p> <p>During the audit, the visual inspection confirms that the kitchen hoods are equipped with supply/infrared fan controls.</p>
8. FOOD AND BEVERAGE		
8.1	The establishment must purchase and register at least three types of food/drink products that are organic, eco-labelled, fair-trade labelled and/or locally produced.	<p>Environmentally friendly and sustainable practises in the establishment are demonstrated by the type of food and beverage purchased by the establishment and offered to the guests.</p> <p>The establishment is therefore registering the food and beverage products purchased that are either organic, eco-labelled, fair-trade labelled and/or locally produced. When purchasing products, it is</p>

	(I)	<p>recommended that they are approved to be organic, eco-labelled or fair-trade by recognised national or international authorities.</p> <p>Products are, whenever possible, produced locally in order to lower the environmental footprint from reduced transportation and to stimulate the local economy. Whether a product is locally produced depends on the location of the establishment, but products produced less than 100 km from the establishment are normally considered as locally produced.</p> <p>The establishment ensures that as many of its food and beverage products as possible are organic, eco-labelled, fair-trade labelled and/or locally produced. The choice of products depends on the availability and price. A very minimum of three types of products is required, but it is strongly recommended to include more products.</p> <p>Although this criterion mainly relate to food/beverage products offered to guests, it is also recommended to implement this criterion in the staff canteen.</p> <p>During the audit, the establishment presents the list of (a minimum of three) food/beverage products that are organic, eco-labelled, fair-trade labelled and/or locally produced.</p>
8.2	The share of organic, eco-labelled, fair-trade labelled and/or locally produced food/drink products must be increased every year. (I)	<p>In cases where that the establishment is reapplying for the Green Key award, it is important that the establishment ensures that the share of organic, eco-labelled, fair-trade labelled and/or locally produced food and beverage continues to increase. The establishment therefore demonstrates that the share of organic, eco-labelled, fair-trade labelled and/or locally produced food/drink products has increased in the past 12 months to include additional products.</p> <p>In exceptional cases, where it can be proven very difficult for the establishment to increase the amount of organic, eco-labelled, fair-trade labelled and/or locally produced food and beverage products, it can request a dispensation for not increasing the amount of these products.</p> <p>Although this criterion mainly relates to guest food/beverage products for the guests, it is also encouraged to implement this criterion in the staff canteen.</p>

		<p>During the audit, the establishment presents information about the organic, eco-labelled, fair-trade labelled and/or locally produced food and beverage products that have been added in the past 12 months.</p>
8.3	<p><i>The establishment is taking initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species. (G)</i></p>	<p>To have an environmentally friendly and, 3) avoiding the purchase of products of endangered fish, seafood or other species, 4) avoiding GMO products, or 5) buying products taking animal welfare into consideration, etc.</p> <p>The use of seasonal products reduces the environmental footprint created by transportation. Reducing the use of meat products reduces the environmental footprint created by the production of meat products. The use of products from endangered fish, seafood or other species stands in complete contradiction with the efforts for conservation of biodiversity.</p> <p>As part of the purchase policy, the establishment avoids buying genetically modified organisms (GMOs), chooses fish and seafood with the Marine Stewardship Council (MSC) label or in line with WWF's fish and seafood recommendations, takes animal welfare into consideration when purchasing meat products, and considers the offer of gluten free and products suitable for diabetics.</p> <p>Although this criterion mainly relates to food/beverage products for the guests, it is also encouraged to implement this criterion in the staff canteen.</p> <p>During the audit, the establishment presents its written policy on buying seasonal products, less meat products avoiding products of endangered fish, seafood or other species, avoiding GMO products or taking animal welfare into consideration when buying products.</p>
8.4	<p><i>The establishment must register the level of food waste and take initiatives to reduce it. (G)</i></p>	<p>To reduce the environmental footprint by minimising the amount of food waste and thereby cut costs, the establishment registers the amount of food waste.</p> <p>The amount is divided into different categories, such as different offers (buffet, menu, etc.), different meals (breakfast, lunch, dinner, etc.), different parts of the meals (starter, main course, dessert, etc.), different types of food (bread, salad, etc.), purchased food that is used, etc. The division into different categories depends on the different types of meals offered in the establishment.</p> <p>After ascertaining the amount of food wasted in various categories, the establishment prepares a plan for reducing food waste. The plan considers a range of issues:</p>

		<ul style="list-style-type: none"> • Can the amounts and types of food be adjusted? • Can the food be stored and served in a better way to last longer? • Can the ingredients to a larger extent all be used? • Can serving be changed from buffets (that are continuously filled up) to portions? • In case of buffets, can there be an encouragement to guests not to overload the plates? • How can food that are left be reused? <p>During audit, the establishment presents documentation showing its registration of food waste in different categories and the plan for reducing the food waste.</p>
8.5	<i>The establishment communicates on the menu card or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (G)</i>	<p>To increase the awareness of guests about organic, eco-labelled, fair-trade labelled and/or locally produced food, the establishment clearly indicates which products are organic, eco-labelled, fair-trade labelled and/or produced from local sources. This could be done on the menu or on signs on the buffet.</p> <p>The indication is done by using logos or other easily understood means of communication.</p> <p>Although this criterion mainly relates food/beverage products for guests, it is also encouraged to implement this criterion in the staff canteen .</p> <p>It is important that the compliance with this criterion is done in accordance with national legislation on the matter.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information about the food and beverage products.</p> <p>During the audit, the visual inspection confirms the indication of organic, eco-labelled, fair-trade labelled and/or locally produced food and beverage products in the menu and/or buffet.</p>
8.6	<i>A vegetarian alternative menu is proposed in the restaurant. (G)</i>	<p>As vegetarian/vegan food has a lower environmental footprint than meat-based food, the establishment has one or more vegetarian and /or vegan alternatives included in the restaurant menu. This criterion also addresses the growing demand by guests for vegetarian alternatives to the regular meat based menus.</p>

		<p>The vegetarian/vegan options are clearly indicated in the menu card or by indications in the buffet. The indication is done by using logos or other easily understood means of communication.</p> <p>Although this criterion mainly relate to food products for the guests, it is also encouraged to implement this criterion in the staff canteen.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information.</p> <p>During the audit, the visual inspection confirms the indication of vegetarian/vegan options in the menu card and/or buffet.</p>
8.7	<p><i>Where the water quality is of an adequate standard, tap water is offered to guests in restaurants and meeting rooms. (G)</i></p>	<p>To lower the environmental footprint created in the process of producing bottled water (including the transportation of the water, the use of plastic, aluminium or glass for the bottles and the subsequent transportation of bottle water to the customers), the establishment offers tap water to guests in restaurants and meeting rooms. This is also save costs for the establishment.</p> <p>The possibility for offering tap water depends on the quality of the tap water in the respective area and the tap water supply in establishment. If the tap water in the respective area is not drinkable or if the quality of the tap water in the establishment does not comply with national authorities standards for tap water (e.g. relating to limit levels of content of pesticides, heavy metals, etc.), then this criterion is not applicable. If the quality of the tap water allows it to be offered, it can be offered as it is or it can be filtered before being offered.</p> <p>The tap water is preferably offered as still water, but it could also be offered as sparkling water after adding carbonic acid.</p> <p>The tap water is offered to guests in restaurants and meeting rooms, but it could also be offered to guests at the reception, in guest rooms, etc. It could also be offered to staff in staff areas.</p> <p>During the audit, the visual inspection confirms that tap water is used in restaurants or elsewhere in the establishment.</p>

9. INDOOR ENVIRONMENT		
9.1	<p>The restaurant should be non-smoking or at least have a non-smoking section. (I)</p>	<p>To reduce health risk and the nuisance from smoking, the restaurant of the establishment is a non-smoking area.</p> <p>In countries where this is not feasible, the restaurant has at least a non-smoking section including more than half of the total restaurant area. The non-smoking section is clearly physically separated from the smoking section, so that persons sitting in the non-smoking section are not affected by the smokers. The non-smoking and smoking sections are marked clearly with signs in an easily understandable way.</p> <p>Many countries have legislation regulating smoking in restaurants, where there is such legislation , the establishment must under all circumstances comply with these requirements.</p> <p>During the audit, the visual inspection confirms that smoking is not allowed in the restaurant, or there is a physical separation of the restaurant and signs indicating the smoking versus non-smoking part of the restaurant.</p>
9.2	<p>Wherever possible and space allows, a designated smoking area should be allocated within the lobby or lobby lounge area. This smoking area should be clearly indicated.(I)</p>	<p>To reduce health risk and the annoyance from smoking, the establishment must provide designated smoking areas away from public areas that are clearly indicated.</p> <p>In the lobby or lobby lounge, the location of the area is important to be in a physically secluded section so that non-smokers are not affected, away from the main entrance and the reception counter where special ventilation treatment is applied.</p> <p>During the audit a visual inspection checks the physical location and the signs indicating the smoking areas.</p>
9.3	<p>A minimum of 80% of the rooms must be non-smoking. (I)</p>	<p>To reduce the health risk and the annoyance from smoking, all guest rooms are preferably non-smoking rooms.</p> <p>In countries where this is not feasible, a minimum of 80% of the rooms are non-smoking. The sections of the establishment with non-smoking guest rooms are clearly separated from those with guest rooms where smoking is allowed. The guest rooms where smoking is allowed can, for instance, be located on separate floors or wings of the establishment. The areas with non-smoking and smoking guest rooms are clearly marked with signs in an easily understandable way.</p>

		<p>Many countries have legislation regulating smoking in guest rooms, and when there is such legislation, the establishment must in all circumstances comply with these requirements.</p> <p>During the audit, the establishment presents documentation showing that at least 80% of the guest rooms are non-smoking, and the establishment confirms that it complies with national/local smoking regulations. The visual inspection confirms that the areas with smoking and non-smoking guest rooms are clearly separated and with signs indicating the smoking versus non-smoking parts of the establishment.</p>
9.4	<i>The establishment has a personnel policy concerning smoking during working hours. (G)</i>	<p>To reduce the health risk and the annoyance from smoking, the areas for the public and the staff are normally non-smoking areas.</p> <p>If staff smoking is allowed, the establishment has a policy for the staff regarding smoking during working hours. The policy includes regulation on when and where the staff can smoke. It is important that the policy ensures that non-smoking staff members and guests are not affected by smoking.</p> <p>Many countries have legislation regulating smoking in public and staff areas, and when there is a legislation on the issue, the establishment must in all circumstances comply with these requirements.</p> <p>During the audit, the establishment presents its smoking policy for staff, including information about when and where smoking during working hours is allowed, and how the establishment ensures that it does not constitute a health risk and annoyance for non-smoking staff members and guests.</p>
9.5	<i>In case of refurbishing or new building, the establishment uses environmentally friendly products. (G)</i>	<p>For the continuous improvement of the indoor environment and to lower the environmental footprint by using less harmful products, the establishment uses environmentally friendly products in connection with refurbishment or construction of new buildings done within the past 12 months. Volatile organic compounds (VOCs) are avoided in paints, building materials, etc. Environmentally friendly second hand/recycled products/materials are especially recommended.</p> <p>In connection with the refurbishing or construction of a new building, the establishment uses locally appropriate principles and sustainable practices and materials. Environmentally friendly products include the use of paints and other products not containing substances harmful to the environment or human health, for</p>

		<p>instance by using products with a nationally or internationally recognised eco-label or by using companies that have adopted an environmental management system.</p> <p>The establishment values and incorporates authentic elements of traditional and contemporary local culture. The legislation and regulations regarding refurbishing or construction of new building, and the intellectual property rights of local communities are always respected.</p> <p>During the audit, the establishment presents documentation proving the use of environmental friendly products in connection with refurbishing or new building done in the past 12 months. The documentation also includes considerations to sustainable practices and materials, authentic elements of local culture, and that the intellectual property rights of local communities have not been violated.</p>
<p>10. GREEN AREAS</p>		
10.1	<p>Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent. (I)</p>	<p>In order to minimise the use of chemicals and the risk of pollution, the establishment does not use chemical pesticides and fertilisers, in the cases where it has green areas.</p> <p>If pesticides and fertilisers are needed, organic or natural equivalents are used. Gas flames or mechanical herbicides are also possible alternatives. Only in cases where no organic or natural replacements are available, affordable sufficiently effective, may the establishment use chemical pesticides and fertilisers, and in that case, it is normally only used once a year and only readily available products are purchased. Chemical substances are stored properly (see criterion 6.7).</p> <p>This criterion also applies if the management of the establishment’s green areas is outsourced to an external company.</p> <p>During the audit, the establishment presents its written policy on the use of pesticides and fertilisers in the green areas of the establishment showing that that the establishment does not use chemical pesticides and fertilisers unless no organic or natural equivalent is available. If the work with green areas is outsourced to an external company, then this external company presents its policy on the use of pesticides and fertilisers in the green areas of the establishment. During visual inspection, a spot check might be conducted to confirm compliance with the criterion.</p>

10.2	Newly purchased lawnmowers must either be electrically driven, use unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven. (I)	<p>If the establishment has green areas, the lawnmowers purchased within the last 12 months must be energy efficient and low in noise and carbon emissions.</p> <p>The lawnmowers are preferably manual or electric, but if they require petrol, alkylate petrol or unleaded petrol must be used, or the lawnmower is equipped with a catalyst. If the lawnmowers are awarded with an eco-label, they also comply with this criterion.</p> <p>This criterion also applies if the management of the green areas of the establishment is outsourced to an external company.</p> <p>During the audit, the establishment presents documentation showing that lawnmowers purchased within the last 12 months by the establishment or the external contractor are environmentally friendly.</p>
10.3	Smart flower and garden watering procedures are in place. (I)	<p>To minimise the consumption of water for irrigation, a smart procedure must be in place. The smart irrigation system can, for instance, include procedures of watering during morning or evening hours, a moisture sensor system or a drip system aiming at minimising evaporation and provide the best impact for the roots of the plants. This also includes the use of collected rainwater, treated grey water or wastewater for watering flowers/garden (see criterion 10.5).</p> <p>During the audit, the establishment presents its written policy on smart flower and garden irrigation, and the smart watering procedures are checked during the visual inspection, if possible.</p>
10.4	<i>Garden waste is composted. (G)</i>	<p>To lower the environmental footprint through minimising waste, energy and transportation (and thereby cut costs), the establishment ensures that garden waste is composted on the premises of the establishment following the standard methods. Soil produced from garden waste is later reused to fertilize the garden areas.</p> <p>During the audit, the establishment shows the compost pile or container during the visual inspection. If the compost is collected by an external contractor, the establishment provides the appropriate documentation.</p>
10.5	<i>Rainwater or grey water is</i>	To reduce the environmental footprint by saving water for flower and garden irrigation (and thereby cut

	<p><i>collected and used for watering flowers and gardens. (G)</i></p>	<p>costs), the establishment ensures that rainwater, treated greywater or wastewater is collected and used for irrigating flowers and gardens.</p> <p>The collection of rainwater or grey water is done safely following national and local legislation with no adverse effects to the guests and staff, the local population and the environment.</p> <p>During the audit, the establishment presents its written policy on the collection of rainwater, treated greywater or treated wastewater for watering of flowers and gardens, and the visual inspection confirms, where possible, confirms the collection system for rainwater, treated greywater or treated wastewater.</p>
10.6	<p><i>When planting new green areas, native species are used. (G)</i></p>	<p>For the establishment to support biodiversity, the establishment (wherever feasible) ensures the planting of native species when planting new green areas.</p> <p>There is also a plan on reviewing the landscaping of the green areas and consider feasibility and use of native species. If there are weeds, animals, or pathogens present on premises of the establishment , the plan includes information on how to control their spread and preferably eradicate them.</p> <p>It is recommended that an external specialist is consulted on the restriction of invasive species.</p> <p>During the audit, the establishment presents written documentation showing that the plants purchased or obtained within the last 12 months are native species as well as a management plan reviewing the feasibility and use of native species and the restriction of the spread and preferably eradication of invasive species.</p>
<p>11. CORPORATE SOCIAL RESPONSIBILITY</p>		
11.1	<p>The establishment is in compliance with international, national and local legislation and its CSR policy regarding environment, health, safety and labour. (I)</p>	<p>The establishment has legally acquired property, land and water rights and ensures that its function and activities within the areas of environment, health, safety and labour take place in compliance with local and national legislation and regulations.</p> <p>The establishment also ensures working in correspondence with international conventions and regulations including: “The Universal Declaration of Human Rights” (including the “UN Convention on the Rights of the Child”), the “International Labour Organization’s Declaration on Fundamental Principles and Rights at</p>

		<p>Work”, the “Rio Declaration on Environment and Development”, the “United Nations Convention against Corruption”, and “The Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism”. In many countries, the international conventions and regulations are partly or fully integrated into national/local legislation.</p> <p>The establishment formulates a CSR policy covering the areas of human rights (including child labour), labour equity, safe and secure working environment, anti-corruption and commercial, sexual or any other form of exploitation or harassment, particularly of children and adolescents. Women, minorities and other vulnerable groups. Where opportunities exist, it is encouraged that the CSR policy also supports the establishment’s involvement in sustainable tourism planning and management in the destinations</p> <p>Regarding the compliance with labour requirements, the following conditions must be met:</p> <ul style="list-style-type: none"> • All employees receive information in writing (contract) stating the employment conditions, including information about working hours and salary. • All employees are paid at least a living wage, so the salary is not below the legal minimum salary. • All employees receive information about the working code of conduct/policies of the establishment, and employees also receive information about the procedure for raising concerns/complaints. • All employees under the age of 18, national regulations as well as the UN Convention of the Rights of the Child and ILO Conventions 138/182 are followed. • All employees receive fair treatment without discrimination. • All employees are offered regular training, experience and opportunities for advancement. <p>The establishment ensures that activities in connection with the management of the establishment do not have significant negative effects on natural ecosystems and wildlife. Any disturbance of natural ecosystems is minimised, rehabilitated, and a compensatory contribution made to conservation management. This also includes practices to reduce pollution from noise, light, runoff, erosion, ozone-depleting compounds, and air, water, and soil contaminants.</p> <p>Species of wild animals are not acquired, bred or held captive, except for properly regulated activities kept by those authorized and suitably equipped to house and care for them. Housing, care and handling of all wild and domestic animals meet the highest standards of animal welfare. Interactions with free roaming wildlife organised by the establishment is non-invasive and responsibly managed to avoid adverse effects on</p>
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		<p>the animals concerned and on the viability and behaviour of populations in the wild (taking the cumulative impact into account).</p> <p>The siting, design and construction of buildings and infrastructure complies with local zoning and protected or heritage area requirements. It takes account of the capacity and integrity of the natural and cultural heritage surroundings in siting, design, impact assessment and land rights and acquisition. The establishment identifies and follows the local development codes and architectural management guidelines.</p> <p>During the audit, the establishment presents a document outlining and confirming compliance with local and national legislation within the areas of environment, health, safety and labour as well as international conventions and regulations and the formulation of a CSR policy. The document includes confirmation of activities of the establishment taking place in correspondence with Green Key's requirements and that considerations have been taken in relation to wildlife interactions as well as siting, design and construction of buildings and infrastructure. The observations during the visual inspection confirm compliance with the requirements.</p>
11.2	<p>The establishment provides access for people with special needs. (I)</p>	<p>To create awareness about the establishment's corporate social responsibility and assist people with special needs, it provides access for people with special needs. The access relates to guests as well as staff and other users of the establishment.</p> <p>Examples of people with special needs include provision of access for people with certain disabilities (persons in wheelchairs, blind people, etc.) and people with specific health concerns. The criterion includes access to the entrance and reception area, conference facilities, restaurant, public sanitary facilities, guest rooms and/or other facilities at the establishment. It is recommended that the facilities are approved by a national/local disability association.</p> <p><u>Main entrance:</u> The main entrance should be accessible for guests with special needs.</p> <p><u>Guest rooms:</u> "A minimum of one percent of all rooms (with a minimum of two) is suitable for special needs guests by meeting the national standards at the following:</p> <ol style="list-style-type: none"> 1. There is an accessible route inside the building leading from accessible entrance to accessible rooms, including accessible elevators.

		<ol style="list-style-type: none"> 2. Wider doors to enable easy access 3. Guest room door has second peep hole for a guest in wheelchair 4. Lowered switches throughout the guest room and bathroom 5. Clear floor space in front of wardrobe 6. Wardrobe shelves at reach height 7. Access to the bed from both sides 8. Sufficient space between all the furniture in the bedroom and all fixtures in the bathroom to facilitate movement for special needs guest. <p><u>Car Parking</u> Accessible parking for guests with special needs is clearly indicated by signs and road markings. These parking spaces are located on the shortest accessible route of travel from parking to the main entrance with ramps when required. Minimum size per space is 5m x 3.5m.</p> <p><u>Public toilets</u> At least one toilet stall must be accessible for disabled guests at each group. The toilet should follow the National Standards.</p> <p><u>Restaurants</u> Information and menus to be printed in large print and Braille in accessible restaurants.</p> <p>In some special cases, the establishment may have received a dispensation from the authorities regarding certain types of access for people with special needs, e.g. wheelchair access to old/historical buildings), and in these cases the establishment will not be required to provide the access.</p> <p>The level of access for people with special needs offered by the establishment is clearly communicated to the guests, staff and other users. With the information regarding access being present, it is easier for the establishment and the user to match expectations and it will also avoid unnecessary transportation. As part of joining the Green Key programme, the establishment therefore provides accurate, clear and easily understandable information with regard to the establishment and its products and services. The establishment will not promise more than can be implemented by the establishment.</p>
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11.3	<p><i>The establishment is equitable in hiring women and local minorities, including in management positions, while restraining from child labour. (G)</i></p>	<p>To create awareness about the establishment’s corporate social responsibility and support the equal treatment and rights of people, the establishment hires staff in all positions, without discrimination by age, race, gender, religion, disability, socio-economic status, etc. It is recommended that the establishment adds this obligation to the CSR policy.</p> <p>To support the local community near the establishment, it is important that local residents (and especially local minorities) are employed as staff in the establishment in all positions including in management positions, and that training is offered when necessary.</p> <p>Furthermore, it is very important that the establishment restrains from child labour in the establishment or from using suppliers using child labour. It is recommended that the establishment adds this obligation to the CSR policy.</p> <p>During the audit, the establishment presents documentation (e.g. its CSR policy) showing how it ensures compliance with this criterion. Observations made during the visual inspection confirms compliance with the requirements.</p>
11.4	<p><i>The establishment actively supports green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure. (G)</i></p>	<p>To create awareness about the establishment’s corporate social responsibility and to support the environmental, economic and socio-cultural sustainable development, the establishment is active in supporting green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure.</p> <p>The type of support will depend on the establishment and the area surrounding the establishment. Examples of active support by the establishment could be:</p> <ul style="list-style-type: none"> • Tree-planting activities • Restoration of local green areas • Other projects addressing the impacts of climate change • Outdoor activities (establishment of boat mooring places, nature trails) that can also be used by the public

		<ul style="list-style-type: none"> • Activities with local schools or communities working with environmental initiatives • Activities with local people with special needs (vulnerable and/or less-resourced groups) • Activities promoting social justice and equal rights • Support to provision of basic food, water, energy services as well as health and sanitation services in neighbouring communities • Support to local infrastructure challenges, etc. <p>During the audit, the establishment presents documentation showing the active support of local green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure.</p>
11.5	<p><i>The establishment offers the means for local small entrepreneurs to develop and sell sustainable products that are based on the area's nature, history, and culture. (G)</i></p>	<p>To create awareness about the establishment's corporate social responsibility and to promote a sustainable local socio-cultural and economic sustainable development, the establishment offers the means for small local entrepreneurs to produce and sell sustainable products and services based on the nature, history and culture of the local area in the establishment.</p> <p>This can be in form of a small shop or stand within the premises of the establishment. Alternatively, the establishment can purchase and offer the local products concerned to its guests.</p> <p>The products are produced locally and in a sustainable manner, and the products are based on the area's nature, history and culture. The availability of products will depend on the business concept of the establishment.</p> <p>During the audit, the establishment presents all agreements with small local entrepreneurs that sell products and services in/to the establishment. During the visual inspection, it can be confirmed that small local entrepreneurs are able to sell products and services in/to the establishment.</p>
11.6	<p><i>Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law. (G)</i></p>	<p>To create awareness about the establishment's corporate social responsibility and support to environmental sustainability through the protection of endangered species of plants and animals (e.g. as listed in the CITES agreement), the establishment is not harvesting, selling, trading or displaying these species in the establishment.</p> <p>In order to protect historical and archaeological artefacts, these items are also not sold, traded or displayed by the establishment.</p>

		<p>The establishment only sells, trades or displays endangered plants and animals and/or historical and archaeological artefacts if local, national and international legislation permits it.</p> <p>The establishment is strongly encouraged to offer guests a “species protection souvenir guide” to provide support for guests when buying souvenirs. The establishment is also encouraged to provide information for guests about support to activities in favour of protecting endangered plants and animals. Furthermore, the establishment does not hire artists or entertainers offering activities and shows involving endangered animals to the guests.</p> <p>During the audit, the establishment presents documentation showing how it works to ensure that no endangered species of animals and plants and no historical and archaeological artefacts are sold, traded or displayed in the establishment. If the establishment is selling these products, a statement from the national authorities is provided allowing the establishment to sell, trade or display the products. If the establishment offers entertainment to its guests, it is confirmed that no artists or entertainers are hired offering activities and shows with endangered animals to the guests. During the visual inspection, a spot-check of sold, traded or displayed species of plants/animals or historical/archaeological artefacts is carried out.</p>
11.7	<p><i>Material/supplies that are no longer used are collected and donated to charitable organisations. (G)</i></p>	<p>To create awareness about the establishment’s corporate social responsibility and the reduction of the environmental footprint through recycling, it collects and donates material and supplies that can still be used but that is no longer needed by the establishment to charitable organisations (e.g. organisations supporting persons in need, etc.).</p> <p>To comply with this criterion, the material/supplies are donated to charitable organisations within the previous 12-months period.</p> <p>During the audit, the establishment presents documentation showing that redundant material/supplies have been donated to charitable organisations within the last 12 months.</p>
<p>12. GREEN ACTIVITIES</p>		

<p>12.1</p>	<p>Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I)</p>	<p>To strengthen the environmental profile of the establishment and to encourage the guests to get involved in green activities, the establishment offers information about nearby parks, landscape and/or nature conservation areas. Where appropriate, the information includes interpretation of the natural surroundings, local culture and cultural heritage, as well as explaining appropriate behaviour while visiting these areas.</p> <p>The information includes encouragements for guests to choose nearby outdoor or green activities, including walks, jogging, bicycling, swimming, sailing, canoeing, picnicking, outdoor playgrounds, etc.</p> <p>Where relevant, the information includes information about the local biodiversity. For visits to natural areas, indigenous communities and cultural and/or historically sensitive sites, the information includes the encouragement to follow established international and national good practice and locally agreed guidance in order to minimize adverse impacts and maximize local benefits and visitor satisfaction.</p> <p>The information is obtained from the reception/concierge, an environmental corner in the lobby, via TV monitors in the public areas or in the guest rooms, or be placed in binders in the guest rooms.</p> <p>Although the information is directed towards guests, the establishment is also encouraged to provide similar information for the staff.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information.</p> <p>During the audit (visual inspection), the establishment presents the information provided to guests about nearby parks, landscape and nature conservation areas, indigenous communities or culturally/historically sites of interest (including the interpretation, good practice/guidance and code of conduct for visiting the sites or areas). It is checked that the information is accurate, clear and easily understandable</p>
<p>12.2</p>	<p><i>The establishment must provide information about the nearest place to rent or borrow bicycles. (G)</i></p>	<p>To encourage the use of sustainable transportation, the establishment provides information about the nearest place to borrow or rent bicycles.</p> <p>The information is obtained from the reception/concierge, an environmental corner in the lobby, via TV monitors in the public areas or in the guest rooms, or be placed in binders in the guest rooms.</p>

		<p>Although the information is directed towards guests, the establishment is also encouraged to provide similar information for the staff.</p> <p>As part of joining the Green Key programme, the establishment provides accurate, clear and easily understandable information. The establishment is not promising more than can be delivered by the establishment.</p> <p>If the establishment is located in an area where bicycling is impossible due to very dangerous traffic conditions, extreme weather conditions or other special cases, then the establishment is exempted from complying with the criterion.</p> <p>During the audit(visual inspection), the establishment presents the information provided to guests about the nearest location to rent or borrow bicycles, and the visual inspection confirms the availability of the information. It is checked that the information is accurate and complete.</p>
12.3	<i>The guests have the opportunity to borrow or rent bicycles. (G)</i>	<p>To encourage the use of sustainable transportation, the establishment offers guests to borrow or rent bicycles directly from the establishment.</p> <p>The information about the possibility can be provided from the reception/concierge, an environmental corner in the lobby, via TV monitors in the public areas or in the guest rooms, or be placed in binders in the guest rooms.</p> <p>During the audit, the establishment presents the information provided to guests about the possibility for borrowing or renting bicycles from the establishment, and the visual inspection confirms the availability of the bicycles.</p>
12.4	<i>The establishment provides activities for raising awareness focused on sustainable development, environment and nature in or around the premises. (G)</i>	<p>To increase the sustainability awareness of the guests, staff and nearby community, the establishment provides activities for raising awareness focused on sustainable development, environment and nature in or around the premises.</p> <p>The awareness raising activities could include encouragement to participate in activities related to Earth Hour, Earth Day, Energy Saving Week, Waste Reduction Week, World Food Day, World Vegan Day, World Vegetarian Day and/or World Environment Day. It could also include nature guided tours to the green</p>

		<p>areas within the premises of the establishment or to nearby areas, participation in tree-planting events, other special environmental events, organisation of sustainable development activities for local schools or communities, charity events, etc.</p> <p>The establishment is especially encouraged to contribute to the support of biodiversity conservation, including supporting natural protected areas and areas of high biodiversity value.</p> <p>During the audit, the establishment presents the documentation showing the awareness raising activities held within the past 12 months and planned for the coming 12 months.</p>
12.5	<p><i>The establishment provides information to the guests regarding Blue Flag awarded marinas, beaches and boat operators in the vicinity. (G)</i></p>	<p>Where appropriate, the guests in the establishment are encouraged to use nearby Blue Flag beaches, marinas and sustainable boating tourism operators for swimming, diving, sailing and other recreational activities.</p> <p>Blue Flag is another programme managed by the Foundation for Environmental Education. It is a voluntary eco-label for beaches, marinas and sustainable boating tourism operators. More information about Blue Flag at www.blueflag.global. The beach, marina or boat operator is considered nearby if it is located within 20 kms from the establishment.</p> <p>The information can be obtained from the reception/concierge, an environmental corner in the lobby, via TV monitors in the public areas or in the guest rooms, or be placed in binders in the guest rooms.</p> <p>Although the information is directed towards guests, the establishment is also encouraged to share this information with the staff.</p> <p>As part of joining the Green Key programme, the establishment provides accurate clear and easily understandable information.</p> <p>During the audit (visual inspection), the establishment presents the information provided to guests about nearby Blue Flag awarded beaches, marinas and sustainable boating tourism operators. It is checked that the information is accurate clear and easily understandable.</p>
<p>13. ADMINISTRATION</p>		

13.1	All staff areas must fulfil the same criteria as guest areas. (I)	<p>For the holistic environmental and sustainability approach in the establishment, all staff areas fulfil the same requirements as guest areas.</p> <p>This criterion relates to water, energy and waste management as well as the information and engagement of the staff in environmental and sustainability related work and the engagement in awareness raising activities. This means that the water flow of a minimum of 75% of taps does not exceed 8 litres/minute, water flow of a minimum of 75% of showers does not exceed 9 litres/minute, a minimum of 75% light bulbs are energy efficient, separate recycling bins are encouraged, and that there is information about the environmental initiatives of the establishment provided to staff with an encouragement to actively engage in resource saving, etc.</p> <p>During the audit (visual inspection), the establishment confirms the staff areas are fulfilling the same criteria as guest areas regarding compliance with criteria within water, energy and waste management.</p>
13.2	The stationery and brochures produced or ordered by the establishment must be eco-labelled, be recycled or produced by a company with an environmental management system. (I)	<p>To reduce energy and waste consumption, (and thereby lower the environmental footprint), the use of stationary, paper and brochures is kept to a minimum. The material produced or ordered has an eco-label (including FSC labelled), is produced by a company with an environmental management, is made of recycled fibres or, as a minimum, is produced from recycled paper.</p> <p>The requirement relates to a minimum of 75% of the stationary, paper and printed material purchased/produced within the last 12 months.</p> <p>During the audit, the establishment presents the documentation showing that the stationary, paper and printed material purchased within the last 12 months are eco labelled, recycled or produced by a company with an environmental management system. The observations during the visual inspection confirms compliance with the requirements.</p>
13.3	Third party operated shops and businesses located on the premises of the establishment must be informed about the environmental	<p>Many establishments have third party operated shops and businesses located on its premises. the term "third party operated" means shops/ businesses that are not owned by the establishment or in consession from the establishment. Third party operated shops and businesses can for instance include hairdressers,</p>

	<p>initiatives of the establishment as well as Green Key, and be encouraged to manage their activities in the same spirit following the Green Key criteria. (I)</p>	<p>cafés, pubs, restaurants, gyms, spa facilities, travel and tourism agencies, souvenir shops, clothes shops, kiosks, bike rentals, etc.</p> <p>These third party operated shops and businesses located on the premises of the establishment are informed about the environmental and sustainability initiatives of the establishment, including information about Green Key. The information can be provided through written communication or in connection with joint meetings, etc.</p> <p>The third party operated shops and businesses are as well encouraged to manage their activities following the Green Key criteria or in the same spirit as the Green Key programme. So that no activities in connection with the management by third party operated shops and businesses have significant negative effects on natural ecosystems and wildlife, and any disturbance of natural ecosystems is rehabilitated, and a compensatory contribution made to conservation management.</p> <p>Third party operated shops and businesses value and consider using authentic elements of traditional and contemporary local culture in their operations, design, decoration, cuisine, or shops, while respecting the intellectual property rights of local communities.</p> <p>In the third party operated shops and businesses, items from wildlife species harvested from the wild, consumed, displayed, sold, or internationally traded, are part of a regulated activity that ensures that their utilisation is sustainable. Interactions with free roaming wildlife organised by the third-party operated shops and businesses are non-invasive and responsibly managed to avoid adverse effects on the animals concerned and on the viability and behaviour of populations in the wild.</p> <p>During the audit, the establishment presents information about third party operated shops and businesses within the establishment and on its premises. Documentation is as well as presented showing that the third party operated shops and businesses are informed about the environmental and sustainability initiatives of the establishment and encouraged to manage their activities in the same spirit or following the Green Key criteria. The third party operated shops/businesses also encouraged to ensure no significant negative impact on ecosystems and wildlife and any disturbance is rehabilitated, that items from wildlife are not sold unless permitted, that any interaction with free roaming wildlife is responsibly managed and that the establishment values local culture in its operation, design, etc.</p>
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13.4	<p><i>The establishment takes initiatives to reduce the use of paper in offices, guest rooms and meeting rooms. (G)</i></p>	<p>To lower the environmental footprint through reducing the energy consumption, use of resources and the creation of waste in relation to paper production, the establishment takes initiatives to reduce the use of paper in offices, guest rooms and meeting rooms.</p> <p>The initiatives to reduce the use of paper can be a limitation of paper available in the guest rooms and meeting rooms, e.g. a few pieces of paper available only and in a smaller format (A5 instead of A4), paper only available upon request, paper only available at a central table in the meeting rooms, accessibility to tablets for writing notes, etc.</p> <p>In the offices, the initiatives can include an encouragement to limit the printing of documents, print on both sides and/or the reuse of paper for notes (the backside of prints), etc. Staff in other areas than offices (e.g. front desk staff) are also encouraged to reduce the use of paper, when possible.</p> <p>During the audit, the establishment provides information about their initiatives to reduce the use of paper in offices, guest rooms and meeting rooms, and the visual inspection confirms the initiatives.</p>
13.5	<p><i>The establishment informs its suppliers about its environmental commitments and encourages the suppliers to follow Green Key criteria. (G)</i></p>	<p>As the establishment is in regular contact with its product/service suppliers, the establishment informs these suppliers about the environmental and sustainability initiatives of the establishment, including information about Green Key. The information is provided through written communication or in connection with joint meetings, etc.</p> <p>The suppliers are encouraged to manage their activities following the Green Key criteria or in the same spirit as the Green Key programme in order to avoid significant negative effects on natural ecosystems and wildlife by the suppliers.</p> <p>The suppliers are strongly encouraged to ensure that items from wildlife species harvested from the wild, consumed, displayed, sold, or internationally traded, are part of a regulated activity that ensures that their utilisation is sustainable.</p> <p>During the audit, the establishment provides documentation showing that the suppliers have been informed about the environmental and sustainability initiatives of the establishment and have been encouraged to manage their activities in the same spirit or following the Green Key criteria.</p>

13.6	<p><i>The establishment ensures that the suppliers used are eco-certified, have a written environmental policy and/or are committed to sustainable development. (G)</i></p>	<p>As the establishment is in regular contact with its product/service suppliers, it ensures that at least 75% of the suppliers used are eco-certified, have an environmental management system, have a written environmental policy and/or are in other ways demonstrating commitment to sustainable development.</p> <p>During the audit, the establishment presents documentation showing that at least 75% of the suppliers used are eco-certified, have an environmental management system, have a written environmental policy and/or are in other ways committed to sustainable development.</p>
13.7	<p><i>Local and fair-trade services and goods are purchased by the establishment. (G)</i></p>	<p>The establishment seeks that local and fair-trade services and goods (products) are purchased when available and of a sufficient quality. The services and goods produced and offered locally (within 100 km from the establishment) stimulate the businesses in the local area and contribute to the reduction of transportation costs. The fair-trade label ensures that the services and goods are produced under fair working conditions. At least 75% of the establishment's purchases within the last 12 months are local/fair-trade services/goods.</p> <p>During the audit, the establishment presents documentation showing that a minimum of 75% of the services and goods purchased by the establishment within the last 12 months are produced locally and/or are fair-trade labelled.</p>
13.8	<p><i>Newly purchased durables have an eco-label or must be produced by a company with an environmental management system. (G)</i></p>	<p>To ensure an environmentally friendly and sustainable production of durables, durables purchased within the last 12 months have an eco-label or are produced by a company with an environmental management system.</p> <p>Durables are products made to withstand repeatable and longer lasting use, and include furniture, carpets, kitchen equipment (refrigerators, freezers, ovens) and various other large machines used in the establishment. Office equipment (computers, photocopy machines, printers, etc) is excluded from this criterion as it is covered by criterion 7.27.</p> <p>During the audit, the establishment presents documentation showing that a minimum of 75% of the durables purchased within the last 12 months have an eco-label or are produced by a company with an environmental management system.</p>
13.9	<p><i>The purchase of disposable and</i></p>	<p>In order for the establishment to lower its environmental footprint through reduction of disposable and</p>

	<p><i>consumable goods is measured, and the establishment actively seeks ways to reduce their use. (G)</i></p>	<p>consumable goods (products), the establishment registers its purchase of all its disposable and consumable goods (products).</p> <p>When figures regarding the amount of various categories of disposable and consumable goods (products) purchased in the last 12 months are available, the establishment is in the position to take initiatives on potentially reducing the use of disposable and consumable goods(products). By reducing the use of disposable and consumable goods, the establishment is supporting a reduction in energy and water consumption during production as well as waste after use.</p> <p>During the audit, the establishment provides a list of all disposable and consumable goods (products) purchased within the last 12 months with a plan of how the establishment plans to reduce the amount of disposable and consumable goods (products).</p>
13.10	<p><i>The use of environmentally–friendly means of transportation by the staff is encouraged. (G)</i></p>	<p>To reduce air pollution and improve health, the staff of the establishment uses environmentally friendly means of transportation to work.</p> <p>Environmentally friendly transportation includes bicycles, public transportation (bus, train, tram, boat, etc.), the use of electric vehicles, car-pooling programmes, shuttle bus systems for staff, etc.</p> <p>The establishment can encourage the use of environmentally friendly transportation in verbal or written communication, the establishment can provide good facilities (safe and good bicycle parking, charging stations for electric cars, etc.) and/or it can offer financial incentives (e.g. tickets for use of public transportation, no costs for parking/charging electric cars, free shuttle bus, support to car-pooling initiatives, etc.).</p> <p>During the audit, the establishment provides documentation showing its encouragements for the staff to use environmentally friendly transportation. Where possible, the compliance is verified during the visual inspection.</p>