

Management and Communication - Section 1 of 10

Good management and transparent communication are central components of a sustainable corporate orientation. They stand for a system of values and responsible shaping of the future in dialogue with stakeholders (e.g. employees, customers, suppliers). Commitment to gender equality and equal opportunities, as well as decent work and broad-based, sustainable growth are the hallmarks of a sustainable and exemplary corporate policy.

SDG 3

Health and well-being

SDG 5

Gender equality

SDG 8

Decent work and economic growth

1.1
The company has drawn up a mission statement (corporate policy) for sustainable and responsible corporate governance

Yes

The mission statement refers to the following aspects for responsible action:

- Orientation towards the 17 Sustainable Development Goals (SDGs)
- Human rights (protection, respect and promotion of international human rights)
- Labour standards and conditions (compliance with the core standards of the International Labour Organisation (ILO*): Freedom of association, right to collective bargaining, abolition of child and forced labour, diversity management* for equal opportunities, anti-racism, anti-discrimination, implementation of health promotion measures at the workplace, strengthening of health literacy).
- Seasonality and regionality of the food used are to be continuously increased and are of great importance for the business.
- There is active engagement against food waste as well as general resource waste and continuous work on improvements
- The company is clearly against disposable packaging & disposable products and is improving with regard to the reduction of unnecessary wear and tear.
- Environmental protection (promotion and support of initiatives to increase environmental awareness, use of environmentally friendly technologies, measures to protect biodiversity)

- Social engagement (support for social/sustainable development initiatives)
- Socio-cultural aspects of the gastronomic value chain (providing/integrating information on the natural environment of information on the natural environment, local culture and heritage, integration of local elements of art, architecture, decoration, offer, preservation of local tradition).
- Economic efficiency/striving for continuous improvement (market position, stakeholder dialogue, processes for quality assurance and sustainable further development)

The mission statement is published (staff and guest area) and accessible to all interested parties

- Yes

* ILO International Labour Organisation is a specialised agency of the United Nations mandated to promote social justice and human and labour rights.

1.2

The company has appointed a sustainability/environmental/CSR* officer and documented this (e.g. organisation chart, job description).

- Yes, as the main function
- Yes, the function is also performed by a manager/expert

1.3

The CSR/Quality Officer of the company monitors and initiates improvement processes and measures in the field of sustainability and reports on them regularly in meetings.

- Yes

1.4

The company has a sustainability programme with prioritised fields of action/environmental aspects, associated objectives, measures and responsibilities.

- Yes, for the operation
- Yes, by operating group (10P)
- There is an annual written evaluation of the sustainability aspects (e.g. management evaluation).

Staff are involved in the development and implementation of the sustainability programme

- Yes, in the development
- Yes, in the implementation

Sustainability programme

No file transmitted

Here you can download a template for your sustainability programme. In this writable PDF, you can insert your own tasks for the individual core areas and upload them here again before sending the catalogue.

[Sustainability programme template \(PDF\)](#)

1.5

The business informs stakeholders about sustainability activities (e.g. via website, newsletter, social media, menu, etc.).

- Yes, a separate menu item for sustainability activities is available on the website
- Yes, by passing on information to GreenSign for communication activities (e.g. website)
- Yes, the layout of the menu supports the choice of sustainable food offer

1.6

The company prepares a sustainability, environmental or CSR report (already available/future).

- Yes

1.7

Sustainability contributes to the corporate identity and is visible through sustainable partnerships/commitments (ecological footprint, choice of suppliers, etc.)

- Yes

1.8

Promotional material and marketing communication are precise and transparent

- Representations and images in advertising material correspond to the products and service offered in reality

1.9

The company promotes awareness raising for sustainable action and has implemented measures for this purpose (e.g. information on the company building, A-Z information, etc.).

Examples can be overwritten

Employees

Guests

Partner/Suppliers

1.10

The management ensures that legal obligations/regulations are complied with and applicable permits or approvals are evaluated (e.g. food hygiene, HACCP system, allergen labelling, designation of additives, waste separation, etc.).)

- Yes, appropriate certificates or other documentary evidence of compliance with all applicable legal requirements are available

Environment - Energy - Section 2 of 10

The area of environment includes numerous components of the company structure and processes. Energy, water and waste have a major impact on the ecological footprint of a business. Accordingly, strategies and measures to reduce resource consumption are necessary. In the long term, these lead to a reduction in costs and are thus to be seen as a profitable investment.

SDG 6

Clean water and sanitation

SDG 7

Affordable and clean energy

SDG 12

Sustainable consumption and production

SDG 13

Climate protection measures

2.1

The company regularly and systematically records energy consumption (e.g. electricity, heating oil, natural gas).

- Yes, monthly
- Yes, annually

Please specify:

Total electricity

Total heating

- Addition: The farm uses a digital monitoring tool for this purpose.

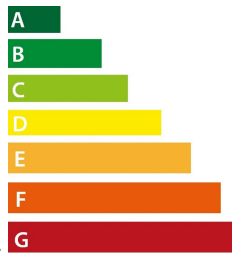
2.2

The operation records and evaluates all energy suppliers

- Yes
- Employees are informed and can report on energy suppliers upon request

2.3

The company ensures that energy-saving alternatives are used for new purchases (e.g. dishwashers, refrigerators).



Energy level of the electrical appliances. Please specify:

- A
- B
- C to D

2.4

The farm is a new building (not older than five years) and built under energy-efficient aspects

- Yes

Year of manufacture

- New building was built in accordance with DGNB, LEED or a similar recognised building certification.
- New building is built according to sustainable aspects (e.g. low-energy house, energy-saving house)

If no, it was done in the last ten years:

- An energetic retrofit of the building envelope
- An energetic renovation in the interior (e.g. doors, windows, walls)
- A roof insulation (e.g. inter-rafter and/or above-rafter insulation, insulation flat roof)
- A basement insulation (e.g. on the heated or from the unheated side)
- An insulating glazing with a low UV value (minimum requirement: $UV \leq 1.3 \text{ W}/(\text{m}^2\text{K})$)
- All insulation and insulating materials are environmentally friendly and recyclable

Other

2.5

The company shall ensure that all electrical installations (e.g. ventilation systems) are regularly serviced and maintained.

- Yes
- Maintenance and servicing is guaranteed via a digital record

2.6

The company obtains electricity from regenerative/renewable sources to improve its climate footprint

- in the electricity mix by at least 75%.
- in the electricity mix at 100%

Electricity supplier

The farm has been able to increase the use of renewable energy in the last three years

- Yes

2.7

The farm produces electricity from regenerative/renewable sources

- Combined heat and power unit (CHP)
- Solar energy (thermal)
- Photovoltaics
- Hydropower
- Wind energy

- Bioenergy

Other

2.8

The company uses heating energy from resource-saving sources to improve its carbon footprint.

- Combined heat and power unit (CHP)
- Heat exchanger
- Wood pellet or wood chip plant
- Biogas
- District heating from waste incineration
- Central extraction from waste water
- Decentralised extraction from waste water

2.9

The farm has sustainable building equipment in all areas

Plant equipment for primary energy treatment with heating/heating distribution

- Insulated lines in the heating manifold
- Modern condensing boilers with heat recovery of the exhaust gases and condensate
- Several heating boilers in cascade connection for optim. Cushioning the fluctuating demand
- Alternative: Ground probe heating with heat pump

Air treatment

- Air treatment system with heat recovery
- Air treatment with compressor units

Cold for air conditioner

- Refrigeration management for simultaneous use as a heat pump of the corresponding pipelines, hot water extraction
- Full use of the waste heat from the air conditioning system

- Chiller in combination with ice storage to compensate for fluctuations in demand

Electricity generation

- Power/heat coupling system with heat recovery and feeding into the grid

2.10

For further energy efficiency, the following measures have been implemented in the kitchen

Kitchen

- Use of osmosis devices to support the longevity of the devices (avoidance of limescale deposits).
- Choice of location for refrigerators and freezers (e.g. not next to the heater or cooker, in well-ventilated rooms).
- Cooling concept (e.g. correct filling, regular defrosting of refrigerators)
- Adequate size and volume of refrigeration units/storage rooms
- Setting the correct refrigeration temperature (e.g. freezer temperature -18 degrees, refrigeration temperature 2-7 degrees)
- Regular cleaning/dusting of cooling fins on refrigerators, aggregates, etc.
- Residual heat is actively used
- Switching off production and rinsing technology after work is finished
- Use of the dishwasher only when completely full
- Presence and use of suitable lids for all pots and pans
- Regular descaling of the dishwasher(s)

Cooking appliances

- Cooking appliances are only switched on close to the time of use
- Cooking appliances are fully utilised when in use
- Regular cleaning/dusting of cooking appliances
- Regular inspection of the seals of cooking appliances

2.11

For further energy efficiency, the following measures have been implemented in the following areas

Energy check/energy management system

- Energy check with expert consultant has been carried out (determination of energy demand and consumption, description and analysis of weak points, proposals for savings measures are available).
- Energy management system according to ISO 50001 (alternatively EMAS) is implemented
- Energy officer is appointed in the company

Other

- Use of replaceable fabric towel rolls in public areas
- Use of recycled paper for hand drying in public toilets/staff area
- Switching off computers, screens and printers after finishing work (e.g. in administration rooms).
- Information to raise awareness among employees on the topic of energy efficiency in the kitchen
- Use of shading systems (e.g. curtains, blinds)
- Information to raise awareness of energy efficiency among guests

2.12

The company relies on an energy-efficient lighting concept

- Timers and/or motion detectors in the outdoor area (e.g. car park)
- Timers and/or motion detectors indoors (e.g. toilets/hallways)
- Use of daylight in spatial planning

The company uses energy-saving LEDs for its lighting:

- 30% to 60%
- 60% to 90%
- more than 90%

2.13

The establishment offers an air-conditioned plate* on the menu

- Yes
- The climate plate is clearly marked as such
- The Klimateller is explicitly advertised

* A climate-friendly dish is one that produces at least 50% less CO₂ than the average comparable dish.

2.14

The company takes additional measures to analyse energy consumption and continuously reduce emissions.

Measure

Measure

Measure

Environment - Water - Section 3 of 10

3.1

The farm regularly and systematically surveys water consumption

Yes, monthly

Yes, annually

Please specify:

Total water consumption (m³):

Water consumption (m³) of the kitchen:

Addition: The farm uses a digital monitoring tool for this purpose.

3.2

The farm complies with local/international regulations on wastewater disposal so that it can be treated and reused.

Yes

3.3

Water risks (e.g. water scarcity/pollution) are assessed and documented. Possible cumulative influences of gastronomy on regional water resources are considered.

Yes

3.4

The water comes from legal and sustainable sources that will not affect the environment in the future. These sources are documented at the farm.

Yes:

3.5

The enterprise shall ensure that all water installations and systems (e.g. fittings, cooling) are regularly serviced and maintained.

Yes

3.6

The following technical measures have been implemented in the company to save water and conserve resources

Technology/Standards

- Use of flow limiters/perlators for dishwashing showers
- Use of flow limiters/perlators on taps (max. 4-6 litres/min.)
- Use of flow limiters/perlators for toilet flushes (max. 6.5 litres/per flush)
- Use of flow limiters/perlators for urinals (max. 2 litres/per flush)
- Cleaning standards are in place: Cleaning teams use the toilet flush during cleaning (e.g. public areas) max. 3x
- Correct use of fittings with sensor technology
- Toilet flush with flush-stop function/save button
- Central decalcification system is available
- Use of grey water or rainwater
- Dirty water from the operation of the business is disposed of in a community or government approved treatment system where available
- If no suitable on-site wastewater treatment is available, an alternative system is used without negative impact on the local population or environment (and in accordance with the wastewater quality requirements).

3.7

Further measures have been implemented in the company to save water and conserve resources.

Cleaning

- Use of environmentally friendly cleaning agents/chemicals (e.g. biodegradable agents with "EU Ecolabel" or "Blue Angel" award).

Sensitisation

- Information to raise awareness among guests on the topic of water conservation
- Information to raise awareness among employees on the topic of water conservation (e.g. environmental tips at the workplace).

Other

- Own water recycling system available
- Own biological sewage treatment plant

3.8

The company takes additional measures to analyse and continuously reduce water consumption.

Measure

Measure

Measure

Environment - Waste - Section 4 of 10

4.1

The farm regularly and systematically collects data on waste generation

- Yes, monthly
- Yes, annually
- Addition: The farm uses a digital monitoring tool for this purpose.

4.2

Waste separation on the farm is carried out according to the guidelines of local authorities

- Yes

4.3

Separation systems for waste exist (e.g. waste separation area with clear marking of e.g. recyclables bins, recycling bins, paper, organic waste).

Yes, in:

- Kitchen
- Toilet area
- Personnel area (e.g. office)
- Waste collection point

Also available:

- Waste compactor for cans
- Waste compactor for cardboard
- Dewatering unit for wet waste*

* **Wet waste** describes organic kitchen waste that is produced both during preparation and after consumption.

4.4

The farm considers the issue of food waste separately

- The farm maintains wet waste statistics
- The farm maintains a food waste rate* (%)
- The food waste rate is monitored and evaluated for continuous improvement

* **food waste rate** $((\text{food leftovers in kg} / \text{meal offered in kg}) * 100)$

4.5

The following measures have been implemented to reduce and/or avoid waste generation in the company

Suppliers

- Supplier uses reusable systems (e.g. PET bottles, glass bottles)
- Supplier takes back packaging

Purchasing and menu planning

- Purchasing according to need
- Prioritisation of food and beverages with a timely best-before date in food production
- Use of soap dispensers
- Avoidance of non-recyclable portion items
- Portion articles are sustainably certified

- Purchase of predominantly large containers/bulk packaging

Share of portion goods of the total goods purchase

- < 10%
- < 15%
- < 20%

Sensitisation

- Information to raise awareness among guests on the topic of waste prevention/reduction
- Information to raise staff awareness on waste prevention/reduction (e.g. environmental tips for kitchens).

4.6

Zero Waste meals* are offered to avoid packaging waste

- Yes

* **Zero waste meal** describes a meal that does not generate any additional waste. In concrete terms, this means doing without what is not needed, reusing where possible, recycling where necessary and composting what cannot be used.

4.7

In operation, the Cradle to Cradle* principle is implemented as follows:

- At least 10% of the company's purchasing consists of products with the C2CPII certificate (Cradle to Cradle Products Innovation Institute).
- Technical equipment is returned to the manufacturer when sorted out
- Own compost heap is available

Other

* **Cradle to Cradle** describes a concept developed in the 1990s for a continuous circular economy. According to this "cradle to cradle" principle, biological and technical nutrients are fed back into the respective cycle for a more responsible use of resources.

4.8

At the farm, the root-to-stem* or nose-to-tail* principle is implemented for the following foods:

* **Root-to-stem** essentially describes the holistic use and processing of fruits and vegetables in food production.

* **Nose-to-tail** describes whole-animal use in cooking, i.e. the use of as many edible parts of a slaughtered animal as possible.

4.9

The enterprise takes measures to prevent food waste

- In the food process chain (e.g. optimal purchasing, storage, observance of shelf life)
- Membership/support of an association such as United Against Waste
- Support for campaigns and events such as "Leftover food - too good for the bin!", "Too Good To Go"
- Results of the evaluation of the return quantities flow into the planning of the food offer
- Carrying out the "Renner-Penner analysis "**.

Other

* **Renner-Penner analysis** gives an overview of the popularity of the respective products. It helps to decide how best to stock the assortment based on the contribution margin in order to achieve the highest profitability.

4.10

In the company, the menus are made of the following materials

- Recycled paper
- Daily menus or dishes of the day are displayed on a chalk board
- Exclusively digital

Other

4.11

The company uses products made of recycled paper from sustainable forestry (e.g. FSC - Forest Stewardship Council or "Blue Angel") in the following areas

- Total operation
- Menus & Notices
- Sanitary rooms
- Kitchen

- Office

4.12

The company implements the following measures to reduce paper consumption

- The business relies on paperless processes throughout the business by at least 90%.
- Purchasing takes place exclusively digitised
- Offers are sent online
- Reservation confirmations are sent online
- Invoices are sent online
- Electronic filing of transactions takes place
- Email signature with e.g. "Thinking before printing" is set up
- Print products (e.g. menu) are available online
- Employees are encouraged to print out as little as possible
- Internally, lubricating paper / recycled paper is preferred

4.13

Pollutants (pesticides, paint, chemicals) are minimised on the farm wherever possible

- Inventory of pollutants carried out
- Chemicals that cannot be avoided are properly stored, handled and disposed of

4.14

The enterprise takes measures to minimise pollution from noise, light, waste water, ozone-depleting substances and air, water and soil pollution

- The farm adopts practices to minimise noise pollution
- The farm applies practices to minimise light pollution
- The farm applies practices to minimise pollution from wastewater
- The farm applies practices to minimise pollution from ozone-depleting substances
- The farm applies practices to minimise air pollution

4.15

The establishment actively offers the guest to take away leftover food

Yes

Reusable transport containers are available.

Mention of the provider/material:

4.16

The farm takes additional measures to analyse and continuously reduce waste generation

Measure

Measure

Measure

Biodiversity and cultural heritage - Section 5 of 10

Biodiversity and the well-being of vital ecosystems are an essential part of a sustainable farm. A biodiverse farm takes responsibility for the surrounding flora and fauna and contributes to their protection and growth. Maintaining cultural heritage reinforces past ideas, values and achievements and strengthens social identity.

SDG 13

Climate action

SDG 14

Life under water

SDG 15

Life on land

5.1

The farm supports biodiversity and contributes to it

Yes

5.2

The farm is not located in a nature reserve

Yes

5.3

The following measures are implemented on the farm for the sake of biodiversity

Typical dishes of the region are part of the offer

- Own herb garden or snack garden is available
- Use of own herbs in gastronomy
- Own bee hotels/nesting aids are available
- Production of own honey (with regional beekeeper)
- Planting flowering strips around the farm
- Species-rich planted wall in one of the areas (entrance area, service area, conservatory, etc.)
- Use of domestic and indigenous shrubs and trees in the garden
- The farm has its own meadow orchard
- The greening of the roofs, if present, is biodiversity-friendly
- Insect-friendly outdoor lighting
- Natural pest control is preferred
- Financial support for protected areas or nature conservation projects
- Near-natural design of parts of the site
- Preservation or renaturation of ecosystems as compensation for the sealed area
- Guests have the opportunity to participate financially in biodiversity initiatives (e.g. through bee sponsorships, tree planting campaigns).
- The purchase, breeding, housing and care of wild and domesticated animals meet the highest standards of animal welfare
- Partnership with a nature park or similar operation

Other

5.4

All laws regarding land use and activities in local areas are respected

- Yes, all licences and permits are up to date
- Non-statutory divisional management plans and guidance are also complied with

5.5

Employees receive information about the natural and cultural heritage of the area

- Yes

5.6

Guests receive information on appropriate behaviour in the visited area

Yes

5.7

The siting, design and access of the farm takes into account the natural and cultural heritage

- Direct as well as indirect impacts on surrounding biodiversity were measured, assessed and adequately documented
- Endangered or protected species have not been displaced and the impact on any wildlife habitat is minimised and mitigated
- Watercourses, water intakes and wetlands have not been altered, wastewater is reduced where possible and is collected or discharged and filtered
- Consideration is given to the protection of sensitive areas and the self-purification capacity of ecosystems.
- Copyright and intellectual property rights* are respected and necessary permissions are obtained.
- Guests are discouraged from stealing or damaging cultural objects as well as harming the surrounding biodiversity

5.8

Compliance with land, water and property rights

- The ownership and tenure of all land owned, used or directly influenced by the farm is fully clarified and documented.
- Access and use rights are documented for all resources, including land and water, where appropriate.
- Communication, consultation and engagement with local and indigenous communities are documented
- Evidence of free, prior and pre-informed consent by the local community is documented where relevant (no involuntary resettlement and land sales are evident)

5.9

The farm supports local entrepreneurs in developing sustainable products and services based on the nature, history and culture of the region

Yes

Purchasing and food offer - Section 6 of 10

Purchasing is a central control organ, especially in the catering industry, and therefore an indicator of sustainable responsibility. The strategic and conscious selection of products supports climate and resource protection, animal welfare and humane working conditions. When selecting products, special attention

should be paid to quality and sustainability characteristics.

SDG 3

Health and well-being

SDG 6

Clean water and sanitation

SDG 8

Decent work and economic growth

SDG 12

Sustainable consumption and production

SDG 13

Climate action

6.1

The company has a purchasing policy that gives preference to ecologically sustainable suppliers and products.

Yes, and for:

- Kitchen technology
- Food
- Drinks
- Furniture
- Services
- Auxiliary and operating resources
- The purchasing policy is accessible to all employees

6.2

The purchasing policy refers to the following principles

- Ecologically oriented purchasing
- Plant-based purchasing
- Consideration of regional producers and suppliers
- Consideration of regional products
- GMO-free purchasing
- Animal welfare-oriented purchasing

Palm oil free shopping

Avoidance of packaging waste

Other

6.3

Food (e.g. fruit, vegetables, bakery products, meat, dairy products, etc.) is purchased from regional cultivation and production (within a radius of ≤ 100 km from the location).

Yes, and to:

30% to 60%

60% to 90%

more than 90%

6.4

The purchase of all food comes from organic farming

Yes, and to:

30% to 60%

60% to 90%

more than 90%

6.5

The farm obtains fruit from meadow orchards

Yes, and to:

30% to 60%

60% to 90%

more than 90%

6.6

The business offers the following regional (within a radius of ≤ 100 km) beverages

Water

Juices

Beer

Wine

Spirits

6.7

The farm offers free tap water

- Yes
- Explicit reference is made to the offer

6.8

The farm buys, uses and processes vegan food exclusively

- Yes

6.9

The farm buys and uses only vegan consumables

- Yes

6.10

The establishment carries vegan food & drinks on the menu

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.11

The vegan / vegetarian / fair / climate-friendly offer is cheaper or at most just as expensive as the conventional offer.

- Yes

6.12

The menu is updated regularly, depending on seasonal food availability

- Weekly

Monthly

Quarterly

6.13

The farm stocks seasonal ingredients on the menu

Yes, and to:

30% to 60%

60% to 90%

more than 90%

6.14

The farm buys the following organic products (labelling according to the EC Organic Regulation)

6.15

The farm buys the following fair trade products (e.g. "Fairtrade" seal, GEPA or UTZ certification)

6.16

The farm buys the following vegan products specifically as animal alternatives (e.g. pulses, pea protein)

6.17

The farm sources fish from organic or species-appropriate farming and gentle fishing methods (according to the WWF Fish Purchasing Guide - MSC, ASC, Bioland, Naturland).

Yes, and to;

- 30% to 60%
- 60% to 90%
- more than 90%

6.18

The farm sources meat and meat products from organic or species-appropriate husbandry (EU organic seal, Naturland, Bioland, Demeter, Neuland, Animal Welfare Seal).

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.19

The farm purchases dairy products from organic or species-appropriate husbandry (EU organic seal, Naturland, Bioland, Demeter, Neuland, Animal Welfare Seal).

Yes, and to:

- 30% to 60%

- 60% to 90%
- more than 90%

6.20

The farm obtains pasture milk* .

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

* **Pasture milk** comes from cows that are allowed to graze on pasture for at least 120 days a year.

6.21

The farm pays attention to a low fat content when purchasing the following products

- Milk
- Yoghurt
- Quark
- Cheese

6.22

The farm only buys eggs that meet the following criteria

- Organic certified
- Brother Cocks* (Brudertier Initiative Deutschland e.V. Membership)

* **Brother cocks** are referred to as male chicks from laying hen hatcheries, which are fully co-raised despite lower economic yield.

6.23

The farm cooks with fresh ingredients and does not use food with flavour enhancers, colourings, preservatives, artificial additives and E-numbers.

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.24

When using convenience products* The farm only uses convenience products of level 1* (e.g. cleaned vegetables, pre-peeled potatoes) and level 2* (e.g. frozen vegetables, baked rolls, noodles, marinated meat).

Yes, and to:

- ≤10%
- ≤20%
- ≤30%

* **Convenience products** are pre-prepared foodstuffs for which the manufacturer has already taken over certain processing stages. Convenience products are divided into five different levels, of which the first two levels fall under the consideration and evaluation of GreenSign. * Stage 1: The product is ready to cook. It therefore no longer needs to be cut or portioned, but still cooked and prepared to the end (seasoned, breaded, etc.); * Stage 2: The product can be cooked without further preparation.

6.25

Wholefood products (e.g. wholemeal products) or old varieties (e.g. chard) are used/offered as part of the dishes offered

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.26

The company has appointed and documented (e.g. organisation chart, job description) a purchasing officer who is responsible for the implementation of the purchasing policy.

- Yes, as the main function
- Yes, the function is also performed by a manager/expert

6.27

Purchases for other consumables (e.g. napkins, cutlery, cleaning agents) are made from suppliers within a radius of ≤ 100 km from the site.

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.28

The washing of various items (e.g. napkins, cloths, staff clothing) takes place at a regional laundry.

- In-house laundry
- 10 km
- 20 km
- 30 km
- Laundry is certified sustainable

6.29

The company pays attention to sustainably produced textiles (e.g. GOTS (Global Organic Textile Standard), Fairtrade, Cotton made in Africa) or sustainable raw materials such as organic cotton, recycled polyester or Lyocell/Tencel) when buying/leasing/renting.

- Tablecloths
- Curtains
- Workwear
- Cloth napkins
- Cleaning utensils

6.30

The farm pays attention to the type of raw materials processed in it when purchasing kitchen materials

- Cast iron pots and pans
- Ceramic casseroles

6.31

The purchase of sustainable products in various product groups (e.g. "Blue Angel", FSC certification of sustainable forestry, climate-neutral) is carried out

Yes, and to:

- 30% to 60%
- 60% to 90%
- more than 90%

6.32

The company takes additional measures to optimise purchasing processes, strengthen the sustainable value chain or purchase sustainable and vegan products.

Measure

Measure

Measure

Regionality and Transport - Section 7 of 10

Regionality and transport are key indicators of sustainability. Regionality contributes to corporate identification, qualitative growth and a reduction in environmental damage. The topic of mobility requires forward-looking and environmentally friendly approaches in gastronomy.

SDG 3

Health and well-being

SDG 9

Industry, innovation and infrastructure

SDG 11

Sustainable Cities and Communities

SDG 13

Climate action

7.1

The establishment declares and informs about the origin of the products on the menu/beverage list

Yes

7.2

Guests can purchase (recognisable) regional/self-produced products not belonging to the menu in the establishment.

Product

Product

Product

Product

Product

7.3

Employees know the origin and quality of the products and suppliers in the region

Yes

7.4

At least half of the company's employees live within a radius of 30 km from the company.

10 km

20 km

30 km

7.5

Information on the mobility of the company's employees

At least 40% of employees come to work on foot/bike

At least 40% of employees come to work by public transport or carpooling

7.6

The farm focuses on accessibility and accessibility for people with and without disabilities

Access to all publicly accessible operational areas (e.g. ramp, lift, door width).

Accessibility has been certified or confirmed by relevant user groups/experts

Clear and accurate information is accessible to all at all times (website, on-site and social media where appropriate)

Parking spaces

7.7

The farm uses the following types of transport to deliver food

- Unmotorised means of transport
- Hydrogen-powered means of transport
- Electrically powered means of transport
- Hybrid powered transport

7.8

The company uses the following packaging for the delivery of food

- Reusable packaging
- Recyclable packaging
- Compostable packaging

7.9

During delivery, the company takes ecological and economic aspects into account with regard to route planning.

- Yes

7.10

The establishment offers its guests the following options when picking up food independently

- Guests can use the containers they have brought with them and will be informed about this in advance
- Guests can rent or buy reusable containers on site
- The avoidance of packaging waste in this way is actively communicated

Quality management and sustainable development - Section 8 of 10

Quality assurance is a core process of sustainability and an essential part of every operation. Its further development means securing the future through continuous process improvement, transparent documentation and optimising the satisfaction of all stakeholders.

SDG 3

Health and well-being

SDG 8

Decent work and economic growth

SDG 17

Partnerships to achieve the goals

8.1

Quality management is implemented in the company

- Business processes (e.g. work instructions) and organisational structure in the company are documented in a quality/sustainability manual.
- Quality certification according to ISO 14001 is available
- Quality certification according to ISO 45001 is available
- Quality certification according to ISO 9001 is available
- Organic certification is available

Further certifications are available (SlowFood, Green Michelin Star, Greentable, etc.).

Further certifications are available (SlowFood, Green Michelin Star, Greentable, etc.).

8.2

The enterprise has named and documented the following positions (e.g. organisation chart, job description, description of tasks and activities)

- Purchasing Officer
- CSR Officer
- Occupational Safety Officer
- Hygiene Officer
- Quality Officer

8.3

The company carries out a supplier evaluation at least once a year according to the core criteria of quality, regionality and sustainability.

- Yes, \geq 50% of the suppliers are regional
- Yes, \geq 50% of the suppliers work according to a sustainability concept
- Yes, \geq 50% of the suppliers are sustainably certified

8.4

The farm encourages suppliers to act in a more environmentally friendly and resource-conserving way

Yes

8.5

Suppliers comply with the rules of the company's policy with social, environmental and ethical standards of operation

Yes

8.6

The issue of sustainability is seen as a continuous improvement process

The company has a working group for sustainability, which actively works on projects.

Target agreements with corresponding deadlines are agreed on a regular basis

8.7

Employees/new employees receive written information from the company about sustainable behaviour in the various areas of the company (e.g. included in the welcome folder for recruitment, posted on the internal information wall, etc.).

Yes

8.8

The correct use and handling of operating resources is ensured

Safety data sheets are available

Equipment training is carried out

Hygiene plans are in place

Cleaning plans are available

Preventive pest control (chemical, physical or biological measures to control plants, animals and micro-organisms considered to be pests).

Other:

8.9

A storage system* is introduced in the company

The stock is regularly checked with regard to the best-before dates

- After food delivery, goods requiring refrigeration are put away immediately
- The FeFo* principle is applied
- There are fixed storage places for food and beverages
- There are fixed storage locations for non-food items

* **Storage system** includes all technical equipment and facilities of a warehouse as well as their organisation. It creates an environment for controlling the flow of information and ensures a defined storage capacity.

* **FeFo** (First expired first out) is a principle to ensure that the products with the shortest best before/expiry date are used first.

8.10

The business regularly surveys guest satisfaction

- (Complaints) process is regulated and documented
- Rating on Google is at least 4 out of 5 stars
- Use of a valuation tool (e.g. Resmio.com)

Please specify:

Customer satisfaction in percent:

Customer loyalty in percent (regular guests)

- The results are used for cross-company optimisation

8.11

The company regularly surveys the level of employee satisfaction

- (Complaints) process is regulated and documented

Please specify

Employee satisfaction in percent:

Average length of service in years

8.12

Employees can submit suggestions for improvement in the company

- Yes, process is regulated and documented

Incentive system (monetary/material/immaterial) exists for this purpose

8.13

A CO₂ balance identifies greenhouse gas emissions from the entire operation.

Yes, name of the provider:

CO₂ emissions in tonnes per year:

8.14

The farm carries out offsetting of CO₂ emissions for the following areas/products

The farm is climate neutral

Name of the compensation provider:

Arrival of the guests

Web hosting is powered by 100% green electricity

Other

8.15

The farm's activities do not jeopardise the provision of basic necessities such as food, water, electricity, health care and sanitation to neighbouring communities

Yes

8.16

The establishment has sustainable and health-conscious equipment (e.g. furniture and/or equipment are predominantly made of sustainable production, organic materials or solid wood)

All building, furnishing and equipment materials are environmentally friendly, recycled or recyclable

For renovations or new construction, sustainable construction methods and materials are preferred, if possible with associated certification.

Natural materials are used for the decoration in the farm

Local materials, practices and craftsmanship are used where possible

Local art and crafts are integrated into design and furnishing

Social responsibility - Section 9 of 10

Social commitment is one of the supporting pillars of sustainable development. It stands for a sense of responsibility towards employees, guests, suppliers and society. Consequently, the inclusion of social responsibility is central to the future viability of a company.

SDG 1

No poverty

SDG 3

Health and well-being

SDG 4

Quality education

SDG 5

Gender equality

SDG 8

Decent work and economic growth

SDG 10

Reduce inequalities

9.1

The business ensures fair dealings with all stakeholders (staff, delivery partners, guests, etc.)

Yes

9.2

The business supports initiatives or projects in the sense of sustainable development or the promotion of the local community.

Yes

Please specify:

Support for projects in EUR/year

Project support in days/year

Material support for projects

9.3

The company trains

- Trainee
- Interns
- Working students

9.4

The company promotes appropriate work

- Induction concept for new employees is in place
- Salary levels are monitored and regularly aligned with living wage standards in the country of employment
- Employment contracts show support for health insurance and social protection
- Employees are paid according to their qualifications
- A fair tip distribution concept is in place
- The tasks of all employees are clearly defined and documented

9.5

The company also tries to give local residents professional entry opportunities in its business

- Yes, the company prefers the regional market when looking for employees
- Training courses are offered that increase entry opportunities for career changers.

9.6

Employees receive regular training/education

- Internal training/further training
- External training/continuing education for at least 20% of the employees per year
- Training at least twice a year with a focus on sustainability
- Staff training and guidance materials are available in a variety of formats and languages

9.7

The following sustainability topics are considered in these trainings

- Environmental practices
- Social and cultural practices
- Economic and qualitative issues

- Human rights issues
- Health and safety practices
- Vegan cuisine

Other

9.8

Offers for occupational health management are established in the company

- Physical and mental risk assessment of workplaces is available
- Sports/relaxation/nutrition offers for employees
- Company doctor available
- Daily supply of fruit/vegetables is available
- Optimally designed workplace (where possible) to reduce stress (e.g. lighting, ergonomics)

Other

9.9

The farm regularly collects data on the employment structure

Please specify

Number of employees (full-time equivalents)

Number of trainees

Number of management positions

Number of women in management positions

Number of professionals

Number of temporary/seasonal staff

Number of local employees

9.10

The farm is an inclusive farm*

Yes

* **Inclusion company** is a legally and economically independent company that employs at least 30 per cent severely disabled people within the meaning of § 215 of the Ninth Book of the Social Code (SGB IX).

9.11

Management upholds the principles of equal opportunities and diversity (diversity management*)

Yes

The company takes into account groups that are at risk of discrimination in the employee structure and in the recruitment process

Internal promotions include these groups

* **Diversity management** means the recognition and appreciation that all people deserve equally, regardless of their social and ethnic origin, gender, religious affiliation, sexual orientation, world view or mental and physical characteristics. Within a company, this means renouncing social barriers, promoting equal treatment, abolishing discrimination and taking advantage of diversity in personnel and social terms.

9.12

The company has a policy against commercial, sexual or other forms of exploitation and harassment.

This policy is documented and followed by the farm

The Directive applies to children, young people, women, minorities and other vulnerable groups

9.13

The company offers employees the following benefits

Overtime regulations (e.g. time off in lieu, payment)

above-pay-scale remuneration

Having a say in the scheduling of duties

Voluntary social benefits (e.g. VWL allowance)

Payment of Christmas and/or holiday bonus

Job ticket for public transport

- Family-friendly working time arrangements
- Offer part-time work
- documented appraisal interview
- attractive social rooms
- Holiday planning (≥ 3 weeks)
- Family & Friends rates/discounts for employees
- Job transfer within e.g. company group
- Support programme for apprentices
- Granting of educational leave (e.g. 5 days per year)
- Subsidy/cost absorption for further training
- Own (further training) academy
- Cooperations with providers for in-service training
- Career development programmes
- Material incentives for target achievement
- Equipment such as mobile phones for heads of department
- Staff catering
- vegan or organic dishes
- Own kindergarten/KITA or financial support for it
- Company outing/company party
- Staff meeting
- Personal mentor for induction

Other

9.14

The establishment offers its guests the following health-oriented alternatives on the menu

- Sugar-reduced alternative

- Low-calorie alternative
- reduced-fat alternative
- low-salt alternative
- gluten-free alternative
- lactose free alternative

Other

Other

Other

Economic responsibility - Section 10 of 10

Economic stability of companies is a supporting pillar and ensures qualitative and quantitative growth. The collection, evaluation and management of financial and economic data are essential and stand for a sense of responsibility to meet external demands and expectations of guests, investors or the media.

SDG 8

Decent work and economic growth

SDG 9

Industry, innovation and infrastructure

SDG 11

Sustainable Cities and Communities

SDG 17

Partnerships to achieve the goals

10.1

The farm regularly collects economic and financial data

- Turnover structure*
- Cost of sales ratio*
- Turnover per employee
- Turnover per service employee

Average occupancy rate in percent

Average turnover per visit in EUR

- Personnel turnover
- Personnel expense ratio*
- Sickness rate*
- Investment ratio*

* **Turnover structure** describes the division and consequently the presentation of turnover according to the individual areas of the business. In gastronomy, the areas are usually separated as follows: Breakfast, lunch, dinner, out-of-home delivery.

* **Cost of sales ratio** $((\text{cost of sales} / \text{sales revenue}) * 100)$

* **Turnover of staff** (staff departures/average number of staff)

* **Personnel expense ratio** $((\text{personnel expense} / \text{total output}) * 100)$

* **Sickness rate** $((\text{absence} / \text{target working time}) * 100)$

* **investment ratio** $((\text{investments} / \text{fixed assets}) * 100)$

10.2

The share of capital/ownership of the operating property held in the region is over 50 percent

- Yes

10.3

The farm has a long-term investment plan

- Yes
- Ecological aspects are taken into account in the investment plan

10.4

Employees are regularly informed about key figures (e.g. in meetings)

- Yes

10.5

The business has a risk management system* in place in relation to environmental, social and economic business risks

- Yes

* **Risk management** includes all measures for the systematic identification, analysis, evaluation, minimisation and control of risks along the value chain in the restaurant (e.g. existence of an emergency concept in case of failure of the refrigeration systems).

10.6

In the last 3 years, the business has seen continuous growth

- Turnover
- Yield
- Investments
- Capacity utilisation
- Number of employees
- Number of apprenticeships
- Customer satisfaction
- Employee satisfaction
- Staff training
- Degree of innovation
- qualitative networks
- social engagement
- regional suppliers
- fairtrade products
- climate neutral products
- plant-based products
- Other certified products
- Environmentally relevant indicators



Help