eventplanner.eco certification criteria v0.1 - draft

0. BUS	0. BUSINESS INFO			Who?	Points
	<u> </u>	FTE's	Number of FTE's To calculate the total number of employees, refer to your companies payroll using a full-time equivalent (FTE) basis (full-time in comparison to your market standards). Please include working owners and freelancers with an indefinite or greater than 6 month period contract.	ALL	0
	<u> </u>	Type of business	Based on the list of eventplanner.net categories, we'll apply the main category of your business page. catering event venue event agency rental company	ALL	0
	<u> </u>	Turnover	Total company turnover for the last completed fiscal year.	ALL	0

1. ORGANIZATIONAL	Who?	Points
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1.1.0	•	Sustainability framework	In order to be able to implement a successful sustainability initiative, achieve your ambitions and continuously improve on the efforts, it's important to appoint someone who is responsible for the initiatives (sustainability manager) and writing your ambitions down in a sustainability policy. Appoint a sustainability manager The 'sustainability manager' will ensure the implementation of the eventplanner.eco requirements and will guard the event venue or suppliers' commitment to a sustainable business strategy. The role can be combined with other roles in the organisation as long as there is enough bandwidth to take the task seriously in relation to the size of the business. Large organisations might require a full-time staff member to really move the business to net positive. • Name of the sustainability manager will need to be entered during application and will be published. • When the appointed sustainability manager leaves the company or when another person is appointed the responsibilities, it is required to inform eventplanner.eco to update the eventplanner.eco certificate (for this no recertification is required. Failing to notify eventplanner.eco within 30 days of the change can lead to losing the certification. Sustainability policy As a mandatory requirement, each eventplanner.eco applicant has formulated, published and maintains a sustainability policy, including both environmental and social impact considerations. The organisation monitors its progress and updates the policy at least every three years. The ambitions of the policy should minimally contain all eventplanner.eco commitments and go further than regulatory obligations. • The policy will need to be uploaded in a .pdf format and will also be published by eventplanner.net as part of the audit report.	ALL	10
1.2.0	Δ	Local regulations	As a minimum the event business complies with all local regulations in regard to environmental, social, laws.	ALL	0

1.3.0	1	Training	A key task for the sustainability manager is regular communication to the whole company/team and, depending on the size and nature of the business, foresee trainings to the staff. As a minimum, the sustainability policy is introduced to all employees of the company (including temporary employees) during onboarding and is accessible at any time (for example on the intranet or by hanging it in the canteen). Any update on the policy will immediately be communicated to the staff. • Applicants with more than 10 employees have an additional requirement to organise a yearly awareness/training session adapted to their business and ambitions. • Applicants with more than 50 employees have an additional requirement to communicate a quarterly update on the efforts to the whole staff.	ALL	5
1.4.0	1	Inspection / audits	During an audit the applicant provides access to all documentation and proof required by the inspector. Besides planned audits eventplanner.eco can decide upon random and unannounced inspections. Requested documents should be provided within 48h during the application process or requested re-audits. For unannounced audits the applicant has 72h to handover the documents. These timings should be perfectly feasible as the applicant needs to have all documentation to proof it's claims in the eventplanner.eco certification process at hand. All documents should be provided in English or be accompanied by an English translation.	ALL	0
1.5.0	<u>.</u>	Guest / Client communication	The .eco label holder must inform it's customers / clients on it's sustainability efforts and encourage them to participate as well. For example by offering fair prices on sustainable alternatives. How do you encourage your customers to organise events with sustainability in mind? Do you have a webpage explaining your efforts?	ALL	5
1.6.0	<u> </u>	Reviews	Participate actively on the <u>eventplanner.net</u> review platform giving customers the opportunity to praise or give feedback on the companies performance, including it's sustainability efforts.	ALL	5

1.7.0	<u> </u>	Respectful RFP's	All RFP's (Request for Proposals) or offer requests sent by the applicant reflect the applicant's sustainability ambitions and concrete expectations in that respect to the (sub)contractor. The applicant will also behave in a professional way and limit RFP's to a reasonable maximum of market players (recommended max = 3) to reduce overhead, which is perfectly possible by doing your homework upfront when creating the shortlist. Prefer suppliers with the eventplanner.eco label (or any other label with at least the same ambition).	ALL	5
1.8.0	S	Employee motivation	Does your company have any programs to motivate employees to make sustainability also a goal in there personal lives?	ALL	5
1.9.0	•	Governance	 How does your company integrate sustainability into the daily operation of the business and it's decision making? Which of the following governance policies do you have in place? Job descriptions of managers include sustainability requirements and KPI's Performance reviews include checking in on the achievements of both the companies and personal sustainability KPI's Job descriptions of executive team include sustainability requirements and KPI's Executive teams renumeration is for at least 10% linked to sustainability goals Publicly report on the sustainability impact of your business Board of directors review sustainability performance Advisory board with experts to help you improve on your sustainability efforts. 	>50 employees	0-10

2. WAT	2. WATER			Who?	Points
2.1.0	•	Regular water consumption monitoring	At least each quarter: monitor, set targets and follow up on water consumptions. For applicants with more than 10 employees or business with high water consumption (venues, caterers,) the requirement to monitor is monthly. Applicant keeps a log of all checks and can be requested to share. Monitoring is not only done to evaluate initiatives to reduce water consumption, but also exposing abnormal use like leaks.	ALL	5
2.1.1	S	Separate water meters	Do you have separate water meters in areas with high water consumption?	Catering Venues	5
2.2.0	②	Dripping tabs	Quarterly check for dripping taps and leaking toilets. Applicant keeps a log of all checks and can be requested to share.	ALL	5

2.3.0	•	Efficient water use	Applicant has installed water efficient taps (max 8 litres per minute), water efficient toilets (with 2 flush levels) and water efficient urinals (sensors, water saving or water-free) on at least 80% of install points. All dishwashers, laundry washers, should have at least a A+ energy label (or similar eco label). For large operations like venues and caterers, professional appliances with eco standards are required due to lower environmental impact.	ALL	10
2.4.0	v	Wastewater	The applicant has installed systems to re-use wastewater and/or clean it's own waste water (for example filtration installation).	ALL	10
2.5.0	•	Eco cleaning products	The applicant uses cleaning products, (hand) soaps, dishwashing and laundry detergents with a recognised eco-label. A plus to reduce packaging is to buy concentrated products. • At least 50%* of cleaning products used have eco labels > 5 points • At least 75%* of cleaning products used have eco labels > 7,5 points • 100%* of cleaning products used have eco labels > 10 points * percentage based on overall usage volume	ALL	5-10
2.6.0	S	Irrigation	Do you use rainwater to irrigate (or minimise the use of water) gardens and/or plants?	ALL	5
2.7.0	⊘	(Pressured) spray cleaning	Do you use water efficient solution for vehicle cleaning? Does the same apply for sidewalk cleaning,? For example the use of grey water to restrict the use of drinking water.	ALL	5

3. PAF	PER			Who?	Points
3.1.0	②	Paper towels, toilet paper,	Does all the toilet paper, paper towels, you use in your offices and venue have an eco label?	ALL	5
3.2.0	0	Paperless	Do you operate your office and business paperless? Keep these requirements in mind: • digital workflows • electronically sign contracts, • digital signage • avoid using paper, if no alternative use recycled paper	ALL	10
3.2.1	②	Paperless	Do you offer paperless ticketing as a primary solution (including sustainable badges)? How do you stimulate organisers to avoid paper and plastics for ticketing and badges?	Ticketing providers	10

3.2.2	•	Marketing	Do you primarily focus on digital marketing? Do you avoid paper and, if no alternative use recycled paper? Do you focus on digital signage and re-usable marketing materials?	ALL	5	
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4. WAS	STE			Who?	Points
4.1.0	S	Separate waste	Separate waste collection is available to both staff and guests. At least 3 different bins.	ALL	5
4.2.0	v	Recycling	At least 3 types of waste are being recycled. If more types are supported in your country this becomes the benchmark. Paper - cardboard - plastic - metal - organic waste	ALL	10
4.2.1	S	Recycle batteries	Do you use re-usable batteries? Do you collect batteries for recycling?	ALL	3
4.3.0	②	Re-usable table ware	Single-use tableware is avoided at all costs in favour of reusable cups, cutlery,	ALL	5
4.4.0	⊘	Hazardous waste	Hazardous waste is stored an handled in a proper way. (For example recycle cooking oils)	ALL	5
4.5.0	8	Re-usable packaging	Prefer re-usable packaging for both your own activities as in your purchasing policy. If no alternatives can be found limit the amount of packaging and make sure to recycle these materials.	ALL	5
4.6.0	S	Reduce waste	Does your company monitor waste and have a plan to reduce the total amount of waste?	ALL	10
4.6.1	•	Stand building	Does your company offer a sustainable way of stand building as a standard to your customers? Only using other solutions when no alternatives are available? use of re-usable carpet use of re-usable frames (no timber frame constructions) promote re-use of materials over multiple events	Stand builders and Tradeshow organisers	25
4.7.0	②	Donate	Do you donate goods that would end up in waste that could be re-used by others? This can be food donations (safe), but also donate event materials.	ALL	5
4.8.0	②	Eliminate plastics	Do you eliminate plastics? Think of packaging, straws, bottles, cups, cutlery, plates, stirrers	ALL	10
4.9.0	Ø	Composte	Do you compost organic waste? Or us it for other purposes?	ALL	5
4.10.0	•	Give aways	Do you avoid handing out gadgets and goodie bags? Often these items end up in the trash barely used. If you do must hand out small gifts, think about sustainable and fairtrade alternatives like a coffee cup, re-usable water cup, a local product, and let people choose.	ALL	10
4.11.0	②	Balloons / helium	Do you avoid plastic balloons and the use of helium. Helium is a scarce gas.	ALL	3

4.12.0 Mark	Do you use non-toxic markers for your whiteboards or digital alternatives?	ALL	2	
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5. ENE	RGY			Who?	Points
5.1.0	▼	Regular energy consumption monitoring	Do you at least monitor your energy consumption on a monthly base?	ALL	5
5.1.1	Ø	Separate meters	Do you have separate electricity and gas meters in areas with high consumption?	Catering Venues	5
5.2.0	②	Heating, ventilation and air-conditioning	Do you have energy efficient heating, ventilation and airconditioning systems with spart controls (min/max temperatures, auto switch-off when doors/windows open,)? Are these systems yearly serviced?	ALL	10
5.3.0	Ø	Lights	Do you use energy efficient lighting (at least 75% energy- efficient LED)? Do you use motion detectors to automatically turn off lights. Do you minimise outdoor lighting (preferably with sensors) in balance with safety?	ALL	5
5.4.0	②	Appliances	Do all of your appliances have eco labels? Are the seals of your ovens, fridges, intact? Are freezers regularly defrosted?	Catering Venues	15
5.5.0	Ø	Renewable energy	 solar panels (or wind/water alternative) producing at least 50% of your yearly energy consumption 10 points for 50%, 15 points for 75% and 20 points for 100% buy minimum 50% renewable energy 10 points for 50%, 15 points for 75% and 20 points for 100% A combination of the above leading to 50% or more re-usable energy 10 points for 50%, 15 points for 75% and 20 points for 50%, 15 points for 75% and 20 points for 100% 	ALL	10-20
5.6.0	⊘	Isolation	Are all your buildings isolated according to modern building standards for your market? All windows at least double glazed?	ALL	10
5.7.0	V	Outdoor heating	If you do need the use of outdoor heating do you only use environmental friendly solutions like infrared?	ALL	5
5.8.0	Ø	Rental equipment	Do you offer sustainable alternatives for diesel generators? Do you only use diesel generators when no other alternatives are possible and in this case use energy efficient and well maintained generators? Explain what efforts you do to educate your customers, promote sustainable alternatives and invest in future proof alternatives.	Power generator rental companies	20
5.9.0	②	Venue size	Do you choose venues with an appropriate size for your events. A venue that is too large requires more energy for heating,	Agencies	10

6. FOC	D & E	BEVERAGES		Who?	Points
6.1.0	•	Organic, eco- labled	What % of the raw materials you source are organic or have a eco label? If you are a venue with external catering with preferred partners: what percentage of raw materials do the caterers you work with use are organic? • Less than 20% of raw materials are organic (0 points) • Between 20 and 50% of raw materials are organic (8 points) • Between 50 and 80% of raw materials are organic (15 points) • Between 80 and 100% of raw materials are organic (20 points) • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	0-20
6.1.1	Ø	Local	At least 50% of food is sourced and produced in your local region. If you are a venue with external catering with preferred partners: do the caterers you work with at least use 50% locally sourced and produced food? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	10
6.1.2	⊘	Seasonal	Do you mainly work with seasonal vegetables, fruits,? If you are a venue with external catering with preferred partners: do the caterers you work do? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	10
6.1.3	⊘	Fairtrade	Do you use responsible coffee, thee, chocolate,	ALL	10
6.1.4	②	No products from endangered species	Do you commit on not using any products form endangered species?	Catering	10
6.2.0	⊘	Vegetarian alternatives	Do you at least offer 20% of vegetarian options? If you are a venue with external catering with preferred partners: do the caterers you work do? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	10

6.2.1	•	Reduce meat consumption	Do you take initiatives to reduce the significantly reduce the consumption of meat? If you are a venue with external catering with preferred partners: do the caterers you work do? • I'm a venue, but we won't work with preferred caterers (skip question) For example by standardly offering vegetarian or vegan courses to all guests or by putting 'vegetarian' as the default choice when you ask for dietary preferences and explaining why you are doing this.	Catering Venues	5
6.2.2	Ø	Meat with sustainable certificates	If you use meat, do you select suppliers who can offer sustainable certificates for the meat you use? If you are a venue with external catering with preferred partners: do the caterers you work do? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	5
6.3.0	•	Initiatives to reduce food waste	As a venue or caterer, do you have a food waste policy in place that includes food waste prevention measurements, recycling and education. If you are a venue with external catering with preferred partners: do the caterers you work do? I'm a venue, but we won't work with preferred caterers (skip question) Possible measurements: No show initiatives Are smaller portions an option? Is it possible to limit different food types? Are all parts of ingredients used so waste is limited? Avoid pre-poured beverages. Is it possible to serve portions in favour of buffets? In case servings are not possible, are guests encouraged not to overload plates? Food donation (safe!)	Catering Venues	10
6.4.0	•	Tap water	Tap water refill stations (or tap water filled bottles) are available to guests and staff members. • Tap water quality is not ok for consumption in our region (skip question)	ALL	5

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6.4.1	⊘	Free drinking water	Do you provide free drinking water for event staff and employees. Also for guests (if you are the organiser or venue hosting) when temperatures are higher than 26 degrees celcius.	ALL	5
6.5.0	S	Food ingredient labeling	Intolerance and allergen information is shared for all food. If you are a venue with external catering with preferred partners: do the caterers you work make this information available? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	5
6.6.0	⊘	Healthy food	Do you promote healthy food (low sugar, freshly produced, fruits, vegetables,)? This not only applies to caterers, but to all businesses offering healthy food to there employees.	ALL	10
6.7.0	S	Drinking water	Do you provide free drinking water for event staff. Also for guests when temperatures are higher than x degrees celcius	ALL	5
6.8.0	⊘	Cultural food options	Do you offer cultural food options like Halal, If you are a venue with external catering with preferred partners: do the caterers you work do? • I'm a venue, but we won't work with preferred caterers (skip question)	Catering Venues	5

7. AIR	7. AIR			Who?	Points
7.1.0	S	No-smoking	Are all areas of your venue, offices, (in- and outdoor) non-smoking? You can offer dedicated smoking areas if they have proper ventilation.	ALL	5
7.2.0	8	Monitoring	Do you monitor the air quality in your venue, offices,?	ALL	10
7.3.0	S	Building materials	Did you use environmental friendly building materials (like paints,)? Also applies for the materials event decorators, stand builders, use.	ALL	5
7.4.5	•	Carbon emissions	Does your event business measures and tracks its improvement on carbon emissions (all greenhouse gasses, including energy consumption) with a proper carbon footprint measurement tool. A target is being formulated to lower the carbon footprint, as well as an action plan to achieve the goals. The plan should at least target yearly reduction and full carbon neutrality by 2030 (can include compensation for those parts that are not substitutable yes).	ALL	20

7.4.6	S	Carbon emission compensation	Compensate for at least 10% of total annual carbon emissions by purchasing certified carbon offsets or investing in compensation initiatives like https://www.gff.global/ ,	ALL	10
7.4.7	S	Air travel compensation	If air travel isn't avoidable you compensate the CO2 emissions at a minimum of 50 EUR per ton through a certified compensation project. This is on top of the 10% of question 7.4.6.	ALL	10
7.4.8	S	Public transport	You promote public transport, carpooling, biking to work to all employees and if applicable event guests.	ALL	10

8. NAT	8. NATURE			Who?	Points
8.1.0	•	Gardens, green,	Do you manage the gardens, greens, of your properties in a sustainable way? Meaning: • Must: No harmless pesticides & fertilisers (use organic alternatives) • Must: Bio-diversity efforts (for example focus on different native species) • Optional: Preferably electric lawn mowers	ALL	10
8.2.0	S	Animal welfare	All of your activities keep animal welfare in mind (if applicable). Wild (non-domesticated) animals are not displayed/interacted with, harvested, consumed, or sold.	ALL	5
8.3.0	⊘	Pest management	In case you need pest management, you always choose eco friendly solutions.	ALL	5
8.4.0	②	Snow & ice removal	You use environmental friendly alternatives for de-icers and salts when removing snow and ice from your property, cars,	ALL	5

9. SOC	9. SOCIAL			Who?	Points
9.1.0	>	No unfair labour	No child labour, underpaid labour, no exploitation, Labour rights an human rights are always respected as an absolute minimum. Do you opposite commercial, sexual or any other form of exploitation or harassment, particularly of children, adolescents, women, minorities, and other vulnerable groups.	ALL	10
9.1.1	S	Faire wages	Do you offer a fair compensation for work? Do you pay more than minimum wages for your market?	ALL	10
9.2.0	⊘	Local community support	What do you do to support your local community?	ALL	10
9.3.0	⊘	Charity	Do you support charities? Which ones and how do you do so?	ALL	10

10. TRANSPORT		Who?	Points		
10.1.0	S	Transport	You minimize the need for transport by working with local suppliers (including labour), smart planning (transport sharing),	ALL	10

10.2.0	S	Electric cars	At least 20% of your fleet is already electric. You commit to transition to 100% electric cars by 2030 and for trucks by 2035.	ALL	10
10.3.0	⊘	Travel	You offer incentives for sustainable travel within your organisation.	ALL	10
10.4.0	S	Venue visit promotion	As a venue you promote sustainable options to visiting your venue (public transport, biking, ride sharing,).	Venues	10
10.4.1	S	Bicycle racks	Provide bicycle racks for at least 10% of your venues capacity.	Venues	15
10.4.2	S	Electric car chargers	Provide electric car charging capacity for at least 10% of your venues capacity. This can take into account switching cars after they are charged in correspondence to the average duration of events in your venues. For example during a full day event multiple cars can charge at 1 charging station.	Venues	15

11. INC	11. INCLUSIVE				Points
11.1.0	⊘	Diversity	Do you have an open recruitment policy (best person on each job, equal chances)? Also in leadership positions? Offering equal chances for LGBTQ people, black people, woman, and (local) minorities? And without discriminating on the grounds of age, race, religion, disability, socio-economic status,	ALL	10
11.1.1	S	Equal rights	Do you actively support for the equal treatment and rights of people?	ALL	5
11.1.2	V	Equal pay	Do you offer equal pay to people with the same job, regardless of there sex and background?	ALL	5
10.2.0	Ø	Accessibility	Accessibility for people with needs (wheelchairs, blind people,). This also includes communication, like for example your website which should follow WCAG 2 guidelines.	ALL	10
10.3.0	S	Gender neutral bathrooms	Do you have gender neutral bathrooms?	Venues + All above 50 employees	5
10.4.0	Ø	Child feeding space	Do you have a child feeding/lactation space?	Venues + All above 50 employees	5
10.5.0	②	Inclusive marketing	Are your marketing materials / images inclusive?	ALL	5
10.6.0	⊘	Inclusive programming	If you program events, do you take inclusiveness in mind? Meaning: speaker diversity topics on sustainability (both environmental, social,) topics for minorities and local communities	Agencies	5

12. WE	LNES	S & HEALTH		Who?	Points
12.1.0	<u> </u>	Governmental healthcare	How is healthcare provided in the country where the majority of employees reside? • Universal provision of basic healthcare services (e.g. United Kingdom) • Government-mandated or -provided health insurance programs (e.g. Switzerland) • None of the Above	ALL	0
12.1.1	•	Company healthcare	What percentage of workers receive healthcare provided by your the company (only consider when the company pays the majority of healthcare costs)? • <75% (0 points) • 75-90% (5 points) • 90%+ (10 points)	Question 12.1.1 > answer none	10
12.2.0	⊘	Wellness	Does your company offer wellness programs to employees? Explain.	ALL	5
12.2.1	⊘	Wellbeing	Do you monitor stress, work-life balance, via enquetes?	ALL	5
12.2.2	V	Happy workplace	Do you take initiatives to be a 'happy workplace'? Do you monitor happiness amongst employees?	ALL	5
12.3.0	S	Safe labour	Do you offer a safe working environment, meet all health, safety, environmental, standards? Do you also provide proper, clean and safe work outfits and tools (certifications, maintenance,) if applicable? And do you offer safety trainings if applicable?	ALL	15
12.4.0	•	Benefits	What other benefits does your company provide to all employees to supplement government programs? Only select benefits the company pays the majority of costs for. (minimum 2 are required for the points on this question) Dental insurance Hospital insurance and/or supplemental health insurance Life insurance Accident insurance On-site or subsidised childcare Free or subsidised meals Other - please describe None of the above	ALL	5

12.5.0	•	Personal growth & development	Does your company provide any of the following opportunities to employees for professional growth & development? (minimum 2 are required for the points on this question) • We have an onboarding process for new employees • We provide ongoing training on core job responsibilities • We provide training opportunities to prepare for career advancements or transitions • We offer personal coaching opportunities to all employees • We provide life skill training (e.g. financial literacy, English as a Second Language) • We facilitate opportunities for conference & event attendance • None of the above	ALL	5
12.5.1	⊘	360° feedback	Does your company have a formalised feedback mechanism based on input from relevant peers (not only the direct manager)? Using this feedback to positively coach employees?	ALL above 10 employees	5

13. OTHER				Who?	Points
13.1.0	S	Risk & crisis management	Have you established documented procedures for risk and crisis management?	ALL	5
13.2.0	S	Code of conduct	Do you have a written 'Code of conduct' (work ethics) including no bullying, no discrimination, no harassment, policy and promoting honest business practices, ethical decision-making? The policy should furthermore prevent corruption and include a whistleblower policy.	ALL	5
13.3.0	S	Investments	When your company makes investments if follows the ethical guidelines of the https://www.cfainstitute.org/en/ethics-standards/codes/esg-standards standard.	ALL	5
13.4.0	S	Other initiatives	What other sustainability initiatives do you have that are not listed above?	ALL	0