



Setting out on the road to environmental excellence and saving money

- 1 "stop" (●) organisations are working in an environmentally friendly way on at least some level(s).
- 2 "stop" (●●) companies are deeply committed to environmentally responsible management with environmental management policies and active programmes
- 3 "stops" (●●●) have achieved environmental excellence through certification, awards or development of their own stringent policies

To achieve one stop

Two or more from Waste, Water, Energy, Purchasing and/or similar activities

Waste Do you minimise/ compost waste, reduce wastage e.g. dispensers in bathrooms etc., re-use office paper etc.?

Water Do you check for dripping taps etc., offer guests opportunity to cut down on laundry?

Energy Do you turn down heating thermostats by one degree, use some energy saving lighting where appropriate, switch off equipment you are not using, make sure TVs are not left on standby?

Purchasing Do you buy natural/biodegradable products, buy locally produced goods, use local businesses?

Transport Do you consider your use of transport and food/produce miles and do you take CO2 emissions into consideration?

Plus **Future plans** Are you prepared to adopt further targets for the next year?

To achieve 2 stops

Most if not all of the above, given individual establishment circumstances PLUS

Do you monitor water/energy consumption and energy costs and have you involved the staff in this process?

Have you calculated your carbon emissions and identified ways in which you can reduce them?

Are you beginning to write down what you do and define best practice?

To achieve 3 stops

All of above PLUS a significant number of the activities listed below

You have a fully defined environmental management policy, probably written down if your establishment is a fairly large one and there is considerable staff changeover.

You have involved the staff in the decision making process and in some case have appointed staff champions for the different areas.

You have also initiated programmes that benefit or involve the local community.

You inform your guests of your activities.

You are committed to helping the local economy through your activities.

You may have already reached gold standard or achieved certification through a recognised certification process (this is not compulsory).

You have won awards and local/national recognition for your efforts.

You have set targets to reduce your carbon emissions and have an action plan to ensure you meet that target.

You buy or invest in carbon credits from carbon offset projects, e.g. carbon sequestration from forestry or sustainable livelihood projects.

Your policy is subject to continuous review and analysis.

You set yourself annual realistic targets.