

A person in a dark suit is sitting at a desk. In front of them is a silver laptop, a white keyboard, a cup of coffee on a saucer, and a glass of water. A textured grey folder with a pair of glasses and a small metal object is also on the desk. The scene is dimly lit, creating a professional and focused atmosphere.

SCANDIC'S GUIDELINES TO
SUSTAINABLE PROCUREMENT

TABLE OF CONTENT

1. BACKGROUND	4
1.1 Purpose	4
1.2 Target groups	4
1.3 Disposition of the guideline	4
2 CONCEPTS FOR SUSTAINABLE DEVELOPMENT	4-5
2.1 The Natural Step	4
2.2 Global compact and the sustainable development goals	4-5
2.3 Circular economy	5
3. GENERAL GUIDELINES	6
3.1 Economy	6
3.2 Transportation	6
3.3 Collaboration	6
3.4. Low energy and renewable energy	6
3.5 Waste	6
3.6 Ecolabelling – Swan label	6
3.7 Social and wellbeing factors	6
3.8 Support for local society	6
4. APPENDIX 1 – SPECIFIC GUIDELINES FOR MATERIALS AND SUBSTANCES	7-9
4.1 Chemical substances	7
4.2 Paints, lacquers and adhesives	7
4.3 Products based on nanotechnology	7
4.4 Metals	7
4.5 Plastics	7
4.6 Electric and electronic devices	8
4.7 Wood	8
1.8 Textiles	9
5. FURTHER INFORMATION – MATERIALS AND SUBSTANCES	9

6. APPENDIX 2, SPECIFIC GUIDELINES FOR FOOD AND BEVERAGES (F&B)	10
6.1 The aim and scope of appendix 2	10
6.2 Policy for F&B	10
6.3 Climate, diversity, health, waste, and even more – it is about the planet, the guests and the culinary experiences.	10
6.4 Why Scandic promotes local food	10
6.5 How to define local food	10-11
6.6 Requirements and demands for local products 4	11
6.7 Seasonal Food	11
6.8 Significant Health Issues	11
6.9 EU Organic farming	11
6.10 Sweden – Krav	11
6.11 Norway – Debio	11
6.12 Finland – Luomu	11
6.13 Denmark – Statskontrollert Økologisk	11
6.14 Fruits, vegetables, nuts and seeds	12
6.15 Meat and poultry products	12
6.16 Seafood	12
6.17 Dairy products and eggs	12
6.18 Edible oils and fats	13
6.19 Chocolate, sugars, sweeteners and confectionary products	13
6.20 Seasonings and preservatives	13
6.21 Bread and bakery products	13
6.22 Prepared and preserved foods	14
6.23 Cereal and pulse products	14
6.24 Beverages	14
7. FURTHER INFORMATION – FOOD AND BEVERAGE	15

1. BACKGROUND

Sustainability has been an important part of Scandic’s work since 1993 when the first sustainability program was launched. In order to make the right decisions; Scandic Team Members, suppliers and other stakeholders need to have updated and valid information about the criteria that is the baseline for Scandic’s sustainability work.

1.1 PURPOSE

This guideline shows the theoretical framework that all decisions regarding sustainable procurement must be based on at Scandic. It also gives detailed information about which materials and substances that are both allowed and not allowed to be used.

The guideline is both for internal use and to be shared to external stakeholders to inform about the theoretical framework for sustainability decisions regarding procurement at Scandic. The guideline is also the basis for setting case-specific requirement that will be further specified in the sourcing documents.

By using this guideline Scandic wants to contribute to the Sustainable Development Goals regarding foremost responsible consumption. Scandic will thereby contribute to a more sustainable society and at the same time it is critical for Scandic’s business to make sustainable choices when sourcing different products.

1.2 TARGET GROUPS

Primarily team members. Other stakeholders can also use the guide to get a understanding of the theoretical framework that all decisions regarding material and substances must be based on at Scandic.

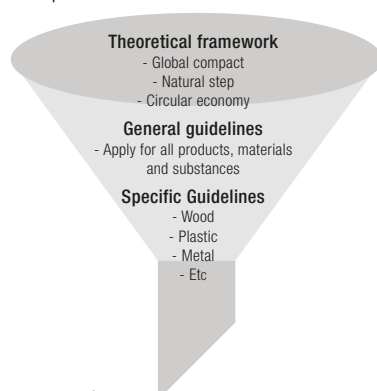
1.3 DISPOSITION OF THE GUIDELINE

The guideline will first focus on the theoretical framework, describing three different concepts of how to achieve sustainability. These are UN’s Global Compact, the principles of the Natural step and lastly the principles of Circular economy.

After that the guideline presents general criteria for any product, that is used or bought at Scandic.

Lastly the guideline presents specific criteria for different materials and substances, for example wood, plastics and metal.

The guideline does not focus on health and safety aspects such as ergonomics or design that might cause injury. However, these aspects are still very important at Scandic and must be taken into consideration in the procurement process.



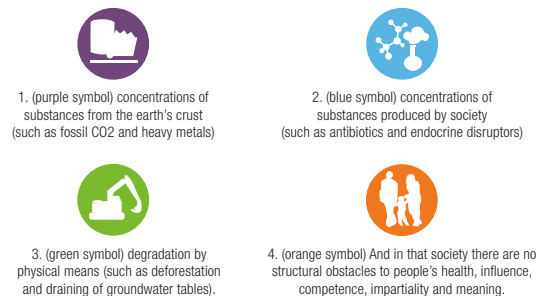
2. CONCEPTS FOR SUSTAINABLE DEVELOPMENT

Scandic’s sustainability work is based on three concepts for sustainable development.

- The four scientific system conditions for sustainable development, also known as the Natural Step.
- 10 principles of the UN Global Compact and the sustainable development goals.
- Circular Economy

2.1 THE NATURAL STEP

The principles of the Natural Step have been a part of Scandic’s sustainability work ever since it started in 1993. They show the basic approach for human kind towards nature and society, meaning that in a sustainable society, nature is not subject to systematically increasing...



For more information, see www.naturalstep.org

2.2 GLOBAL COMPACT

Scandic supports the Global compact and seeks collaboration only with stakeholders that can support the 10 principles described below.

For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

10 PRINCIPLES OF THE UN GLOBAL COMPACT		
Human Rights	Principle 1:	Businesses should support and respect internationally proclaimed human rights and ensure that they are not complicit human rights.
	Principle 2:	
Labour	Principle 3:	Businesses should uphold the freedom of association and recognize effectively the right to collective bargaining;
	Principle 4:	eliminate all forms of forced and compulsory labour, effectively abolish child labour, and
	Principle 5: Principle 6:	eliminate discrimination in respect of employment and occupations
Environment	Principle 7:	Businesses should support a precautionary approach to environmental challenges;
	Principle 8:	undertake initiatives to promote greater environmental responsibility and
	Principle 9:	encourage the development and diffusion of environmentally friendly technologies.
Anti-Corruption	Principle 10:	Businesses should work against corruption in all its forms, including extortion and bribery.

Scandic is also supporting the Sustainable Development Goals, also known as the Global Goals, that came into effect in January 2016.



Scandic has touch points in most goals but contributes mainly to the following goals:



#5 Gender equality – Scandic follows national legislation and promote gender equality in the organization. We follow up our business and internal organization from a gender perspective and from that decide on activities that promote gender equality.



#6 Clean Water and Sanitation – All of Scandic's hotels must be Nordic Swan Ecolabeled. When taking over new hotels, the hotel must be certified within the first year. Water reducing shower heads have been installed at several hotels and shower timers were trialed at one new hotel. Water consumption is measured and monitored regularly through a reporting program.



#8 Decent work and economic growth – Scandic follows national legislation regarding labour rights and works proactively to promote safe and secure working environments.



#10 Reduced inequality – Scandic follows national legislation and take on initiatives that enable people from different backgrounds to come and work and stay at our hotels. We also cooperate with the government so that people outside the labour market can do training at our hotels and increase their competence and the chance for future employment.



#11 Sustainable Cities and Communities – Focused work to primarily reduce the amount of waste and recycle a greater share of waste. Integration projects for new arrivals and work training for people with special needs. Regular security and antitrafficking training at hotels.



#12 Responsible consumption – Scandic takes on initiatives to make sure that all our consumption takes environmental and social aspects into consideration. This includes, among others, sustainable supply chain and ecolabelled hotels.



#13 Climate Action – Scandic buys all electricity from fossil-free sources and the newly acquired Restel hotels will shift to the same model as soon as possible. The cooling systems used in the Group are largely based on hydroelectric power. In 2018, Scandic reduced CO2 emissions for comparable units compared with 2017.



#17 Partnerships for the goals. At Scandic we believe that we need to work together to drive change. We work closely with our suppliers and partners to find new, more sustainable solutions for our hotels. We also participate in and drive debate in society, e.g. we were a founding partner of Kutt Matsvinn 2020 Norway and are a board member of Sweden's Visita.

2.3 CIRCULAR ECONOMY

All products and services that are purchased by Scandic are parts of a bigger product lifecycle with good or bad impact on sustainability all over the lifecycle. One way of creating a positive lifecycle of a product is to apply the basics of Circular Economy. According to the Ellen MacArthur foundation, Circular Economy can be described in the following way:

There is no waste produced by the nature as all leftovers, excrements, dead organisms, etc., have a value in the ecosystems. Human production should have the same aim where the production of waste is a result due to bad design and inefficient production. All materials within a product life cycle should be able to be managed in technical or biological cycles. Compostable materials belong to the biological cycle and non-compostable materials should be recycled, but not downcycled meaning that the quality of the materials should not decrease over time. This ambition puts requirements on the selected products to, for instance, be clean and easy to separate.

There are six kinds of actions that can be done to follow the principles of Circular Economy. These actions are called the Resolve framework. See below.

REGENERATE	<ul style="list-style-type: none"> - Shift to renewable energy and materials - Reclaim retain, and restore health of ecosystem - Return recovered biological resources to the biosphere
SHARE	<ul style="list-style-type: none"> - Share assets (eg cars, rooms, appliances) - Reuse/secondhand - Prolong life through maintenance, design for durability, upgradability etc
OPTIMIZE	<ul style="list-style-type: none"> - Increase performance/efficiency of product - Remove waste in production and supply chain - Leverage big data, automation, remote sensing and steering
LOOP	<ul style="list-style-type: none"> - Remanufacture products or components - Recycle materials - Digest anaerobically - Extract biochemicals from organic waste
VIRTUALISE	<ul style="list-style-type: none"> - Dematerialise directly (eg books, CDs, DVDs, travel) - Dematerialise indirectly (eg online shopping)
EXCHANGE	<ul style="list-style-type: none"> - Replace old with advanced non-renewable materials - Apply new technologies (eg 3D printing) - Choose new product/service (eg multimodal transport)

Source: Company interviews; Web search. S. Heck and M. Rogers, Resource revolution: How to capture the biggest business opportunity in a century, 2014

3. GENERAL GUIDELINES

The following guidelines are valid for all products that are bought at Scandic. In the picture below you can see different examples of activity inside and around our hotels. No matter what service, product, material or substance that is being used, the following criteria must be taken into consideration.

3.1 ECONOMY

At Scandic we want to make sustainable choices that are good for the environment, society and our economy. We believe that sustainable choices regarding products and services will have social, environmental and economic benefits. However, many times sustainable alternatives presented below are more expensive on short term basis but can turn out to be more beneficial on long term basis due to, for example, durability of the product. It is important that procurement projects take both long and short term aspects in to consideration when choosing products.



3.2 TRANSPORTATION

In order to have as little negative climate effect as possible from transportation, the following criteria are important.

- Shorter and fewer transport journeys
- Full and properly filled loads (in both directions)
- Fuel-efficient transportation with lower fossil CO2 and sulphur emissions

3.3 COLLABORATION

Scandic's environmental work is long-term and takes place step by step. Success is strongly associated with good collaboration with suppliers and partners and their specialist knowledge, creativity and willingness to develop commercially, environmentally and socially sustainable solutions. Scandic also demands from partners that they can submit to the Global Compact and the Sustainable Development Goals.

Scandic wants all suppliers to read and comply with the Code of Conduct for Suppliers. (<http://www.scandichotelsgroup.com/en/sustainability/>)

3.4 LOW ENERGY AND RENEWABLE ENERGY

All products should be as energy effective as possible both during the production process and when being used. Scandic also aims at being the hotel company with the lowest carbon footprint. This means that we also prefer energy from sustainable renewable sources that is not eg violating other important factors such as biological diversity.

3.5 WASTE

Scandic aims to achieve processes without waste. This includes the whole process from manufacturing until the time when the product is no longer to be used at Scandic. This also includes the food being served at Scandic.

In order to reduce waste, Scandic is positive to renting products where possible if this includes less waste due to effective processes from the supplier.

Scandic also prefers products that are easy to assemble and disassemble since this makes it easier to repair and recycle. Products that contains different types of materials that cannot be dissembled from each other is generally worse than a product that contains the same type of material.

3.6 ECO LABELLING – NORDIC SWAN ECO LABEL

Scandic wants to find easy and effective ways to make sustainable decisions when choosing products. In general we encourage all partners and suppliers to ecolabel their products. For instance, the Nordic Swan Eco Label is always a preferred label because we know that the content of the product generally lives up to our requirements. However, Scandic is also open for other labels and solutions as long as they meet the requirements of the theoretical framework described above.

3.7 SOCIAL AND WELLBEING FACTORS

Scandic prefers partners that can submit to the Global Compact and thereby making sure that social aspects such as the wellbeing of the workers is secured.

3.8 SUPPORT FOR LOCAL SOCIETY

Scandic wants to contribute to the local society or the country where the hotels are situated. Therefore we prefer suppliers who can give examples of how the producer and their products contributes to a better society. Aspects of better society being, for example, job creation and social initiatives such as engagement activities among young people and in segregated areas.

4. APPENDIX 1: SPECIFIC GUIDELINES FOR MATERIALS AND SUBSTANCES

All construction and renovation must always be carried out so that the ecolabeling of the hotel can be achieved. Scandic also encourages construction and renovation that leads to ecolabeling of the building itself.

Specific criteria are presented below for different materials and substances; chemical substances, paints and lacquers, adhesives, plastics, nanotechnology, metal/chromium, electric and electronic device, wood and textiles.

Exceptions from restricted or banned products or materials can only be made after discussion with and approval by the Director of Sustainable Business (sustainability@scandichotels.com) at Scandic.

4.1 CHEMICAL SUBSTANCES

The use of chemical substances during manufacture or as additives in goods quoted for, shall be restricted in accordance with the SIN-list (www.sinlist.org).

The SIN-list consists of substances that are likely to be classified as Substances of Very High Concern, SVHC, and is published by www.chemsec.org, which is a Non-Governmental-Organisation. This list is not required by the official authorities, but a market driven demand that addresses higher safety standard. On the SIN-list there are names of substances which are likely to be restricted or banned in Europe in upcoming years.

Substances of Very High Concern (SVHC) include substances which are:

- Carcinogenic, Mutagenic or toxic to Reproduction (CMR) classified in category 1 or 2.
- Persistent, Bioaccumulative and Toxic (PBT) or very Persistent and very Bioaccumulative (vPvB) according to the criteria in Annex XIII of the REACH Regulation, and/or
- Identified, on a case-by-case basis, from scientific evidence as causing probable serious effects to humans or the environment of an equivalent level of concern as those above e.g. endocrine disrupters.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - Ecolabelled chemical products - Chemicals based on renewables harvested from sustainable sources. Chemicals that meet the 12 principles of green chemistry. (http://www.beyondbenign.org/about-green-chemistry/) - Ready biodegradable organic compounds, except APEO (alkylphenolethoxylates) 	<ul style="list-style-type: none"> - Flame retardants must be approved by Scandic before use 	<ul style="list-style-type: none"> - Substances on the SIN-list. For more information, see http://www.sinlist.org - Polyfluorinated compounds, PFCs, PFAS, (Non-stick impregnation agents against stains on textiles) - Polychlorinated organic compounds - Bisphenols - Phthalates and other softening agents - Brominated or chlorinated flame retardants. - Mercury, lead and cadmium - Outdoor use of copper

4.2 PAINTS, LACQUERS AND ADHESIVES

Paints, lacquers and adhesives can contain substances that are bad both for the environment and for the wellbeing of the people working with it. There are both regulatory demands and voluntary certification systems for chemical products. The voluntary systems cover mostly just Sweden but the regulatory parts are general for all relevant countries. Systems like BASTA, Sunda Hus and Bygghälsöcertifieringen have been initiated for the Swedish market, but is also an option outside Sweden.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - Products based on water-based, UV curable or powder-based lacquer solvents. BASTA-registered (bastaonline.se) products, recommended by "Bygghälsöcertifieringen" or registered as A according to "Sunda Hus". Ecolabelled with Nordic Swan, Bra Miljöval or EU-Ecolabel. 	<ul style="list-style-type: none"> - "Beta-registered products" (bastaonline.se), accepted by "Bygghälsöcertifieringen" or B and C± according to "Sunda Hus" 	<ul style="list-style-type: none"> - Aromatic or halogenated solvents, Products containing substances from SIN-list. For more information, see http://www.sinlist.se

4.3 PRODUCTS BASED ON NANOTECHNOLOGY

Chemical products with nanoparticles are not accepted, due to exposure risks. Products treated with agents based on nanotechnology may be accepted if the risks for exposure of humans are well controlled during the products life cycle. The risks are difficult to predict if the exposure is not adequately controlled. Alternatives shall always be evaluated. The products shall always be handled in a professionally correct manner. Before using nanotechnology the Director Sustainable Business at Scandic must always be contacted (sustainability@scandichotels.com)

YES	RATHER NOT	NO
	<ul style="list-style-type: none"> - Outdoors or indoors. 	<ul style="list-style-type: none"> - Chemical products (spray, etc)

4.4 METALS

Goods with mercury, cadmium and lead is not accepted at all. Other metals as chromium and copper are to be limited in certain applications.

Chrome (VI) is carcinogenic and allergenic, and other chrome may be converted to chrome (VI). Therefore products that have passivised metal surfaces without chrome are prioritized before products that are chrome plated based on chromium.

The problem with copper is high contamination of sediment in waters. Roofs and waterpipes are mainsources for run offs and such items should therefore be avoided.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - Passivised metal surfaces without chrome 	<ul style="list-style-type: none"> - Products that are chrome plated based on chromium III. Water pipes made of copper 	<ul style="list-style-type: none"> - Copper in outdoor environment

4.5 PLASTICS

Plastics are 99% made of petroleum and difficult to biodegrade, but can be regarded as sustainable if they are managed within closed technical loops as described in the text about Circular Economy. This is however not an easy challenge but it is important to not block those who might succeed. Big homogeneous thermoplastics are easier to adapt for closed loops than heterogeneous, thermoset (non-thermoplastic) or disposable plastics. In order to comply with a Circular Economy, a first step should however be absent from SVHC's (Substances of Very High Concern) in the entire life cycle (production-use-reuse-waste-recycling).

Even if the polymers are free from SVHC's, there may be additives such as brominated flame retardants that are not allowed according to Scandic's requirements for chemicals.

Another global problem with plastics is that it ends up in the water and the oceans affecting the wellbeing of life on land and in the water. Therefore Scandic wants to reduce any kind of plastics used at the hotels and thereby promote plastic free solution. One way of doing this is to always exclude solutions involving single packaging of plastics.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - C2C-certified (silver, gold or platinum) products with plastics, Biobased polymers produced without GMOs. (Genetic Modified Organisms. GMO-com is a common feedstock for PLA-plastics) - Polyamide, polyethylene and polyolefins within a service that offers a take-back system for primary recycling without downcycling. 	<ul style="list-style-type: none"> - Plastics with potential to be sustainable due to their properties to not contribute to SVHC-substances during the lifecycle. - Examples: polyamide, polyethylene, polyolefins, free from SVHC-additives C2C-certified (bronze) 	<ul style="list-style-type: none"> - Chlorinated plastics as PVC, polycarbonate, polystyrene, PTFE. Plastics for single use or disposables.

4.6 ELECTRIC AND ELECTRONIC DEVICES

The waste from electronic devices often contain hazardous materials. If the waste is not treated correctly it may damage both the environment and the wellbeing of people and animals. It is also important to produce electronics in a circular manner so that material and rare metals can be reused. The RoHS Directive sets our basic minimum standard for what is acceptable. Cell phones and IT-devices without content of conflict minerals are preferable. TCO Certified is the leading ecolabel for IT-equipment that also includes appropriate demands on conflict minerals.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - All articles CE-marked as a proof of compliance of the RoHS EU Directive 2011/65/EU. - The supplier offers a free takeback system for reuse or recycling. - Documented absence of Conflict minerals. - Old IT-equipment should in first hand be delivered for upcycling. - TCO-certified 	<ul style="list-style-type: none"> - Even if the actual use area is mentioned in the exception-list within the RoHS-regulation, all electric/electronic articles delivered to Scandic still must comply with the restrictions on mercury, lead, cadmium, hexavalent chromium, and the brominated flame retardants PBB and PBDE. CE-labelling is not required, but documentation that verify compliance is needed. 	<ul style="list-style-type: none"> - No documented compliance with RoHS

4.7 WOOD

Wood is a valuable resource that is only delivering values in long term if used wisely with good stewardship. More than four billion hectares of the earth's land surface is covered by forest (31%). Roughly 30 percent of these forests are used for the production of raw timber products. Almost a quarter (24%) is used for the production of raw timber products in combination with the extraction of other resources such as wood, medicine, oil, resin, rubber, dyes, fruit and nuts.

Good forest stewardship is complex, considering different social rights, biodiversity, tracing between sources and trading sites etc. Referring to existing credible forestry schemes is therefore the only feasible way for companies like Scandic to ensure compliance towards sustainability. FSC is considered as the most credible scheme today, even if it is still not perfect. PEFC is not as credible as FSC but can be used in combination with other legal instruments or certifications as FLEGT, Chain of Custody (CoC) etc.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - Preferably be certified according to Forest Stewardship Council (FSC) and Chain of Custody (CoC) standards. A number, associated to actual product, should be demonstrated 	<ul style="list-style-type: none"> - PEFC-marked products supplemented with FSC's Controlled Wood certification. - Traceable products containing raw materials with FLEGT licence. 	<ul style="list-style-type: none"> - Woodproducts without any clearly documented origin or statement that declares it not come from - Forestry operations engaged in forestrelated social conflicts. - Harvested in Intact Natural Forests (INF) or other geographically identified High Conservation Value Forests (HCVF) - Not be harvested from natural forests in the tropical and subtropical regions being converted to plantation or non forest use. - Officially recognized and geographically identified commercial Genetically Modified (GM) tree plantation

4.8 TEXTILES

The production process of textiles uses enormous amounts of both water and chemicals which makes it hazardous for both the environment and the people working in the process.

There are different concepts and tools to be used to distinguish between different environmental performances and qualities for textiles. Below you can see a list from the non-for-profit organization Made-by (www.made-by.org) that has been prepared for the fashion industry and ranks textile fibres on the basis of their environmental performance. A corresponds to the highest performance and E the lowest.

CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
Recycled or ecolabelled Cotton	Tencel® (Lenzing Lyocell Product)	Conventional Hemp	Virgin Polyester	Conventional Cotton
Mechanically Recycled Nylon	Organic Cotton	Ramie	Poly-acrylic	Virgin Nylon
Mechanically Recycled Polyester	Chemically Recycled Polyester	PLA	Generic Modal® (Viscose Product)	Cupra
Recycled or ecolabelled Wool	In Conversion Cotton	Conventional Flax (Linen)		Bamboo
Organic Hemp		Wool*		Viscose Wool
Conventional Flax (Linen)		Silk*		Generic Viscose

If not using Ecolabelled/certified materials the supplier is requested to specify which textiles are included in the product as well as to submit any of its own comments concerning environmental and social aspects of the relevant textile/s. From this information, Scandic has the following specific guideline for textile.

YES	RATHER NOT	NO
<ul style="list-style-type: none"> - C2C-certified (silver, gold or platina-level) textiles, see http://www.c2ccertified.org/products/mhcregistry - Certified as GOTS, The Nordic Swan Ecolabelling, EU Ecolabel, Bra Miljöval, Certified organic - Class A and B in "Made-by-Org"- list 	<ul style="list-style-type: none"> - Class C in "Made-by-Org"-list, Oeko-Tex or Blue Sign, C2C-certified at bronze-level 	<ul style="list-style-type: none"> - Class D or E in "Mad-by-Org"-list - Halogenated flame reardants, stain repellents with perfluorinated compounds (PFC), often named as "C4, C6, C8"

5. FURTHER INFORMATION

Circular economy -

https://www.ellenmacarthurfoundation.org/assets/downloads/publications/EllenMacArthurFoundation_Growth-Within_July15.pdf

Register that takes circular economy into account:

<http://www.c2ccertified.org/products/mhcregistry>

www.nordic-ecolabel.org

www.ecolabel.com

<http://www.fsc.org/>

<http://ec.europa.eu/trade/policy/in-focus/conflict-minerals-regulation/>

<http://tccertified.com/tco-certified/tco-certified-product-categories/tco-certified-displays/>

6. APPENDIX 2, SPECIFIC GUIDELINES FOR FOOD AND BEVERAGES

6.1 THE AIM AND SCOPE OF APPENDIX 2

The main document, "Scandic Guidelines for Sustainable Procurement" describes the sustainability policy and the applicable concepts, followed by specific guidelines for materials and substances in appendix 1. The aim of appendix 2 is to give corresponding guidelines for food and beverages as in appendix 1.

6.2 POLICY FOR F&B

This appendix is part of the overall Scandic Guidelines for Sustainable Procurement.

6.3 CLIMATE, DIVERSITY, HEALTH, WASTE, AND EVEN MORE – IT IS ABOUT THE PLANET, THE GUESTS AND THE CULINARY EXPERIENCES.

Scandic wants to promote vital, sustainable and holistic agriculture and fishery.

Scandic and our guests will benefit from circular, sound and healthy food production. Sustainable farming that meets the 17 SDG's¹, the 4 System Conditions and the principles for a Circular Economy² means that we see regional and cultural diversity as a strength that enhances both the culinary experience and the resilience of food production. As a consequence of our aim to support the circular economy as related to food, we work to minimize food waste as follows:

- **REDUCE** means that the first priority for kitchens is planning the expected demand from guests in order to minimize a surplus of prepared meals and working with our suppliers to reduce waste through their systems.
- **DISTRIBUTION THROUGH OTHER CHANNELS** means that the surplus of meals will be distributed to other people than the guests. Good examples are the apps KARMA and Too Good To Go which help Scandic sell surplus meals at a discounted price
- **COMPOST & 100% RENEWABLE ENERGY** means that food waste goes to a composting service or a service that can combine compost with the production of biogas.

All purchases, activities and routines regarding restaurants and conference facilities, however, need to be compliant with the ecolabeling of the hotel and its restaurants.

Exceptions from restricted or banned products or materials can only be made after discussion with and approval by the Director of Sustainable Business at Scandic (sustainability@scandichotels.com).

6.4 WHY SCANDIC PROMOTES LOCAL FOOD

Scandic celebrates diversity from many aspects and for sustainability. We promote local products as much as possible. Promoting Local food supports primarily the following UN Sustainable Development Goals: 8, 9, 11, and 15.

6.5 HOW TO DEFINE LOCAL FOOD

We support and promote local products as much as possible.

Defining Local Food



First preference: seasonal food sourced in the vicinity of the hotel

Second preference: seasonal food from the country

Third preference: seasonal food sourced from the region, the EU

Fourth preference: Imported food from anywhere else in the world

¹ SDG means the UN Sustainable Development Goals

² Scandic strives to comply with these principles. See the main document.

Scandic defines local food as:

- Food with typical *characteristics* for the region/country that can be described from the cultural and environment point of view. The origin of the product (farm, fishing port, wilderness or forest) is known and described in the menu.
- Supporting the local economy: The local products contribute to the local economy.
- A majority of Scandic's hotels are certified with the Nordic Ecolabelling (Nordic Swan), their definition of local food is: All growing/catching/picking/processing and storage has taken place within a radius of 250 km of the business, and there is full traceability from the restaurant back to the product's origin (farm, fishing port, wilderness or forest). For businesses located north of 62°N a radius of 500 km is accepted.

Scandic also takes this definition into consideration in sourcing local food.

6.6 REQUIREMENTS AND DEMANDS FOR LOCAL PRODUCTS

Scandic supports and promotes local food, when we can based on how each product fits in with the overall assortment we offer. The sustainability benefits of supporting local producers are dependent on the overall credibility of the supplier. The supplier therefore has to meet Scandic's supplier requirements. However, as certification schemes may be costly for smaller producers, there are possibilities to be accepted as a supplier with alternative ways to verify sustainability compliance.

6.7 SEASONAL FOOD

It is wise both from an economic and sustainability point of view to prioritize fruit and vegetables according to the growing season. It otherwise requires excessive natural resources from long range transportation or heated greenhouses.

6.8 SIGNIFICANT HEALTH ISSUES

Food impacts health in many ways and there are increasing concerns about chronic diseases such as obesity and diabetes in our society. Some food ingredients and food processes are of special interest in this matter as: Trans fats, the quality of meat and added sugars like maltodextrin. Scandic tries to minimize additives and preservatives in general.

There are also other health issues, associated to the handling and cooking of food and beverages:

- Cans: may migrate bisphenols from plastic lining.
- Polyfluorinated non-stick cookware: risks for emitting hazardous substances.
- Plastic wrappings made of PVC: that may migrate plasticizers.

Such material aspects are managed by the procurement guidelines in appendix 1 by not allowing certain plastics or substances on the SIN-list; <https://chemsec.org/sin-list/>

SCANDIC BUYS PRODUCTS WITH THE LABELS MENTIONED BELOW AND WE IDENTIFY THESE LISTED LABELS AS APPROVED FOR ORGANIC PRODUCTS:

6.9 EU Organic farming

European Union (EU) regulations on organic farming are designed to provide a clear structure for the production of organic goods across the whole of the EU. This is to satisfy consumer demand for trustworthy organic products whilst providing a fair marketplace for producers, distributors and marketers. The organic logo can only be used on products that have been certified as organic by an authorised control agency or body. This means that they have fulfilled strict conditions on how they are produced, transported and stored.

6.10 Sweden – Krav

The KRAV brand is Sweden's most well-known eco-label for agricultural products, built on ecological grounds with particularly high requirements on health, social responsibility and climate impact.

6.11 Norway – Debio

All providers of organic products in Norway are certified by Debio.

"We ensure that farms and fish farms, processing and marketing enterprises, importers and others follow the regulations for organic production, and meet the requirements for marketing organic products under Debio's Ø-label."

6.12 Finland – Luomu

"The brand Luomu - controlled eco-product follows the terms of the EU regulation on organic production and states that a product is controlled by Finnish authorities. The product must be manufactured, packaged or labelled in Finland. The label is granted by the Finnish Food Authority. The Finnish Food Authority works for the good of humans, animals and plants, supports the vitality of the agricultural sector, and develops and maintains information systems."

6.13 Denmark – Statskontrolleret Økologisk

The certification of organic farming is performed by the government and is compliant with the EU organic regulations.

In the tables that follows these labels are combined and named as Certified Organic*



6.14 FRUITS, VEGETABLES, NUTS AND SEEDS

Consists of fresh, frozen, dried, or shelf stable vegetables mushrooms or fungi dried beans. Fresh, frozen, or shelf stable fruit incl fruit conserves. Whole or shelled nuts or seeds.

Scandic strives for a minimum of pesticide residues and to minimize the use of fossil fuels in production.

YES	AT LEAST	NO
<ul style="list-style-type: none"> – Yes – Certified Organic* – EU organic products – Rainforest Alliance certified products – Fairtrade certified products – Climate certified products according to the Sigill quality system** – Local Products*** 	<ul style="list-style-type: none"> – Information on country of origin. – Products from production units are certified according to the IP Sigill** and IP Occupational Conditions. – Products from production units are verified according to Global GAP and GRASP*** 	<ul style="list-style-type: none"> – Products from production units that use compounds found on the WHO 1A+B list of banned substances as well as those banned by the Stockholm and Rotterdam conventions. – Products that have been transported by air – Products from greenhouses that are heated with fossil energy.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrolleret Ökologisk

** Sigill quality system - only applies in Sweden

*** See https://www.globalgap.org/uk_en/for-producers/globalg.a.p.-add-on/grasp/

****See definition "Local Products" above in this appendix 2

6.15 MEAT AND POULTRY PRODUCTS

Consists of fresh, frozen, or shelf stable meat or poultry and fresh, frozen, or shelf stable processed meats.

Scandic strives for sound farming where cattle are grazing naturally and use of antibiotics is limited. The poultry should be cage-free.

YES	AT LEAST	NO
<ul style="list-style-type: none"> – Certified Organic* – EU organic products – Products certified with natural grazing according to the Sigill Quality System** – Climate certified products according to the "Sigill" quality system** – Local Products*** 	<ul style="list-style-type: none"> – Information on country of origin – Cage-free poultry – Animal welfare should at least comply with the Council Directive 98/58/EC. – Meat from farms that use feed with oil palm products that are not certified according to the EU organic standard or RSPO. – Meat from farms that use feed soy that should be responsibly produced and certified/verified according to the EU-ecological standard, ProTerra, RTRS or equivalent. – Meat from farms should ensure bans against painful treatment without anesthesia/pain relief: <ul style="list-style-type: none"> – Anesthesia/pain relief during slaughter, castration, dehorning and other surgical procedures – Tail docking, tooth grinding and beak trimming are not allowed – Meat from producers should be committed to preserve valuable nature and/or high conservation values (HCV 1-6). 	<ul style="list-style-type: none"> – Meat from farms that use antibiotics which do not guarantee the following: <ul style="list-style-type: none"> – Group treatment is restrictive: individual treatment is the norm. – Antibiotics are not used for growth promoting purposes – Antibiotics are only used by veterinary prescription – Documentation is available and monitoring take place – Investigations are carried out by veterinarians/expert advisers and an action plan is applied for recurring use – Compounds from human medicine are not used

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrolleret Ökologisk

**Sigill quality system - only applies in Sweden

***Scandic has a definition. See "Local Products" above in this appendix 2

6.16 SEAFOOD

Consists of fresh, frozen, or shelf stable fish and fresh, frozen, or shelf stable shellfish. Scandic wants to avoid overfishing and the negative environmental impact in aquacultures.

YES	AT LEAST	NO
<ul style="list-style-type: none"> – Certified Organic* – MSC certified products – ASC certified products** – Seafood with a green light in the WWF Seafood Guide – Local Products*** 	<ul style="list-style-type: none"> – Information on country of origin – Seafood with a yellow light in the WWF Seafood Guide but strictly not served for buffet. 	<ul style="list-style-type: none"> – Seafood with a red light in the WWF Seafood Guide – Seafood from production units that use feed soy that is not responsibly produced and certified/verified according to the EU ecological standard, ProTerra, RTRS or equivalent. – Seafood that has not been traced or verified according to the EU Market Regulation and without documentation with scientific names, common names, fishing method, fishing area/country of origin. – Scandic does not accept Scampi even if it is certified.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrolleret Ökologisk

**Scandic does not accept Scampi, even if it is certified.

*** See definition "Local Products" above in this appendix 2

6.17 DAIRY PRODUCTS AND EGGS

Consists of eggs and egg substitutes. Fresh, frozen, or shelf stable milk products and all sorts of cheese.

Scandic does not accept eggs from cage hens, except in Norway until 2021. Antibiotics should be used only when necessary and used by veterinary prescription. Palm oil should be avoided.

YES	AT LEAST	NO
<ul style="list-style-type: none"> – Certified Organic* – EU organic products – Products certified with natural grazing according to the Sigill Quality System – Local Products** 	<ul style="list-style-type: none"> – Information on country of origin – Animals should not be fed on palm oil or imported foods – At least: Barn eggs (free range indoors) 	<ul style="list-style-type: none"> – Dairy products from farms where antibiotics are used which do not guarantee the following: <ul style="list-style-type: none"> – Group treatment is restrictive: individual treatment is the norm. – Antibiotics are only used by veterinary prescription – Documentation is available and follow-ups take place. – Examinations are carried out by veterinarians/expert advisers and an action plan is developed for recurring use. – Compounds from human use are not used. – Dairy products from farms that use feed with oil palm products that are not certified according to RSPO. – Dairy products from farms that use feed soy that is not responsibly produced and certified/verified according to the EU ecological standard, ProTerra, RTRS or equivalent. – Dairy products from farms that do not refrain from painful treatment without anesthesia or pain relief, e.g. dehorning and operative procedures. – Cage eggs från 2020 (2021 i Norge)

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrolleret Ökologisk

**See definition "Local Products" above in this appendix 2

6.18 EDIBLE OILS AND FATS

Consists of edible vegetable and plant oils, fats and all sorts of edible animal oils and fats.

The sustainability issues are primarily associated to deforestation and pesticide residues

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products - Products certified with natural grazing according to the Sigill Quality System - Rainforest Alliance certified products - Fairtrade certified products - Local Products** 	<ul style="list-style-type: none"> - Information on country of origin - Palm oil (as a product ingredient), if used, should be certified according to RSPO. - Oil from producers should be committed to preserving valuable natural environments and/or high conservation values(HCV 1-6), as well as guarantee compliance with the UN Conventions on the Rights of the Child and ILO's Core Conventions. 	<ul style="list-style-type: none"> - Oil from plants grown with growth regulation agents - Rapeseed oil where neonicotinoids have been used. - Products from production units that use compounds found on the WHO 1A+B list of banned substances as well as those banned by the Stockholm and Rotterdam conventions.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk
 **See definition "Local Products" above in this appendix 2

6.19 CHOCOLATE, SUGARS, SWEETENERS AND CONFECTIONARY PRODUCTS

This category consists of cacao, fats and sugar. Chocolate is originally based on cacao seeds which consists of cocoa butter. Many producers of chocolate substitute a large part of the cacao butter with the cheaper palm oil. The cacao production is often lacking in social sustainability and fair conditions for workers and farmers.

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products - Rainforest Alliance certified products - Fairtrade certified products - Bon Sucro certified cane sugar products - Local Products** 	<ul style="list-style-type: none"> - Information on country of origin - Cane sugar products from producers who: <ul style="list-style-type: none"> - are committed to preserving valuable natural environments and/or high conservation values (HCV 1-6), as well as - guarantee compliance with the UN Conventions on the Rights of the Child and ILO's Core Conventions. - Palm oil (as a product ingredient), if used, should be certified according to RSPO. 	<ul style="list-style-type: none"> - Products from production units that uses compounds found on the WHO 1A+B list of banned substances as well as those banned by the Stockholm and Rotterdam conventions.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk
 **See definition "Local Products" above in this appendix 2

6.20 SEASONINGS AND PRESERVATIVES

Consists of Fresh or dried herbs; spices or extracts; cooking or table salt; seasoning mix and vinegars; cooking wines; condiments

Many seasonings are not only used for taste, consistency or as preservatives or, but also for their health benefits, e.g. ginger. Some of the products are also available as organic.Scandic tries to minimize additives.

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products 	<ul style="list-style-type: none"> - Information on country of origin - Compliance with the Regulation EC 1333/2008 	<ul style="list-style-type: none"> - Glutamate (E620-E625) - Cyclamate (E952) - Azo-colorants (E102, E104, E110, E122, E124 och E129)

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk
 **See definition "Local Products" above in this appendix 2

6.21 BREAD AND BAKERY PRODUCTS

Consists of Baking mixes and supplies, fresh, frozen, or shelf stable bread; dried breads or bread shells or croutons; plain savoury biscuits; crackers, fresh or frozen cakes, pies, pastries, biscuits or cookies.

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products - Products certified with natural grazing according to the Sigill*** Quality System - Local Products** 	<ul style="list-style-type: none"> - Information on country of origin - Products from production units are certified according to the IP Sigill*** and IP Occupational Conditions. - Products from production units are verified according to Global GAP and GRASP**** - Palm oil (as a product ingredient), if used, should be certified according to RSPO. 	<ul style="list-style-type: none"> - Cereals cultivated with growth regulation agents. - Cereals with excessive cadmium levels. Max value: <ul style="list-style-type: none"> - For winter wheat, rye, barley or oats: 0.08 mg/kg wet weight - For spring wheat: 0.1 mg/kg wet weight - Wet weight = 12 % water content after drying - Products from production units that use agents found on the list of banned substances stipulated by the WHO 1A+B as well as the Stockholm and Rotterdam conventions.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk
 ** See definition "Local Products" above in this appendix 2
 *** Sigill quality system - only applies in Sweden
 **** See https://www.globalgap.org/uk_en/for-producers/globalg.a.p.-add-on/grasp/

6.22 PREPARED AND PRESERVED FOODS

Consist of fresh or shelf stable plain pasta and noodles, sauces, dressings, cooking or dipping sauces, pickles, prepared desserts, dessert toppings, flavoured ices, ice cream, jams or jellies, nut or sweet spreads. Prepared foods include shop food, prepared soups and stews, snack foods, sandwiches.

Prepared and preserved foods are sometimes used in order to simplify logistics. The ingredient fats and oils may have impact on both the environment and health. Formation of hazardous substances during the processing of oils should also be avoided by the best available technology.

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products - Products certified with natural grazing according to the Sigill Quality System - Local products** 	<ul style="list-style-type: none"> - Information on country of origin - Palm oil (as a product ingredient), if used, should be certified according to RSPO. 	<ul style="list-style-type: none"> - Fats should be guaranteed "non-hydrogenated" - The same demands for fats as in "Edible oils and fats" - The same demands as for corresponding category of unprepared food eg "meat and poultry", "seafood" etc. - Transfats

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk

** See definition "Local Products" above in this appendix 2

6.23 CEREAL AND PULSE PRODUCTS

Consist of pulses, pulse grains, pulse flour, cereals, cereal grains, cereal flour and processed cereals; ready-to-eat or hot cereals; health or breakfast bars.

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Certified Organic* - EU organic products - Products certified with natural grazing according to the Sigill Quality System - Local Products** 	<ul style="list-style-type: none"> - Information on country of origin 	<ul style="list-style-type: none"> - Cereals cultivated with growth regulation agents. - Cereals with excessive cadmium levels. Max value: <ul style="list-style-type: none"> - For winter wheat, rye, barley or oats: 0.08 mg/kg wet weight: - For spring wheat: 0.1 mg/kg wet weight Wet weight = 12 % water content after drying - Products from production units that use agents found on the list of banned substances stipulated by the WHO 1A+B as well as the Stockholm and Rotterdam conventions.

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk

**See definition "Local Products" above in this appendix 2

6.24 BEVERAGES

This category consists coffee, coffee substitutes and drinks, instant coffee, beer, cider or perry, wine, fortified wine, sparkling wine. Water: spring or mineral water, ice, fresh, frozen or still. Carbon dioxide gas CO2 Scandic preferences as below:

YES	AT LEAST	NO
<ul style="list-style-type: none"> - Double-certified products: <ul style="list-style-type: none"> - KRAV/EU organic standard & Fairtrade - KRAV/EU organic standard & Rainforest Alliance/UTZ Certified - Coffee should always be double-certified Fairtrade/Rainforest Alliance/UTZ certified with preference for Fairtrade and organic* - Certified Organic* - EU organic products - Rainforest Alliance certified products - Fairtrade certified products - UTZ certified products - Local Products** 	<ul style="list-style-type: none"> - Information on country of origin - Compliance with the Regulation EC 1333/2008 	<ul style="list-style-type: none"> - Coffee from production units that have not been verified by the 4C Code that they comply with the Global Coffee Platform (GCP) Baseline Common Code. - Tea from production units that have not been verified according to Global GAP including GRASP - Cocoa from producers who: <ul style="list-style-type: none"> - are not committed to preserving valuable natural environments and/or high conservation values (HCV 1-6), as well as - do not guarantee compliance with the UN Convention on the Rights of the Child and ILO's Core Conventions, as well as - do not actively participate in serious support programs for cocoa farmers who guarantee the development of capacity in financial, social and ecological sustainability. - Bottled water (except in the hotel shops) - Glutamate (E620-E625) - Cyclamate (E952) - Azo-colorants (E102, E104, E110, E122, E124 och E129)

*Scandic acknowledges EU Organic, KRAV, Luomu, Debio, and Statskontrollert Ökologisk

**See definition "Local Products" above in this appendix 2

7. FURTHER INFORMATION

https://hallbarlivsmedelskedja.se/wp-content/uploads/2019/01/WWF_Sustainable-Products-v-1.2.pdf

<https://thesra.org/framework/>

<http://www.responsiblesoy.org/>

<https://www.dabas.com/Default.aspx>

www.krav.se

https://ec.europa.eu/agriculture/organic/index_en

<https://fairtrade.se/>

Importance of healthy soils and microflora by FAO

<http://www.fao.org/documents/card/en/c/645883cd-ba28-4b16-a7b8-34babb3c505/>

Importance of healthy guts and the role of microflora within intestines:

Routy et al (2018) Nature Reviews Clinical Oncology **15**, 382–396

Healthier meat from grassfeeding cattles: In Swedish: Facts from SLU, ISSN 1403-1744;

<https://www.slu.se/globalassets/ew/ew-centrala/forskkn/popvet-dok/faktajordbruk/jo06-02.pdf>

WHO position on red meat

<https://www.who.int/features/qa/cancer-red-meat/en/>

