



SCANDIC'S GUIDELINES TO
SUSTAINABLE PROCUREMENT

VERSION 3.2 - NOVEMBER 2022

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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 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 and people responsible for purchasing 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.

The guideline starts by presenting general criteria for any product, that is used or bought at Scandic.

Then the guideline contains three appendix:

- Criteria for different materials and substances, for example wood, plastics and metal
- Specific criteria for Food & Beverage
- Specific criteria from the Nordic Swan Ecolabel.

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.

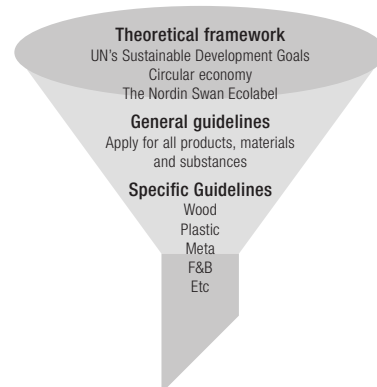
2. FOUNDATION FOR SUSTAINABLE DEVELOPMENT

Scandic's sustainability work is based on concepts, framework and eco label criteria. Below are some of the most important ones:

- The Sustainable Development Goals.
- Circular Economy
- The Nordic Swan Ecolabel

2.1 THE SUSTAINABLE DEVELOPMENT GOAL

Scandic stands behind Agenda 2030 and the UN's 17 Sustainable Development Goals (SDGs). Scandic contributes to most of them to varying degrees. For detail information, please visit <https://www.scandichotelsgroup.com/sustainability/sustainability/> <https://www.scandichotelsgroup.com/sustainability/reports--policies/>



2.2 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 free from hazardous chemicals 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 (e.g. cars, rooms, appliances) - Reuse/second hand - Prolong life through maintenance, design for durability, upgradability etc
OPTIMISE	<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 - Digest anaerobically - Recycle materials - 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.

2.3 THE NORDIC SWAN ECOLABEL

Nordic swan ecolabel is a part of supporting document for this guideline and has been a powerful tool to contribute to Sustainable Development Goal 12: "Responsible Consumption and Production".

3. GENERAL GUIDELINES

The following guidelines are valid for all products that are bought at Scandic. Nordic Swan Ecolabel criteria has been a key contributor for creating this guideline and if there are stricter requirements than the Nordic Swan Ecolabel elsewhere in these guidelines, these should be followed instead. 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 Nordic Swan Ecolabel 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 be effective in the transformation process towards a fossil free society, we strive for

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

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 contribute to the Sustainable Development Goals.

Scandic wants all our suppliers to read and comply with the Code of Conduct for Suppliers :<https://www.scandichotelsgroup.com/sustainability/reports--policies/>

3.4 LOW ENERGY AND RENEWABLE ENERGY

All products as well as the heating and cooling of buildings, including our own hotels should be as energy effective as possible both during the production process and when being used. Scandic also aims at being the hotel chain with the lowest carbon footprint. This means that we also prefer energy from sustainable renewable sources that is not for example violating other important factors such as biological diversity. All electricity needs to be fossil free, and preferably be based on renewable energy sources.

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 ECOLABEL

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 Ecolabel is always a preferred label because we know that the sustainability 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 are aligned with International Labour Organization's (ILO) core conventions 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, 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 Sustainability Director (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 (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 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) 	<p>Flame retardants must be approved by Scandic before use</p>	<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 - Alkylphenol ethoxylates (APEO) and/or alkylphenol derivatives (APD) - Dialyldimethylammonium chloride (DADMAC) - Linear alkylbenzene sulphonates (LAS) - Reactive chlorine compounds <p>Substances not compliant with the BPR (Biocides Products Regulation) as silver nanos no longer allowed</p>

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 Byggarubedömningen have been initiated for the Swedish market, but is also an option outside Sweden.

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 Sustainability Director at Scandic must always be contacted (sustainability@scandichotels.com)

YES	RATHER NOT	NO
Products based on water-based, UV curable or powder-based lacquer solvents. BASTA-registered (bastaonline.se) products, recommended by "Byggarubedömningen" or registered as A according to "Sunda Hus". Ecolabelled with Nordic Swan, Bra Miljöval or EU-Ecolabel.	"Beta-registered products" (bastaonline.se), accepted by "Byggarubedömningen" or B and C± according to "Sunda Hus"	Aromatic or halogenated solvents, Products containing substances from SIN-list. For more information, see http://www.sinlist.se

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
Passivised metal surfaces without chrome	Products that are chrome plated based on chromium III. Water pipes and roofs made of copper should be avoided	Lead, mercury and cadmium

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 homogenous thermoplastics are easier to adapt for closed loops than heterogenous, thermoset (non-thermoplastic) or disposable plastics. In order to comply with a Circular Economy, a first step should however be to remove all material 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 waters the oceans effecting 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 solutions. One way of doing this is to always exclude solutions involving single plastic packaging.

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. - Disposable items be made from bio-based plastic that can be recycled in current recycling systems for plastics. 	<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, polyvinylidene chloride (PVDC). - 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 should offer a take-back system for reuse or recycling. - Documented absence of Conflict minerals. - TCO-certified or equivalent with criteria outlined in a document found here: https://tco-certified.com/equivalent-proof-of-compliance-with-tco-certified/ - Supplier member of Responsible Mineral Initiative (RMI) 	<p>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.</p>	<p>No documented compliance with RoHS</p>

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 such 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 sub tropical regions being converted to plantation or non forest use. - Officially recognized and geographically identified commercial Genetically Modified (GM) tree plantation

4.8 TEXTILES, LEATHER AND PADDING

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 Environmental Benchmark for Fibres - Good On You 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	Modal® (Lensing, Viscose Product)	Rayon
Recycled or ecolabelled Wool	In Conversion Cotton	Conventional Flax (Linen)		Bamboo, Viscosa
Organic Hemp	Chemically Recycled Nylon			Generic Viscose
Organic Flax/ Linen	Monocell® mboo Lyocell Product			Spandex (Elastaine)
	CRAILARI® Flax			Wool

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 platinum-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 By Environmental Benchmark for Fibres. - Good On You-list - Wool i) from either farms certified to the Responsible Wool Standard (RWS)*, ii) that come from recycled or regenerated sources - **Leather originating from animals that has been bred for meat production except the criteria that fall under the NO column. - Virgin down and feathers originating from farms certified to the Responsible Down Standard (RDS) or the Traceable Down Standard (TDS) 	<ul style="list-style-type: none"> - Class C in By Environmental Benchmark for Fibres - Good On You-list, Oeko-Tex or Blue Sign C2C-certified at bronze level - Leather originating from Brazil. If chosen, supplier must be able to provide reliable assurances that hides/leather used for our products is from cattle that is not contributing to the deforestation of the Amazon. - Leather originating from Bangladesh. If chosen, supplier must be able to provide reliable assurances that hides/leather used for our products is from tanneries compliant with Scandic Supply Chain Code of Conduct. 	<ul style="list-style-type: none"> - Class D or E in By Environmental Benchmark for Fibres - Good On You-list - Halogenated flame retardants, stain repellents with perfluorinated compounds (PFC), often named as "C4, C6, C8" - Animal hair, including fur, except for wool - Wool from farms that practice mulesing - Exotic skins or skins from wild animals, including but not limited to; snake, alligator, crocodile, lizard, ostrich, emu or kangaroo - Leather or skin from fetal or newborn lambs; including but not limited to slink, astrakhan, karakul, Persian lamb, broad tail, or krimmer - Any animal derived horn or bone - Non certified Down or feathers - Down or feathers from exotic birds, including but not limited to ostrich.

4.9 FURTHER INFORMATION

Below are some valuable sources to all the information provided above.

- https://www.ellenmacarthurfoundation.org/assets/downloads/publications/EllenMacArthurFoundation_Growth-Within_July15.pdf
- <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://tco-certified.com/tco-certified/tco-certified-product-categories/tco-certified-displays/>
- <https://www.commonobjective.co/article/made-by-environmental-benchmark-for-fibres>

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 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, Too Good To Go, ResQ 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 Sustainability Director at Scandic (sustainability@scandichotels.com).

6.4 WHY SCANDIC PROMOTES LOCAL FOOD

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.

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 Swan Ecolabel, 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.

¹ SDG means the UN Sustainable Development Goals

² <https://ellenmacarthurfoundation.org/topics/circular-economy-introduction/overview>

6.6 REQUIREMENTS AND DEMANDS FOR LOCAL PRODUCTS

Scandic supports and promotes local food, and it's 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 and therefore there are possibilities to be accepted as a supplier with alternative ways to verify sustainability compliance. Scandic also promotes regenerative agriculture and organic food.

6.7 SEASONAL FOOD

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

6.8 PROHIBITION OF GENETICALLY MODIFIED FOOD (GMO)

It is forbidden to use or serve genetically modified food at Scandic. Supplier must certify that food products are not GMO - genetically modified. Products at a risk are typically based on soy, corn, sugar beets or rapeseed.

6.9 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. 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:

6.10 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.

6.11 Sweden – Krav

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

6.12 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."

6.13 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."

6.14 Denmark – Statskontrolleret Økologisk

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



6.15 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

6.16 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*** – Chicken products should be produced according to European Chicken Commitment criteria and the chickens should be kept outdoors when weather and the absence of infectious diseases allows. These demands should be incorporated by our chicken producers no later than 2026. 	<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 places – Investigations are carried out by veterinarians/expert advisers and an action plan is applied for recurring use – Compounds from human medicine are not used – From 2027, chicken that don't meet European Chicken Commitment criteria.

*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

6.17 SEAFOOD

MSC certified products:

The Marine Stewardship Council (MSC) is an independent organization that has been setting a high standard for sustainable fishing. MSC uses science-based requirements for sustainable fishing and works with fisheries to ensure that fish is caught using sustainable methods that won't deplete fish stock in the long term. This certification also means that a fishery is working to minimize harm to the ocean overall, not just to specific species.

Also see Appendix 3 - 7.9.4 for more details.

YES	AT LEAST	NO
<ul style="list-style-type: none"> – Certified Organic* – MSC 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 – All species of Tuna, Scampi and Red-fish (Sebastes norvegicus, Sebastes marinus) needs to be MSC certified 	<ul style="list-style-type: none"> – Seafood with a red light in the WWF Seafood Guide – According to Nordic Swan A and B-list: <ul style="list-style-type: none"> • Shark, all species • Skate/Ray-fish, all species • Sturgeon, wild caught • Tuna, bluefin and southern (MSC-certified is ok) • Eel • Anadromous whitefish (Coregonus lavaretusn) • Scampi (MSC-certified is ok) – 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 not has been traced or verified according to the Market Regulation and without documentation with scientific names, common names, fishing method, fishing area/country of origin.

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

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

6.18 DAIRY PRODUCTS AND EGGS

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

Scandic only accept cage-free eggs for all eggs, – shell eggs, liquid eggs and egg as an ingredient. Antibiotics should be used only when necessary and used by veterinary prescription. Palm oil should be avoided and is not allowed to be used as frying oil.

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** – Scandic only accept cage free eggs for all eggs - shell/eggs, liquid eggs and egg as an ingredient. 	<ul style="list-style-type: none"> – Information on country of origin – Animals should not be fed on palmoil or imported foods – At least: Cage free eggs for all eggs – shell eggs, liquid eggs and egg as an ingredient 	<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 on painful treatment without anesthesia or pain relief, e.g. dehorning and operative procedures. – Cage eggs

6.20 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 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

6.21 SEASONINGS AND PRESERVATIVES

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

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. – Palm oil used as frying oil

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

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

6.22 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.

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/

6.23 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 e.g. "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

6.24 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

6.25 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.

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 Coffee 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 at the restaurants (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

6.3 FURTHER INFORMATION

<https://thesra.org/framework/>
<http://www.responsible soy.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-a7b8-34babbb3c505/>

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 cattle: In Swedish: Facts from SLU, ISSN

1403-1744;
<https://www.slu.se/globalassets/ew/ew-centrala/forskn/popvet-dok/faktajordbruk/jo06-02.pdf>

WHO position on red meat

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

7. APPENDIX 3: NORDIC SWAN ECOLABEL REQUIREMENTS

7.1 THE AIM AND SCOPE OF APPENDIX 3

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 addition to Scandic's own requirements stated in the main document including appendix 1 and 2, most of Scandic's hotels are certified by the Nordic Swan Ecolabel which have their own requirements on products and services that complements Scandic's requirements. The aim of this appendix 3 is to provide guidelines for sourcing of products and services where Nordic Swan Ecolabel requirements are applicable.

7.2 LIGHTING AND OTHER ELECTRICAL EQUIPMENT

Lighting and electrical equipment shall be energy efficient and be switched off when not in use.

YES
<ul style="list-style-type: none"> - Lighting shall be equipped with timers or demand controls/sensors to ensure that lighting is not left on unnecessarily in rooms/public areas or outdoor places that are not in use - All light fittings in guest rooms and corridors use LED or light sources with the best possible energy class. - Light fittings are in energy class A - Extractors in kitchens turns on and off automatically via sensors or a timer

In addition to the Nordic Swan Ecolabel requirements on electric and electronic devices, Scandic have set own requirements within the area which are also to be complied with. See Appendix 1 section 4.6.

7.3 POOL, HOT TUB & SAUNAS

Procedures shall be in place to ensure energy-efficient use of pools, hot tubs and saunas.

YES
<ul style="list-style-type: none"> - Outdoor pools and hot tubs shall have a cover - Saunas and hot tubs shall have demand and timer controls

7.4 FUEL FOR TRANSPORTATION

PREFERRED
<ul style="list-style-type: none"> - 100% of the vehicles run on electricity, Nordic Swan Ecolabelled fuel or Hydrogen

7.5 ELECTRICITY

PREFERRED
<ul style="list-style-type: none"> - Electricity is certified Bra Miljöval/ EKOEnergy or similar*

*Ecolabels for electricity must comply with Nordic Ecolabelling's guidelines for certification.

7.6 PRODUCTS WITH WATER CONSUMPTION

Products with water consumption should meet the requirements on maximum flow rate:

PRODUCT	MAXIMUM WATER FLOW RATE
Mixer taps	Guest rooms: 5 litres per minute at a pressure of 3 bar Public areas: 5 litres per minute at a pressure of 3 bar, alternatively sensor-controlled. (Extra point if all products within a category have energy class A or B in accordance with the standard SS 820000: 2010/2020 or SS 820001:2010).
Showers	9.5 litres per minute at a pressure of 3 bar (Extra point if all products within a category have energy class A or B in accordance with the standard SS 820000: 2010/2020 or SS 820001:2010.)
Toilets	Two flushing options: 3/6 litres per flush One flushing option: 4 litres per flush
Hood dishwasher	3,0 litres/rack
Conveyor dishwasher	2,0 litres/rack
Undercounter dishwasher	2,5 litres/rack

In addition to the Nordic Swan Ecolabel requirements on bottled water, Scandic have set own requirements on beverages which are also to be complied with. See Appendix 2 section 6.25.

7.7 WASTE MANAGEMENT

Scandic and the waste management company should sort out the waste generated at the hotel. As a minimum, the waste sorting trolley and the waste management contractor should allow for separating the following fractions as applicable.

SWEDEN	NORWAY	DENMARK	FINLAND
Clear glass	Glass and metal	Mixed glass	Mixed glass
Coloured glass			
Metal packaging		Metal waste	Metal packaging
Organic waste	Food waste (organic waste)	Organic waste	Biowaste/organic waste
Garden waste	Park and garden waste (organic)	Garden waste	Garden waste
Paper	Paper	Paper	Paper
Corrugated board and paperboard	Board (corrugated and paperboard)	Cardboard	Board (corrugated and paperboard)
Paper packaging		Paper packaging for food and drink	
Rigid plastics	Rigid plastics	Rigid and soft plastics are combined, but may also be separate fractions	Rigid plastics in mixed waste/unsorted waste
Soft plastics	Plastic foils (soft plastics)	Rigid and soft plastics are combined, but may also be separate fractions	Plastic foils, plastic packaging
Ceramics	Ceramics	Ceramics, landfill	Ceramics in mixed waste
Cooking fat	Cooking oil	Cooking fat/oil	Cooking fat/oil
Textiles	Textiles	Textiles	Textiles

- Organic waste must be sent for biological processing/recycling, for example to produce biogas or compost.
- Other fractions are to be sent for material recovery. If certain fractions cannot be collected by the waste management contractor, these can be exempted from the requirement.
- It is mandatory for everyone to sort hazardous waste (therefore not mentioned in the table above). This includes, for example, hazardous chemicals, electrical waste, small electronics, light bulbs and batteries – types of waste that can be generated in large quantities over a year.

The waste bins in the hotels shall allow for sorting of waste accordingly:

CATEGORY	SORTING OPTIONS
Waste bins in guest rooms, reception, public areas	Minimum 2 fractions in addition to unsorted waste
Waste bins in Conference areas	Minimum 2 fractions, paper and unsorted waste a must. If food is served, guests must also be able to sort food waste.
Waste bins in Restaurants areas	Minimum 2 fractions, food and unsorted waste a must if the guests deal with their used plates, cutlery and so on.

7.8 DISPOSABLE ITEMS

7.8.1 DISPOSABLE ITEMS IN GUESTS ROOMS AND OTHER AREAS

Use of disposable items are not permitted. Products not permitted and all exceptions to the requirement are outlined below.

CATEGORY	PRODUCTS NOT PERMITTED	EXEPTION(S)
Serving products	Disposable plates, bowls, cups, glasses and cutlery across the whole business	Disposable cups and glasses available on request (in reception for example)
Plastic components	Drinking straws, cocktail sticks, toothpicks and stirrers in plastic	
Food	-Single portions and small packs (butter, jam, pâté, milk, coffee capsules, etc.) -Coffee capsules* and cocoa capsules	Single-portion packs of hot chocolate, tea, instant coffee, cocoa, and sugar and milk substitutes, in plastic or paper, are permitted in hotel rooms
Hygiene products & other related in hotel rooms	-Shampoo, conditioner, soap, lotion etc. in hotel rooms that cannot be refilled -Products in hotel rooms that cannot be reused, such as slippers, shower caps, cotton buds, brushes, nail files, shoe polish, etc.	Items available on request (in reception for example)

*It is permitted to use disposable capsules for a coffee machine in guest rooms and/or in corridors near guest rooms, if the capsules consist of a minimum of 75% recycled material, and recycling of the capsules is ensured.

7.8.2 DISPOSABLE ITEMS IN CONTACT WITH FOOD AND DRINKS

Disposable items for takeaway, catering and fast-food services shall comply with the following requirements.

YES	NO
-Be Nordic Swan Ecolabelled and/or -Be made from renewable raw materials such as paper, cardboard, bagasse, palm leaves, etc. and/or -Be made from bio-based plastic that can be recycled in current recycling systems for plastics and/or -Comprise a minimum of 50% recycled plastic **and must be marked with the "food safe" symbol of a wine glass and a fork.	-Use of aluminium trays is permitted for multiple portions, where return of serving equipment is not possible - Laminate and plastic coatings are allowed on paper and cardboard-based products or as "windows", e.g. in a paper bag, as these can be separated from the paper/cardboard material in the recycling facilities. - Lids are exempted from the requirement, provided that it is easy to separate the lid from other packaging. The exception only applies if the lid consists exclusively of PET/PE or PP, without added pigment. Other materials are not allowed.

** Disposable items that contain recycled fossil-based plastic require documentation confirming a minimum of 50% recycled content.

In addition to the Nordic Swan Ecolabel requirements on disposable items, Scandic have set own requirements on chemical substances and plastics which are also to be complied with. See Appendix 1 section 4.1 and 4.5.

7.9 SUSTAINABLE FOOD & DRINK

7.9.1 TABLE SERVING WATER

Serving of bottled water is not allowed according to the below requirements.

PRODUCTS PERMITTED	EXCEPTION(S)
Bottled water (still water bottled off-site) where there is table service of food and drink	Bottled water (bottled off-site) where there is table service of food and drink Carbonated bottled water - Sales of bottled water via room service, takeaway and hotel shop - Restaurants that have both table service and take away can sell water but must also have tap water clearly visible as an alternative for their guests - Sale/serving of bottled water is permitted due to abnormal operational circumstances, such as uncertainty about water quality, whether infection control considerations must be taken into account, or similar situations.

In addition to the Nordic Swan Ecolabel requirements on bottled water, Scandic have set own requirements on beverages which are also to be complied with. See Appendix 2 section 6.25.

7.9.2 ORGANIC GOODS* SHOULD BE PURCHASED ACCORDINGLY

COUNTRY	MIN. REQUIREMENT
Denmark	At least 30% of the annual purchase volume, based on purchase value or weight
Sweden	At least 15% of the annual purchase volume, based on purchase value or weight
Norway	At least 7% of the annual purchase volume, based on purchase value or weight
Finland	At least 19 organic products or (7% of the annual purchase volume) must be permanent features of daily service

* Organic means food and drink labelled in accordance with Regulation (EC) 2018/848, KRAV, Luomu, Nyckelpigan, Debio, Statskontrollert økologisk (Ø-merket)

In addition to the Nordic Swan Ecolabel requirements on organic goods, Scandic have set own requirements within the area which are also to be complied with. See Appendix 2.

7.9.3 LOCALLY PRODUCED FOOD IS PREFERRED IN THE FOLLOWING CATEGORIES

Dairy products (milk, cheese, etc.)

- Eggs
- Grains and baking ingredients
- Fruit and berries
- Vegetables, root vegetables and mushrooms
- Drinks (juice, beer, etc.)
- Poultry (chicken, turkey, etc.)
- Fish and seafood
- Meat (beef, pork, lamb, goat, wild game, etc.)
- Other (honey, oil, herbs, etc.)

In order for food and drink to count as locally produced, all production, rearing, hunting, harvesting, picking, processing and storage must take place within 250 km of the business. For businesses north of 62°N, the limit is 500 km. For fish, the distance that counts is from the fishing port. There must be full traceability along the supply chain from the food service back to the producer/place of production. If the product is processed/semi-processed, documenting the main ingredient is sufficient.

In addition to the Nordic Swan Ecolabel requirements on local food, Scandic have set own requirements within the area which are also to be complied with. See Appendix 2.

7.9.4 ENDANGERED FISH AND SHELLFISH MUST NOT BE SERVED

The following species are not permitted to serve:

SPECIES NOT PERMITTED	COMMENTS / EXCEPTION(S)
<ul style="list-style-type: none"> - Shark - All species of skate - Wild-caught sturgeon - Endangered Atlantic bluefin tuna - Eel - Tropical prawns, i.e. scampi <p>These species are not permitted if they are fished in the stated country*:</p> <ul style="list-style-type: none"> - Catfish – Sweden (EN) - Halibut – Sweden (EN) - Rabbit fish – Sweden (EN) - White ling – Sweden (EN) - Pollack – Sweden (CR) - Roundnose grenadier – Sweden (CR) - Redfish – Norway (EN) - Blue ling - Norway (EN) - European weather loach / Misgurnus fossilis Denmark (CR) - Sea trout – Finland (EN) - Brown trout – Finland (EN) - European whitefish - Finland (EN) - Landlocked salmon - Finland (CR) - Arctic char - Finland (CR) - Grayling - Finland (CR) 	<ul style="list-style-type: none"> - Bycatch of species on list must not be served. MSC-labelled fish and shellfish may always be served. - Labels for standards other than MSC may be used if Nordic Ecolabelling has approved them. The standards must meet Nordic Ecolabelling's requirements for sustainability labelling of raw ingredients from fish and shellfish. - ASC is currently not approved. - *Status on country's red list of endangered species in brackets; critically endangered (CR), endangered (EN)

In addition to the Nordic Swan Ecolabel requirements on fish and seafood, Scandic have set own requirements on seafood which are also to be complied with. See Appendix 2, section 6.17.

7.9.5 PALM OIL

NO
- Palm oil must not make up any part of the frying oil

In addition to the Nordic Swan Ecolabel requirements on palm oil, Scandic have set own requirements within the area which are also to be complied with. See Appendix 2.

7.9.6 GENETICALLY MODIFIED FOOD (GMO) IS NOT ALLOWED TO BE USED OR SERVED. ALSO, GENETICALLY MODIFIED FEED SHALL BE AVOIDED

YES	NO	EXPLANATION
All the basics – milk, eggs and meat* come from animals that have not been fed genetically modified feed**	Using or serving genetically modified food***	* Pure meat products, not including processed meat such as ham and so on ** Feed that, under national legislation, is labelled as containing genetically modified ingredients or ingredients produced from genetically modified organisms (GMO). *** Genetically modified food is food that, under national legislation, is labelled as containing genetically modified ingredients or ingredients produced from genetically modified organisms (GMO). Particularly relevant products are those based on soya, maize, rapeseed, or sugar beet

Additional information regarding genetically modified feed.

- Food marked with an organic label, Swedish Sigill, VLOG / Ohne gentechnik or an equivalent label meets the requirement
- Food from producers who have contracts with farmers concerning the use of GMO-free feed
- Food from farmers who can document that they use GMO-free feed
- Food from countries where genetically modified feed is not used. This is milk, eggs and meat from Norway and Sweden, milk from Finland and lamb from Iceland. These are countries where the relevant producers have taken a nationwide decision to use GMO-free feed. (No genetically modified feed is approved in Norway.)
- In addition to the Nordic Swan Ecolabel requirements on GMO and genetically modified feed, Scandic have set own requirements within the area which are also to be complied with - see Appendix 2.

7.10 CHEMICALS & LAUNDRY SERVICES

7.10.1 Ecolabelled chemicals are to be used for cleaning, dishwashing and internal laundry accordingly:

YES	COMMENTS / EXCEPTION(S)
<p>-100% of the products used for general cleaning, dishwashing and internal laundry must be ecolabelled. This includes:</p> <p>-General cleaning: The requirement applies to products used for general cleaning, on all flooring and surfaces, as in guest rooms, conference rooms, kitchens, glass, mirrors, bathrooms, toilets, public areas and staff offices</p> <p>-Dishwashing: The requirement applies to all detergents and drying agents used in dishwashers and for manual dishwashing.</p> <p>-Internal laundry: The requirement applies to all laundry chemicals (including fabric softeners) used to launder textiles within the business itself.</p> <p>- 'Other chemicals' used regularly must meet requirements concerning hazard classification and ingoing substances. The requirement also applies to laundry detergents used by non-ecolabelled laundry services. For details on hazard classification and prohibited substances, see Nordic Swan criteria document, requirement O39 and O40</p> <p>-All chemicals used for general daily cleaning, dishwashing and laundry are to be dosed automatically or manually using dosing equipment</p> <p>-If water treatment is necessary (only allowed if exception is made if an independent third party which has conducted a risk assessment, and can document the need for water treatment), the chemicals used must comply with the Nordic Swan criteria, requirement O42</p>	<p>-The following do not fall into the general cleaning category: Floor treatments, descalers, swimming pool chemicals, dishwasher and coffee machine cleaners, drain cleaner, metal polish, freezer room cleaners, furniture polish, stainless steel polish, oven cleaner, grill cleaner, steel cleaner, chewing gum remover, stain remover for carpets and interiors.</p> <p>- 'Other chemicals' used regularly by the company are rinsing agents, descalers, drain cleaners, disinfectants, oven and grill cleaners, air fresheners and floor care products. Floor care products include basic polish, floor polish, floor wax, washing polish and detergent with wax, as well as polish remover and wax remover.</p>

In addition to the Nordic Swan Ecolabel requirements on chemicals, Scandic have set own requirements within the area which are also to be complied with. See Appendix 1 section 4.1.

7.11 A NORDIC SWAN ECOLABELLED LAUNDRY SERVICE SHALL BE USED.

YES	COMMENTS / EXCEPTION(S)
- The majority of the laundry, over 50%, must be cleaned by a Nordic Swan Ecolabelled laundry service.	- Internal laundering of mops and cloths is exempt from the requirement -If using a non-ecolabelled laundry service, the following must be in place: - Explanation to why using a Nordic Swan Ecolabelled laundry service is not possible - Any non-ecolabelled chemicals used by the laundry service must meet the requirement concerning 'other chemicals' and be documented by the chemical manufacturer (see Nordic Swan Criteria O39 and O40) - A procedure in place to request a Nordic Swan Ecolabelled laundry service in a procurement context

7.12 GRANULES FOR DISHWASHING

ATTENTION
The use of non-degradable plastic granules must be phased out by 1 January 2024. Granules used after this date must be documented as being degradable in soil.

7.13 ECOLABELLED GOODS AND SERVICES

Ecolabelled goods and services should be used to the extent possible.

YES	EXPLANATIONS
<ul style="list-style-type: none"> - Products that must be ecolabelled(Nordic Swan Ecolabel or the EU Ecolabel): - Printed matter*: 100% of outsourced printed matter ordered must be from an eco-labelled printing company* - Tissue paper: 100% of purchased tissue paper, such as toilet paper, kitchen roll and paper towels - Copy/printing paper: 100% of purchased copy/printing paper for daily use - Products and services that are preferably ecolabelled (Nordic Swan Ecolabel or the EU Ecolabel or the Bra Miljöval -Good Environmental Choice,label) - Cleaning service and/or window service - Dry cleaning - Coffee service - Fabric hand towel rolls - Soap and shampoo, in guest rooms and public toilets - Disposable items - Napkins - Microfibre mops and cloths - Batteries - Toner cartridges - Flipcharts - Pens, whiteboard markers, marker pens for flipchart, etc. - Candles - Office equipment (PC, computers, photocopiers, etc.) - Televisions - Furniture - Outdoor Furniture - Flooring -Textiles (sheets, bed linen, towels, tablecloths and napkins) - Workwear, at least one category of staff - Nordic Swan Ecolabelled fuel for company vehicles - Purchased electricity is ecolabelled with Bra Miljöval, Good nvironmental choice, EKOEnergy or equivalent** - Other 	<p>*Printed matter means, for example, information material for guests, advertising, brochures, notepads and letter paper with logo. The requirement applies to printed matter that chain businesses order centrally and locally.</p> <p>** Ecolabels for electricity must comply with Nordic Ecolabelling's guidelines for certification. Bra Miljöval and EKOEnergy meet the guidelines and are approved</p>

In addition to the Nordic Swan Ecolabel requirements on goods and services, Scandic have set own requirements on materials and substances which are also to be complied with. See Appendix 1.