

# Green Key small accommodation criteria and explanatory notes

## 1 January 2019 – 31 December 2020

**Introduction:**

The Green Key small accommodation criteria are eligible for small hotels and guest houses, bed & breakfast establishments, eco-lodges, eco-farms, etc. with a maximum of 15 bedrooms.

In order to be eligible for Green Key, the applicant establishment has a legally acquired property, land and water rights and complies with local, communal, and indigenous rights.

<b>1. ENVIRONMENTAL MANAGEMENT</b>		
1.1	The management must be involved and appoint an environmental manager from amongst the staff of the establishment. (I)	<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 a part-time function. It can be the general manager or any other staff member. If the position as environmental manager is with another staff member, it 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"> <li>• Being contact person for all environmental/sustainability matters to management/staff, suppliers, and Green Key national/international representatives</li> <li>• Being responsible for instructing and supporting other staff members (if applicable) on environmental/sustainability matters</li> <li>• Being responsible for gathering, managing and updating the environmental data on cleaning, waste and the efficient use of gas, water and electricity</li> <li>• Being responsible for the development and implementation of the environmental policy and action plan of the establishment</li> </ul>

		<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 the case of an establishment changing environmental manager, Green Key is informed about the change.</p> <p>During the audit, the environmental manager is normally 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	<p>The establishment must formulate an environmental policy. (I)</p>	<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 regularly (e.g. every third year) to allow for 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 having 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 monitoring, 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>If applicable, the environmental policy 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. The environmental policy is normally signed by the general manager of the establishment. After production, the environmental policy is available to 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 shared for more than one establishment within the same chain.</p>

		<p>During the audit, the establishment presents the environmental policy document and its availability to 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, objectives and an annual action plan is be 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 of 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 references to social, cultural, economic, quality, human rights, health, risk and crisis management issues.</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 ensure compliance with an increasing percentage of guideline criteria during additional years of holding the Green Key award. 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 an international/national chain, there can be an overlap between the objectives/actions formulated within 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 (when applicable). 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	All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection. (I)	<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 criteria.</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.</p> <p>During the audit, the environmental manager presents the Green Key binder for inspection in general and for proof of compliance with the various Green Key criteria.</p>
1.5	The environmental manager must ensure that the Green Key criteria are reviewed annually. (I)	<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/international jury.</p> <p>The environmental manager pays special attention to changes in compliance with imperative or guideline criteria since the 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 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	The establishment must establish active collaboration with relevant stakeholders. (I)	<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, risk and crisis management issues. Where appropriate,</p>

		<p>Green Key encourages the establishment to cooperate 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 one type of stakeholder is 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 of one relevant local stakeholders is checked.</p>
1.7	<p><i>The establishment will measure its carbon footprint through the use of a recognised CO<sub>2</sub> 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 CO<sub>2</sub> measurement tool. The calculation could be used to check the fluctuations in carbon emissions 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 emissions.</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) which shows calculation of the carbon footprint from the energy consumption of an establishment. The HCMI tool can be found on the Green Key website (<a href="http://www.greenkey.global">www.greenkey.global</a>) and is free of charge.</p> <p>After calculating the carbon footprint, the establishment has formulated/implemented procedures to avoid or to minimise 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>

## 2. STAFF INVOLVEMENT

2.1	<p>The environmental manager must hold periodic meetings with the staff in order to brief them on issues concerning existing and new environmental initiatives. (I)</p>	<p>For the establishments with staff, it is important to inform and engage them on the environmental initiatives of the establishment. The environmental manager 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.), and 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>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 meetings held between the management and staff (if applicable) is presented showing the persons present and the environmental/sustainability issues discussed. If the establishment is applying for the first time, it presents the planned meetings. The auditor may also interview staff to ascertain their level of knowledge on environmental initiatives of the establishment.</p>
2.2	<p>The environmental manager and other staff members must receive training on environmental and other sustainability issues. (I)</p>	<p>It is important that the environmental manager, as well as other staff members (where applicable) 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 be in 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 members 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 staff members on how to work with and achieve the environmental objectives and actions planned within the establishment.</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 (if applicable) a presentation of the external/internal training sessions held in the past 12 months with an indication of participating staff covering the areas of environmental management and awareness raising, and other sustainability topics. If the establishment is applying for the first time, it presents the planned training.</p>
2.5	<p>The housekeeping service must know and accept the procedures regarding towels and/or sheets use. (I)</p>	<p>To lower the environmental footprint and thereby cut costs in connection with the washing and cleaning processes, there are signs displayed in the rooms regarding sheets and/or towels changing 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> <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 person/staff in charge of housekeeping. 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 person/staff to be familiar with the procedures of the establishment on this matter, and that standard operational procedures for the housekeeping is in place to ensure that the procedures regarding reuse of towels and sheets are followed.</p>

		During the audit, it is checked that the procedures regarding towels and/or sheets reuse are incorporated into the standard operational procedures for housekeeping, and verification (e.g. minutes from training sessions) that the housekeeping staff have received information/training about the procedures is presented.
<b>3. GUEST INFORMATION</b>		
3.1	The Green Key award must be displayed in a prominent place. (I)	<p>It is required for the establishment to display the standard Green Key plaque and the standard Green Key certificate by the entrance to the establishment/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, the planned location of the display of the plaque and certificate by the entrance is shown.</p>
3.2	Information material about Green Key must be visible and accessible for guests. (I)	<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 public areas if visibly placed, e.g. by an “environmental corner”, on TV monitors in the public area, 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 must 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, the draft information materials and location(s) where it will be available are presented. It is checked that the information is accurate, clear and easily understandable.</p>
3.3	Information about Green Key and environmental information must be available on the establishment's website. (I)	<p>The establishment's website must contain brief information about the Green Key programme and the fact that the establishment has achieved the award. The links to the international Green Key website (<a href="http://www.greenkey.global">www.greenkey.global</a>) 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 brief information about the environmental undertakings by the establishment. The information is present in consideration of the establishment's own branding guidelines. In rare cases where an establishment does not have a website, it will be exempted from complying with this criterion.</p> <p>In addition to the information on the website of the establishment, it is also encouraged to inform about Green Key in its social media.</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 must 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	The establishment must keep the guests informed and involved about its environmental work and encourage guests to participate in environmental initiatives. (I)	<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 meeting areas, etc.).</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 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>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 must promise more than can be or is implemented by the establishment.</p> <p>During the audit, the information about environmental/sustainability undertakings (especially in relation to energy and water saving) 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>Persons in charge of welcoming guests 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 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 Green Key. In this case, guests might approach the persons in charge of welcoming guests, and it is therefore important that these persons are able to inform guests 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 must not promise more than can be or is implemented by the establishment.</p> <p>During the audit, the persons in charge of welcoming guests 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	The establishment must be able to inform guests about local public transportation systems, shuttle bus or cycling/walking alternatives. (I)	<p>In order to encourage guests staying at the establishment to use means of transportation other than cars and taxis, the establishment must be able to inform about these alternatives. The alternative means of transportation includes:</p> <ul style="list-style-type: none"> <li>• Local public/private transportation systems (bus, train, metro, tram, boat, etc.)</li> <li>• Shared taxis/minibus systems</li> <li>• The possibilities for using shuttle busses provided by the establishment</li> <li>• 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.</li> <li>• Other means of transportation including cycling opportunities and walking alternatives.</li> </ul> <p>The information about local transportation systems and other transportation alternatives is provided by the person welcoming the guests 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 must 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	<i>The establishment provides its guests with the opportunity to evaluate its environmental and/or socio-cultural performance. (G)</i>	<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 presents 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>
<b>4. WATER</b>		
4.1	The total water consumption must be registered at least once a month. (I)	<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 it is checked if these sources are sustainable and do not adversely affect environmental flows.</p> <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 water consumption changes and to implement corrective actions. In areas of high water risk, extra care and caution are strongly recommended carried out in cooperation with other relevant stakeholders.</p> <p>During the audit, the minimum of monthly registration of the total water consumption is shown as well as the calculation of water consumption per guest night. The establishment presents 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>
4.2	Newly purchased toilets must not flush more than 6 litres per flush. (I)	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 must not exceed 6 litres (or 1.59 US

		<p>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 previously are also encouraged to comply with the limit of 6 litres per flush.</p> <p>Toilets placed in public areas (criterion 4.8) 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 owner/staff must have a system in place to regularly check for dripping taps and leaky toilets and leaking swimming pools. (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 cause unnecessary costs.</p> <p>Leaks in swimming pools can also significantly increase the environmental footprint through higher water consumption and thereby create additional expenses. If the establishment has a swimming pool, it therefore also has a system put in place to regularly check for leakage in the swimming pool system.</p> <p>The standard operational procedures that are in place for the owner/house keeping/cleaning personnel include regularly checking 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>Regarding the swimming pool, monitoring can be in the form of a visual inspection around the 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 procedures for regularly checking for dripping taps and leaky toilets as well as the corrective actions for implementation after observing leaks is shown. The procedure for regularly checking for leaks in the swimming pool is also presented. During the visual inspection, there is a check of dripping taps and leaky toilets as well as potential leaks from the swimming pool.</p>

4.4	Water flow from at least 75% of the showers in the guest room must not exceed 9 litres per minute. (I)	<p>To reduce the environmental footprint through water savings and thereby cut costs, the water flow of 75% of the showers in guest bathrooms must 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. The reduced water flow is often achieved 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>
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4.5	Water flow from at least 75% of the taps in the guest room must not exceed 8 litres per minute. (I)	<p>To reduce the environmental footprint through water savings and thereby cut costs, the water flow of the 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 restricted water flow (criterion 4.8).</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	All wastewater must be treated in accordance with national and local regulations. (I)	<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 an own sewage system.</p> <p>It is important that all wastewater is treated to a level in accordance with national and/or local legislation. After treatment, the treated wastewater is released safely with no adverse effects on 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 shown. 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>
4.7	<i>Separate water metres are installed in areas with a high degree of water consumption. (G)</i>	<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. kitchen, swimming pool, etc.). 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 the 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 procedure for investigating and potentially correcting sudden changes in water consumption.</p>
4.8	<i>Water flow from taps and toilets in public areas should not exceed 6 litres per minute. (G)</i>	<p>To reduce the environmental footprint through water saving and thereby cut costs, the water flow of taps and toilets in public areas (if available) should 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 the 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 taps are carried out.</p>
4.9	<i>Wastewater is reused (after treatment). (G)</i>	<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 for fields, the green areas of the establishment or where else appropriate. The reuse of treated wastewater must be done safely with no adverse effects on the local population and the environment.</p> <p>During the audit, information about the reuse of treated wastewater is provided, 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>



4.10	<i>Rainwater is collected and used for toilets or other suitable purposes. (G)</i>	<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 must be done safely with no adverse effects on 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 on the guests and staff of the establishment, the local population and the environment.</p>
4.11	<i>Newly purchased toilets have 3/6 litres dual flush. (G)</i>	<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 toilets purchased 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>
4.12	<i>The swimming pool follows nationally approved standards on water quality, health and safety. (G)</i>	<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 must follow 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 6.6).</p> <p>It is also important that safety at the swimming pool follows the national requirements in relation to rules for using the pool.</p> <p>During the audit, documentation proving that the swimming pool follows nationally approved standards on water quality, health and safety is presented.</p>

4.13	<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 must have a cover or other systems in place (e.g. a gel layer) to prevent evaporation. The cover or other system 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 in certain places and periods of the year can 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 provided and visually inspected.</p>
<b>5. WASHING AND CLEANING</b>		
5.1	There must be signs in the rooms informing guests that sheets and/or towels will only be changed upon request. (I)	<p>To lower the environmental footprint and thereby cut costs in connection with the washing and cleaning processes, there must be 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> <p>The signs inform the guests about the standard procedure of the establishment in relation to changing sheets and/or 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/or 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 must ensure 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"> <li>• Surfactants that are not readily biodegradable under aerobic conditions</li> <li>• Surfactants that are biodegradable under anaerobic conditions and that are classified with H400/R50</li> <li>• Alkylphenoethoxylates (APEOs), nonylphenoethoxylates (NPEOs) and derivatives</li> <li>• Quaternary ammonium compounds that are not readily biodegradable</li> </ul> <p>Sequestering or anti-scaling agents:</p> <ul style="list-style-type: none"> <li>• EDTA (ethylenediamine tetraacetate) and its salts, phosphates</li> </ul> <p>Acids:</p> <ul style="list-style-type: none"> <li>• Phosphoric acid, hydrochloric acid, sulfuric</li> </ul> <p>Bases:</p> <ul style="list-style-type: none"> <li>• Ammonium hydroxide</li> </ul> <p>Solvents:</p> <ul style="list-style-type: none"> <li>• Detergents containing more than 6% by weight of VOCs with a boiling point lower than 150°C</li> </ul> <p>Chlorine:</p> <ul style="list-style-type: none"> <li>• Reactive chloro-compounds (such as sodium hypochloride)</li> </ul> <p>Conservators:</p> <ul style="list-style-type: none"> <li>• Formaldehyde</li> </ul>

		<ul style="list-style-type: none"> <li>• Antimicrobial or disinfecting ingredients added for other purposes than preservation.</li> <li>• Bioaccumulable preservatives classified as H410, H411, R50/53 or R51/53. Preservatives are not regarded as bioaccumulable if BCF&lt;100 (bioconcentration factor) or logKow &lt; 3 (log octanolwater partition coefficient)</li> </ul> <p>The environmental manager must examine the description of the products together with the housekeeping responsible person. 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 is also to be paid to dosage, safety precautions, and other instructions concerning the correct use (see criterion 6.6). If the establishment contracts an external professional cleaning company, the contractor must comply 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 product comply with this criterion.</p> <p>During the audit, the establishment presents a list with all daily cleaning products 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 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 correspondence with the legislation on hygiene. (I)	<p>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> <p>Due to the potential impact on environment and health, the use of 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 6.6). Usage is carried out 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 presents a statement confirming that it complies with the national/local environmental and hygiene legislation on the matter.</p>

5.4	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/G)	<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 of a lower environmental footprint through a more environmentally friendly production process.</p> <p>Alternatively, or in addition, it can also be checked if the products are non-chlorine bleached paper, as bleaching of cellulose fibres means additional use of energy and chemicals. For this reason, it is highly recommended that the products are made of recycled fibres and/or have a low degree of whiteness.</p> <p>The requirement is imperative for establishments located in EU countries, while it is strongly encouraged (guideline) 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	<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 products 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>
5.6	<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 microfiber into the water).</p> <p>During the audit, it is visually checked that micro fibre cloths are used for cleaning.</p>
5.7	<i>The establishment avoids fragrance spray and perfume in connection with washing and cleaning. (G)</i>	<p>To lower the environmental footprint by using less chemical substances and to 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 both if 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 products for washing and cleaning do not contain fragrance spray or perfume. Alternatively, the establishment presents a statement from the providers of the washing and cleaning products or the third-party contractor proving that the washing/cleaning products used do not contain fragrance spray or perfume.</p>
<b>6. WASTE</b>		
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 6.14).</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 are easily accessible to the staff. Establishments with kitchens should separate waste in the kitchen, if possible.</p> <p>During the audit, the establishment presents 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</p>

		sorting legislation, and the waste sorting facilities (minimum three categories of sorted waste) is inspected during the visual part of the audit.
6.2	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. (I)	<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> <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>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 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 its own facilities for handling of the separated waste, they will be checked during the visual inspection. If the establishment itself ensures safe transportation of the separated waste to the nearest appropriate site for waste treatment, the establishment presents its standard operational procedure on how it is done safely and without compromising the subsequent treatment.</p>
6.3	Instructions on how to separate	The waste sorting area has instructions/signs clearly indicating for the staff how to separate the waste. It is

	and handle waste must be easily available to the staff in an understandable and simple format. (I)	<p>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 are visually checked. It is also checked that the instructions are followed (the waste is in general split in the correct sections).</p>
6.4	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>The energy consuming pumps and refrigeration plants purchased within the last 12 months by the establishment must not contain the compounds CFC (chlorofluorocarbon, also called Freon) or HCFC (hydrochlorofluorocarbon), as these compounds are greenhouse gasses and contribute to ozone depletion.</p> <p>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 the documentation that pumps and refrigeration plants purchased within the last 12 months do not contain CFC/HCFC.</p>
6.5	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>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. In cases where the establishment decides to use disposable cups/glasses, plates and cutlery it is only done in certain limited circumstances/areas, namely in the pool areas, at certain events, in fitness/spa areas or in connection with take-away 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>
6.6	Hazardous solid and liquid chemicals must be stored in separate containers preventing	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.



	leaking and contamination of the environment. (I)	<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 must be 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 the 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 type 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 waste.</p>
6.7	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 which is 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 into 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 the standard operational procedure showing that the establishment ensures that the transportation of the hazardous waste to the nearest appropriate approved reception facility is done safely complying with national/local regulation.</p>
6.8	Each bathroom must have a waste bin. (I)	<p>Each bathroom must have a waste bin, so that hygiene waste is collected instead of being flushed through the toilet and sewage system.</p> <p>During the audit, the presence of a waste bin in the bathroom is checked during the visual inspection.</p>
6.9	<i>The establishment must register the total amount of waste and have a waste plan in place to reduce and/or reuse waste. (G)</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 the exact amount of the different types of separated waste, and it is calculated into the amount of waste per guest night.</p> <p>The registration of the amount of waste in the different categories is 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 presents a plan on how to reduce, recycle and/or reuse waste.</p>
6.10	<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</p>

		<p>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>
6.11	<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 or being recyclable or biodegradable.</p> <p>During the audit, the establishment presents its solution for dispensers and/or individually packaged single dose containers and presents 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>
6.12	<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 environmentally friendly soap and shampoo which has 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>

6.13	<i>Single dose packages for cream, butter, jam etc. are not used, reduced or packaged in material that can be recycled. (G)</i>	<p>To lower the environmental footprint by reducing the amount of waste and thereby cutting costs, the restaurant, canteen, bar and other catering service of the establishment do not offer to guests and staff single dose packages for milk/cream, sugar, butter, honey, jam, yoghurt, cheeses, salt/pepper, etc. If single dose packages are used, it should be reduced to a minimum and/or 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 establishments 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>
6.14	<i>The establishment makes arrangements for the collection and disposal of packaging with an appropriate supplier. (G)</i>	<p>The amount of waste produced by the establishment can be further reduced by the establishment making agreements with various suppliers to deliver goods in packaging material that can be returned and reused (e.g. plastic cans, expanded polystyrene boxes, plastic boxes, etc.).</p> <p>In order for an establishment to comply with this criterion, a minimum of two 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 two types of products.</p>
6.15	<i>The establishment uses biodegradable disposable cups, plates and cutlery. (G)</i>	<p>In cases where disposable cups/glasses, plates and cutlery are used, the establishment uses products made of biodegradable materials in order to lower the environmental footprint.</p> <p>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 made of biodegradable material is presented, and the presence of the biodegradable material is verified during the visual inspection.</p>

6.16	<i>Organic waste is composted. (G)</i>	<p>To reuse 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 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>
<b>7. ENERGY</b>		
7.1	Energy use must be registered at least once a month. (I)	<p>In order for the establishment to lower its environmental footprint by reducing its energy consumption and thereby cut costs, the establishment records its total energy consumption at least once a month and calculates the energy consumption per guest night. If available, the sources of the energy consumption are indicated.</p> <p>It is encouraged to ensure reading the total energy consumption 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 this different energy consumption and to implement corrective actions.</p> <p>During the audit, the minimum of monthly registration of the total energy consumption is shown, as well as information about the standard operational procedure for investigating and potentially correcting sudden or larger changes in the total energy consumption.</p>
7.2	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>To reduce the environmental footprint by lowering the energy use and thereby cut costs, the establishment must have a system in place to control the heating and air-conditioning in the establishment.</p> <p>It can 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. It can also be a centralised</p>

		<p>automatic or manual computerised system (building management system) of changing or switching off the heating and air-condition system.</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, restaurant areas, meeting facilities, other public areas, etc.).</p> <p>During the audit, the establishment demonstrates the building management system and/or standard operational procedure showing that the heating and air-conditioning control system is in place.</p>
7.3	At least 75% of the light bulbs are energy efficient. (I)	<p>As light bulbs constitute a significant amount of energy consumption, the establishment, in order to lower the environmental footprint, ensures that at least 75% of all light bulbs in the establishment are energy efficient. The requirement is valid for guest rooms, public areas (including entrance, restaurant, meeting area, halls, etc.) and the staff area.</p> <p>The most energy efficient and therefore preferred light bulbs are LED lighting, 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 lasts 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 50% of the light bulbs energy efficient. Dispensation will be granted only if the establishment can provide a good reason for not having reached a minimum of 75% energy efficient light bulbs before applying for Green Key, and provide a clear plan of action on how to reach the minimum of 75% energy efficient light bulbs within the first 6-12 months after achieving the award.</p> <p>During the audit, the establishment provides the overview of all light bulbs demonstrating that at least 75% 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, the public area and staff area are checked. In exceptional cases, where an establishment only complies with a minimum of 50% energy efficient light</p>

		bulbs, it must provide documentation clearly explaining the reasons for not having reached at least 75% energy efficient light bulbs, as well as a plan of action for reaching the required level within 6-12 months.
7.4	Fat filters in the exhaust must be cleaned at least once a year. (I)	<p>The exhaust 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 exhaust are cleaned at least once a year but preferably more often. This criterion is only applicable if the establishment has a kitchen with exhaust.</p> <p>During the audit, the establishment shows the standard operational procedure for the cleaning of the fat filters at least once a year (including information about the last date the fat filters were cleaned).</p>
7.5	The surfaces of the heating/cooling exchanger of the ventilation plant must be cleaned at least once a year. (I)	<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 presents 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	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>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 repair, the establishment must ensure the repair. It is strongly encouraged that the repairing is done immediately, but if it is not possible, the repairing of the ventilation plant is to be ensured within 1-2 months from the check-up revealing the need for repair.</p> <p>During the audit, the establishment presents 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 any repairing done, if needed) is provided as well.</p>

7.7	Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact draught excluders. (I)	<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 e.g. 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 repair/replacing of the faulty draught excluders.</p> <p>During the audit, the establishment provides the standard operational procedure for the check of the draught excluders at least once a year 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	The establishment has defined a standard temperature for cooling and heating in guest rooms. (I)	<p>To lower the environmental footprint through keeping best possible control over the energy consumption and thereby cut costs, the establishment has a defined 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 could be set manually in each guest room or be set automatically from a central system.</p> <p>It will still be possible for guests in the guest rooms to have the standard temperature changed manually or via contacting reception.</p> <p>During the audit, the establishment presents its standard operational procedure for the defined standard 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>



7.9	<i>Outside lighting is minimised and/or has an automatic turn off sensor installed. (G)</i>	<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 lighting 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>
7.10	<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>Windows can be a significant source for high energy consumption in the establishment. To lower the environmental footprint, an establishment located in areas with a cold climate therefore must obtain a high degree of thermal insulation (e.g. double or triple layer glass), and establishments in areas with a hot climate should have windows that include other energy efficient initiatives (e.g. sun-reflecting material on the windows, blinds or other types of shade, etc.). In areas with a very hot or cold climate, the establishment could also have restrictions on the possibility for opening 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 having an appropriately high degree of thermal insulation or other energy efficient initiatives corresponding to local regulations and climate in at least 75% of the windows in the establishment.</p>
7.11	<i>The establishment ensures that electric devices used in guest</i>	<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</p>

	<p><i>rooms, kitchen, laundry, etc. are energy efficient. (G)</i></p>	<p>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 part 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 a minimum of 75% of the electrical devices used in the guest rooms, kitchen, laundry, gym, etc. are energy efficient.</p>
7.12	<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 must have 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>
7.13	<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 must avoid 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, the visual inspection confirms that there are no electrical panels or other forms of direct functioning electrical heating in the establishment.</p>

7.14	<i>The establishment uses eco-certified and/or renewable energy. (G)</i>	<p>In order to encourage the establishment to choose the most environmentally friendly and sustainable type of energy, it must use 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 purchased 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 presents 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>
7.15	<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 halls and corridors, areas with meeting facilities, swimming pool, restaurant and bar, etc.</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 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>
7.16	<i>Separate electricity and gas metres are installed at strategically important places for energy monitoring. (G)</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, etc.). 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 shown.</p>
7.17	<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 cut costs. The necessary 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 buildings.</p> <p>In most countries, there is national legislation with requirements for the level of insulation of buildings. The establishment must therefore ensure compliance with the national requirements on insulation, but also achieve insulation above the minimal national requirements.</p> <p>During the audit, the establishment presents documentation proving that the building is insulated above ml national requirements on insulation in the form of a report from an external energy auditor or the relevant local/national authority.</p>
7.18	<i>Hot 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 presents 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>

7.19	<i>Computers, printers and copy machines switch to energy saving mode and turn off automatically. (G)</i>	<p>To lower the environmental footprint through energy savings and thereby cut costs, the establishment only uses computers, printers and copy machines that switch to an energy saving mode within a short time of non-use (e.g. 2-5 minutes).</p> <p>As the energy saving mode is also energy-consuming, the equipment automatically turns off completely after a longer time of non-use (e.g. 1-2 hours).</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>
7.20	<i>Newly purchased computers, printers, copy machines and domestic appliances have an eco-label or are produced by a company with an environmental management system. (G)</i>	<p>In order to lower the environmental footprint through saving energy and thereby cut costs, computers, printers, copy machines and other domestic appliances used in the office of the establishment and purchased within the last 12 months have a nationally or internationally recognised eco-label. Alternatively, the establishment ensures that the companies that have 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 and domestic appliances purchased within the last 12 months have a recognised eco-label or are produced by a company with an environmental management system.</p>
7.21	<i>Vending machines, coffee and water dispensers are switched off in periods of non-use. (G)</i>	<p>To lower 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 certain periods during the day or certain periods during the year, and it can be in certain areas of the establishment, e.g. meeting facility areas or swimming pool areas.</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</p>

		machines, coffee/tea and water dispensers switched off during periods of non-use. The compliance can alternatively also be confirmed during the visual inspection.
<b>8. FOOD AND BEVERAGE</b>		
8.1	The establishment must purchase and register at least three types of food/beverage products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (I)	<p>Environmentally friendly and sustainable practices 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 therefore registers the food and beverage products purchased that are either organic, eco-labelled, fair-trade labelled and/or locally produced. When purchasing products, it is 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 minimum of three types of products is required, but it is strongly recommended to include more products.</p> <p>Although this criterion mainly relates 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 a 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/beverage products	In cases where 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

	<p>must be increased every year. (I)</p>	<p>organic, eco-labelled, fair-trade labelled and/or locally produced food and beverage 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 relate 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 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 more sustainable policy in relation to the purchase of food and beverage products, the establishment must have a policy on 1) buying seasonal products, 2) lowering the amount of meat products, 3) avoiding the purchase of products of endangered fish, seafood or other species, 4) avoiding GMO products, 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 to 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 and 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 and/or</p>

		taking animal welfare into consideration when buying products.
8.4	<i>The establishment must register the level of food waste and take initiatives to reduce it. (G)</i>	<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"> <li>• Can the amounts and types of food be adjusted?</li> <li>• Can the food be stored and served in a better way to last longer?</li> <li>• Can the ingredients to a larger extent all be used?</li> <li>• Can serving be changed from buffets (that are continuously filled up) to portions?</li> <li>• In case of buffets, can there be an encouragement to guests not to overload the plates?</li> <li>• How can food that is left be reused?</li> </ul> <p>During the audit, the establishment presents documentation showing its registration of food waste in different categories and the plan for reducing food waste.</p>
8.5	<i>The establishment communicates on the menu 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 icons or other easily understood means of communication.</p> <p>Although this criterion mainly relates to food and beverage products for the 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 on 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 must have one or more vegetarian and/or vegan alternatives included in the restaurant menu. This criterion also addresses the growing demand by guests for vegetarian/vegan alternatives to the regular meat-based menus.</p> <p>The vegetarian/vegan options are clearly indicated on the menu 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 relates 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 and/or buffet.</p>
8.7	<i>Where the water quality is of an adequate standard, tap water is offered to guests in restaurants and meeting rooms. (G)</i>	<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 bottled water to the customers), the establishment offers tap water to guests in restaurants and meeting rooms. This also saves 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 the establishment. If the tap water in the respective country 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</p>

		<p>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 served.</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 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 offered in the restaurant or elsewhere in the establishment.</p>
<b>9. INDOOR ENVIRONMENT</b>		
9.1	The restaurant should be non-smoking or at least have a non-smoking section. (I)	<p>To reduce health risk and the annoyance 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, when 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 that there is a physical separation of the restaurant with signs indicating the smoking versus non-smoking part of the restaurant.</p>
9.2	A minimum of 75% of the rooms must be non-smoking. (I)	To reduce the health risk and the annoyance from smoking, all guest rooms are preferably non-smoking rooms.

		<p>In countries where this is not feasible, a minimum of 75% 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 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 75% 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>
9.3	<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 about 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 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>
9.4	<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 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 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 environmentally 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><b>10. GREEN AREAS</b></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 cases where there are 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, or 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 6.6).</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</p>

		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.
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 it requires 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 greywater or wastewater for watering flowers/gardens (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 method. Soil produced from garden waste is later reused to fertilise the garden areas.</p> <p>During the audit, the establishment shows the compost heap or container during the visual inspection. If</p>

		the compost is collected by an external contractor the establishment presents the appropriate documentation.
10.5	<i>Rainwater or greywater is collected and used for watering flowers and gardens. (G)</i>	<p>To reduce the environmental footprint by saving water for flower and garden irrigation (and thereby cut 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 greywater 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 wastewater for watering of flowers and gardens, and the visual inspection (where possible) confirms the collection system for rainwater, treated greywater or wastewater.</p>
10.6	<i>When planting new green areas, native species are used. (G)</i>	<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 area to consider feasibility and use of native species. If there are invasive species such as weeds, animals, or pathogens present on site, the plan includes information on how to control their spread and preferably eradicate them. 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>
<b>11. CORPORATE SOCIAL RESPONSIBILITY</b>		
11.1	The establishment is in compliance with international, national and local legislation and its CSR policy regarding environment, health,	The establishment has legally acquired property, land and water rights and it 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.

safety and labour. (l)	<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 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 rights and equity, safe and secure working environment, anti-corruption, and commercial, sexual or any other form of exploitation or harassment, particularly of children, 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 locally.</p> <p>Regarding compliance with labour requirements (in the case that the establishment has employees), the following conditions must be met:</p> <ul style="list-style-type: none"> <li>• All employees receive information in writing (contract) stating the employment conditions, including information about working hours and salary.</li> <li>• All employees are paid at least a living wage, so the salary is not below the legal minimum salary.</li> <li>• 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.</li> <li>• For 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.</li> <li>• All employees receive fair treatment without discrimination.</li> <li>• All employees are offered regular training, experience, and opportunities for advancement.</li> </ul> <p>The establishment ensures that its activities do not adversely affect local access to livelihoods, rights-of-way, transport and housing. The activities of the establishment do not jeopardise the provision of basic health and sanitation services to neighbouring communities. The establishment does not prevent access by local residents to local historical, archaeological, culturally, and spiritually important properties and sites. If the establishment is located in or near a sensitive or protected area, it knows and respects the legislation and regulations regarding tourism activities within the sensitive or protected area.</p>
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		<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 authorised and suitably equipped to house and care for them. Housing, care and handling of all wild and domestic animals must 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 the animals concerned and on the viability and behaviour of populations in the wild.</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 follow the local development codes and architectural management guidelines.</p> <p>During the audit, the establishment presents documents 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 confirms compliance with the requirements.</p>
11.2	<i>The establishment presents access for people with special needs. (G)</i>	<p>To create awareness about the establishment's corporate social responsibility and assist people with special needs, it must provide 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 includes provision of access for people with certain disabilities (persons in wheelchairs, blind people, etc.) and people with specific health concerns.</p> <p>The criterion includes access to the entrance and reception area, meeting facilities, restaurant, public</p>



		<p>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>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 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. When information regarding access is present, it is easier for the establishment and the user to match expectations and avoid unnecessary transportation. As part of joining the Green Key programme, the establishment therefore presents accurate, clear and easily understandable information with regard to the establishment and its products and services. The establishment must not promise more than can be implemented by the establishment.</p> <p>During the audit, the establishment (as part of the visual inspection) demonstrates the access and procedures for people with special needs, as well as the information provided about the access for people with special needs.</p>
11.3	<p><i>The establishment is equitable in hiring women and local minorities, including in management positions, while restraining from child labour.</i> (G)</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 (if applicable) 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>

		During the audit, the establishment presents documentation (e.g. its CSR policy) showing how it ensures compliance with the criterion. Observations made during the visual inspection confirms compliance with the requirements.
11.4	<i>The establishment actively supports green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure. (G)</i>	<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"> <li>• Tree-planting activities</li> <li>• Restoration of local green areas</li> <li>• Other projects addressing the impacts of climate change</li> <li>• Outdoor activities (establishment of boat mooring places, nature trails) that can also be used by the public</li> <li>• Activities with local schools or communities working with environmental initiatives</li> <li>• Activities with local people with special needs (vulnerable and/or less-resourced groups)</li> <li>• Activities promoting social justice and equal rights</li> <li>• Support to provision of basic food, water, energy services, as well as health and sanitation services in neighbouring communities</li> <li>• Support to local infrastructure challenges, etc.</li> </ul> <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	<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>To create awareness about the establishment’s corporate social responsibility and to promote a sustainable socio-cultural and economic 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</p>

		<p>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 product 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 does not harvest, sell, trade or display 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.</p> <p>Furthermore, the establishment does not hire artists or entertainers offering activities and shows to the guests involving endangered animals.</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</p>

		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.
11.7	<i>Material/supplies that are no longer used are collected and donated to charitable organisations. (G)</i>	<p>To create awareness about the establishment's corporate social responsibility and the reduction of the environmental footprint through recycling, it collects and donates materials 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>
<b>12. GREEN ACTIVITIES</b>		
12.1	Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I)	<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 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 minimise adverse visitor impacts and maximise local benefits and visitor satisfaction.</p> <p>The information can be obtained from the person in charge of welcoming guests, an environmental corner in the entrance, 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 presents 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, nature conservation areas, indigenous communities or cultural/historical 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>
12.2	<p>The establishment must provide information about the nearest place to rent or borrow bicycles. (I)</p>	<p>To encourage the use of sustainable transportation, the establishment presents information about the nearest place to borrow or rent bicycles.</p> <p>The information can be obtained from the person welcoming the guests, an environmental corner by the entrance, 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 presents accurate, clear and easily understandable information. The establishment does not promise 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. It is checked that the information is accurate, clear, and easily understandable.</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 the possibility of borrowing or renting bicycles directly from the establishment.</p> <p>The information about the possibility can be provided from the person welcoming the guests, an environmental corner by the entrance, 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 (visual inspection), 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 presents 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 presents 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 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	<i>The establishment presents information to the guests regarding Blue Flag awarded marinas, beaches and boat operators in the</i>	<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><i>vicinity. (G)</i></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 <a href="http://www.blueflag.global">www.blueflag.global</a>. 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, 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 presents 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><b>13. ADMINISTRATION</b></p>		
<p>13.1</p>	<p>All staff areas must fulfil the same criteria as guest areas. (I)</p>	<p>For the holistic environmental and sustainability approach in the establishment, all staff areas fulfil the same requirements as guest areas.</p> <p>The 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>

		During the audit (visual inspection), the establishment confirms that staff areas are fulfilling the same criteria as guest areas regarding compliance with criteria within water, energy and waste management.
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-label), is produced by a company with an environmental management system, 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 documentation showing that stationary, paper and printed material produced 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	<i>The establishment takes initiatives to reduce the use of paper in offices, guest rooms and meeting rooms. (G)</i>	<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 the office, 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, printing on both sides and/or the reuse of paper for notes, 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 presents 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>



13.4	<i>The establishment informs its suppliers about its environmental commitments and encourages the suppliers to follow Green Key criteria. (G)</i>	<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 presents 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>
13.5	<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>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>
13.6	<i>Local and fair-trade services and goods are purchased by the establishment. (G)</i>	<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</p>

		services and goods purchased by the establishment within the last 12 months are produced locally and/or are fair-trade labelled.
13.7	<i>Newly purchased durables have an eco-label or must be produced by a company with an environmental management system. (G)</i>	<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 repeated 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) is excluded from this criterion as it is covered by criterion 7.20.</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>
13.8	<i>The use of environmentally-friendly means of transportation by the staff is encouraged. (G)</i>	<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 presents documentation showing its encouragement to the staff to use environmental friendly transportation. Where possible, the compliance is verified during the visual inspection.</p>