



## **Minimum sustainability requirements for suppliers of Nordic Choice Hotels**

1. All suppliers must establish a code of conduct with their own suppliers (Code of conduct for suppliers) that is the same as or equivalent to Nordic Choice Hotels' own Code of Conduct.
2. As a minimum, all suppliers must communicate their guidelines to all of their suppliers even at the stage where production/completion is taking place.
3. All suppliers must have a system for monitoring how the suppliers comply with the guidelines. (E.g: Risk mapping, action plan, inspection, follow-up visit, management by exception etc.)
4. All suppliers must have an overview of who and where (name and address of the supplier) production of goods takes place and be able to document this. This applies to the main commodities that are included in the offer to Nordic Choice Hotels.
5. All suppliers must have an environmental management system (for example ISO 14001, the Nordic Ecolabel, the Environmental Lighthouse, EMAS or the EU Ecolabel). If these conditions are not fulfilled, then the following conditions must be met:
  - a) The supplier must have an environmental policy that takes into consideration how to run your business in the most environmentally friendly way possible.
  - b) The supplier must have identified which areas of the business impacts the environment the most – the most significant environmental aspects.
  - c) The supplier must have identified which environmental laws apply to their business and monitored these to ensure that they are adhered to.
  - d) The supplier must carry out a systematic review and subsequent monitoring of their company's environmental impact and how they can reduce this.
  - e) The supplier must have a person in the company who is responsible for environmental matters.