HQ	No.	criterion	Application Guidelines	Verification Method			Points
				Document review	Visual inspection	Measurement	
X	**1.1.**	**The company has drafted a mission statement (corporate policy) for sustainable and responsible corporate governance**	n/a				**max. 30**
		Yes	**Document Check** Documentation includes: - Mission, self-concept, vision, values, code of conduct **Potential evidence:** - Mission statement - Corporate identity	x			30
X	**1.2.**	**The mission statement (corporate policy) addresses at least 50% of the following criteria components for responsible conduct**	Review of each listed aspect based on a mission statement (associated document containing continuous text or a list). At least 50% of all the following aspects must be verified to meet the mandatory criterion (5 out of 10 aspects).				**max. 30**
		Human Rights	**Document check** Documentation must include: - A passage in the mission statement/corporate identity that explicitly mentions the term “human rights” or similar concepts (e.g., human dignity, respect, and integrity)	x			3
		Labor Standards and Conditions	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the terms “fair working conditions,” “labor rights,” or similar (e.g., fair wages, working hours, freedom from discrimination)	x			3
		Environmental Protection	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the terms “environmental protection,” “environmental responsibility,” or similar concepts (e.g., environmental awareness, responsibility for the environment, environmentally sound business practices)	x			3

		Environmentally responsible and sustainable procurement in all areas	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the term “ecological procurement” or similar (e.g., sustainable supply chains, purchasing regional products)	x			3
		Risk and Crisis Management System	**Document check**Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the term “risk and crisis management of environmental, social, or economic risks” or similar (e.g., risk management, crises, precaution)	x			3
		Social Engagement	**Document Check**Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the term “social engagement,” “support for initiatives,” or “socially sustainable development” or similar (e.g., social responsibility, societal responsibility)	x			3
		Sociocultural Aspects of the Tourism Value Chain	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the terms “local culture,” “traditions,” “community involvement,” or similar (e.g., the impact of tourism on society and culture)	x			3
		Economic Efficiency/Commitment to Continuous Improvement	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the terms “economic efficiency” or “continuous improvement” or similar (e.g., efficiency, innovation, long-term nature of investments)	x			3
		Quality Management	**Document check** Documentation must include: - A passage in the mission statement or corporate identity that explicitly mentions the terms “quality,” “quality management,” or similar (e.g., quality improvement)	x			3
		Measures for a Healthy and Safe Work Environment	**Document check** Documentation including: - Text in the mission statement/corporate identity that explicitly mentions the terms “health” or “safety” or similar (e.g., company safety and health)	x			3

	1.3.	**The mission statement (company policy) is published on the website and accessible to all interested parties**	n/a				**max. 10**
		Yes	**Visual inspection** - Company website regarding the publication of a mission statement/corporate identity		x		10
X	**1.4.**	**The company has appointed a sustainability/environment/CSR officer and has documented this**	CSR = Corporate Social Responsibility stands for sustainability in corporate management with social responsibility regarding environmental and social measures that go beyond legal requirements.				**max. 40**
		Yes	**Document check** Documentation must include: - Official appointment of a sustainability/environmental/CSR officer **Potential evidence:** - Organizational chart - Job description	x			15
		As a primary role	**Document check** Documentation includes: - Official appointment of a sustainability/environmental/CSR officer as a primary function **Potential evidence:** - Organizational chart - Job description	x			15
		Role is performed in conjunction with a manager/specialist	**Document check** Documentation must include: - Official appointment of a sustainability/environmental/CSR officer in a secondary role **Potential evidence:** - Organizational chart - Job description	x			10
X	**1.5.**	**The company's CSR*/Quality Officer monitors and initiates improvement processes and measures in the area of sustainability and reports on them regularly in meetings**	n/a				**max. 20**

		Yes	**Document check** Documentation includes: - Monitoring, initiating, and reporting on improvement processes and measures by the CSR officer - Documented participants: at least one employee and management **Potential evidence:** - Meeting documentation (no older than 6 months) (e.g., minutes)	x			20
X	**1.6.**	**The company has a sustainability program that includes defined goals with prioritized areas of action, corresponding objectives, measures, and responsibilities.**	The sustainability program for the current year—including areas of action, objectives, measures, and responsibilities for the next three years leading up to recertification—serves as evidence here, unless specific reference is made to another form of evidence.				**max. 40**
		Yes	**Document Check** Documentation must include: - Prioritized areas of action (core areas of the GreenSign Company criteria catalog) - Corresponding objectives, including specific measures and responsibilities for the company **Potential evidence:** - Sustainability program	x			15
		Yes, for the company/facility or the business group/operating entity	**Document Check** Documentation includes: - Prioritized areas of action (core areas of the GreenSign Food Service criteria catalog) - Associated objectives, including specific measures and responsibilities for the business group **Potential evidence:** - Sustainability program	x			15
		The sustainability program is reviewed annually and adjusted as necessary	**Document check** Documentation includes: - Evaluation of implementation based on a compliance rating for each objective **Potential evidence:** - Previous year’s sustainability program	x			10

		Sustainability Program	**Document check** Documentation must include: - Only future objectives that have not yet been met - For each objective, an assigned action area, a measure, a timeframe, and responsibility(ies) in accordance with the template **Potential evidence:** - Sustainability program 5 points are awarded for a complete objective. The full score (60 points) requires at least one appropriate objective for each area of action (10 areas of action) and a total of 12 measures. Companies belonging to centrally managed business groups must include at least 2 objectives specific to the company to achieve the full score; otherwise, the maximum score is 50 points.	x			**max. 60**
X	**1.6.1.**	**Staff are involved in the development and implementation of the sustainability program**	n/a				**max. 10**
		Yes, during development	**1. Document check** Documentation must include: - Description of the opportunity to submit ideas for further developing the company's sustainability **Potential evidence:** - Onboarding documents - Meeting minutes **2. Visual inspection** - The opportunity to submit ideas for further development is available in employee areas (e.g., suggestion box)	x	x		5
		Yes, during implementation	**Document check** Documentation includes: - Description of measures and specification of responsibilities (at least two departments) **Potential evidence:** - Sustainability program - Action plan	x			5
X	**1.7.**	**The company informs stakeholders about sustainability activities via its website, optionally also through a separate menu item**	Sustainability activities are existing measures that contribute to environmental, social, or economic goals and are described in a transparent manner.				**max. 20**

		Yes	**Visual inspection** - Company website regarding sustainability activities		x		10
		A dedicated menu item for sustainability activities is available on the company's official website	**Visual inspection** - Company website regarding a dedicated menu item for sustainability (activities)		x		10
X	**1.8.**	**The company prepares a sustainability, environmental, or CSR report**	n/a				**max. 30**
		Yes	**Document**check Documentation includes: - Sections/chapters: Company profile, etc., sustainability strategy, etc., environment, etc., social issues, etc., corporate governance, etc., supply chain and value creation, etc., key performance indicators (KPIs), etc. **Potential evidence:** - Sustainability, environmental, or CSR report for the previous year - Draft sustainability, environmental, or CSR report for the current year (only for businesses that opened less than 12 months ago)	x			30
X	**1.9.**	**A consistent, visual corporate design is implemented throughout the company**	Corporate design is the consistent visual representation of a company across all internal and external communication channels. It includes, in particular, the logo, colors, fonts, imagery, layouts, and tone of voice.				10
		Yes	**Visual inspection** - The company's website regarding the uniform and consistent use of the logo, colors, fonts, imagery, layouts, and tone		x		5
		Sustainability is evident through sustainable partnerships	Sustainability activities are existing measures that contribute to environmental, social, or economic goals and are described in a transparent manner. **Document Check** Documentation including: - Partnership between the company and a partner organization with a sustainability focus - Visible sustainable added value of the company (e.g., forest ownership and associated maintenance) **Potential evidence:** - Partnership agreements - Partnership documentation	x			5

X	**1.10.**	**Promotional materials and marketing communications are precise and transparent regarding sustainability**	n/a				**max. 10**
		Images in promotional materials correspond to the activities actually offered	**Visual Inspection** - The company's website and/or social media regarding the company's promotional materials - and their consistency with the activities actually offered by the company		x		5
		Advertising featuring nature experiences or cultural events is truthful	**Visual inspection** - The company's website and/or social media regarding the company's promotional materials on nature experiences - and their consistency with the actual nature experiences and cultural events offered by the company		x		5
X	**1.11.**	**The company involves its key operational stakeholders in its sustainability strategy and has taken appropriate measures**	This measure was not scored under other criteria of the conformity assessment program.				**max. 30**
		Employees (heading)	n/a	x			
		Measure	**Document check** Documentation including: - Description of the measure for involving employees in the company's sustainability strategy - Overview of the employees involved in the measure **Potential evidence:** - Description of the measure	x			5
		Measure	**Document Check** Documentation to include: - Description of the measure to involve employees in the company's sustainability strategy - Overview of the employees involved in the measure **Potential evidence:** - Description of the measure	x			5

		Measure	**Document check** Documentation including: - Description of the measure for involving employees in the company's sustainability strategy - Overview of the employees involved in the measure **Potential evidence:** - Description of the measure	x			5
		Guests (heading)	n/a				
		Measure	**Document check** Documentation includes: - Description of the measure to involve guests in the company's sustainability strategy **Potential evidence:** - Description of the measure	x			5
		Measure	**Document check** Documentation includes: - Description of the measure to involve guests in the company's sustainability strategy **Potential evidence:** - Description of the measure	x			5
		Measure	**Document check** Documentation includes: - Description of the measure to involve guests in the company's sustainability strategy **Potential evidence:** - Description of the measure	x			5
		Partners/Suppliers (Heading)	n/a				
		Measure	**Document check** Documentation includes: - Description of the measure to involve partners/suppliers in the company's sustainability strategy - Overview of the partners/suppliers involved in the measure **Potential evidence:** - Description of the measure	x			5

		Measure	**Document check** Documentation includes: - Description of the measure to involve partners/suppliers in the company's sustainability strategy - Overview of the partners/suppliers involved in the measure **Potential evidence:** - Description of the measure	x			5
		Measure	**Document check** Documentation includes: - Description of the measure to involve partners/suppliers in the company's sustainability strategy - Overview of the partners/suppliers involved in the measure **Potential evidence:** - Description of the measure	x			5
X	**2.1.**	**The company regularly and systematically collects and monitors energy consumption data, provided that energy is purchased by the company (and not billed on a flat-rate basis by the building owner).**	Systematic recording of energy consumption over a period of time (3 years for annual reporting / 12 months for monthly reporting (for new companies, starting from the year/month of opening)). Not applicable in cases where the company does not have its own energy supply contracts. Not applicable in cases where the company does not have its own energy supply contracts.				**max. 30**
		Yes	**Document Check** Documentation must include: - Consumption data for the last year/last month - Electrical energy consumption (electricity) per year in kilowatt-hours (kWh) - Thermal energy consumption (heating energy) per year in kilowatt-hours (kWh) **Potential evidence:** - Extract from the energy management system with current operational data - Tabular overview of annual meter readings	x			5
		Monthly	**Document check** Documentation includes: - Report of monthly consumption data in the document verified under "2.1 – Yes"	x			10

		Annual	**Document check** Documentation includes: - Presentation of annual consumption data in the document verified under "2.1 – Yes"	x			5
		Please specify (annual consumption in kWh) (heading)	Recording of energy consumption over a period of time (3 years for annual reporting / 12 months for monthly reporting (for new accounts, starting from the year/month of opening))				
		Total electricity	**Document check** Documentation includes: - Last year's consumption data - Annual electrical energy consumption (electricity) in kilowatt-hours (kWh) **Potential evidence:** - Extract from the energy management system with current operational data - Tabular overview of annual meter readings	x			5
		Relate electricity consumption to meaningful metrics such as electricity per guest, per occupied table, per square meter, etc.	**Document Check** Documentation includes: - Last year's consumption data - Electrical energy consumption (electricity) in kilowatt-hours (kWh) - Number of guests - Electricity consumption in kWh / number of guests = electricity consumption per guest per year **Potential evidence for electricity:** - Extract from the energy management system with current operational data - Tabular overview of annual/monthly meter readings	x			5
		Total Heating	**Document check** **Documentation includes:** - Last year's consumption data - Thermal energy consumption (heating energy) per year in kilowatt-hours (kWh) or megajoules (MJ) **Potential evidence:** - Extract from the energy management system with current operational data - Tabular overview of annual meter readings	x			5

		Relate heating consumption to meaningful metrics such as electricity per guest, per occupied table, per square meter, etc.	**Document Check** Documentation must include: - Last year's consumption data - Thermal energy consumption (heating energy) in kilowatt-hours (kWh) - Number of guests - Thermal energy consumption in kWh / number of guests = Thermal energy consumption per guest **Potential evidence:** - Extract from the energy management system with current operational data - Tabular overview of annual meter readings	x			5
X	**2.2**	**The company records and performs an assessment of its energy suppliers, provided that energy is purchased directly by the company (and not billed on a flat-rate basis by the building owner).**	If electricity is purchased from energy brokers, the contract terms and the energy supplier are often unknown and can hardly be obtained from, for example, the company's lessor. However, brokers must comply with the provisions of the German Energy Industry Act (EnWG) regarding disclosure and transparency.				**max. 30**
		Yes	**Document Check** Documentation includes: - List of all energy suppliers for the past 12 months - Energy category of all energy suppliers - Assessment of all energy suppliers based on criteria (e.g., price, share of renewable energy, transparency of certificates of origin, provider certifications, supplier's commitment to climate protection measures, contract terms, and ability to switch) **Potential evidence:** - Overview of energy suppliers	x			20
		Employees are informed and can provide information about the energy suppliers upon request	**Document Check** Documentation includes: - List of all energy suppliers for the past 12 months - Energy category for all energy suppliers - Information for key staff members **Potential evidence:** - Training materials on energy suppliers - Information materials on energy suppliers	x			10
	2.3	**The company ensures that energy-efficient alternatives are used when purchasing new electronic devices**	n/a				**max. 20**

		Yes	**Document Check** Documentation includes: - Intention to select technically energy-efficient devices available on the market for new purchases, taking into account the thresholds established by the company - Consideration of the EU energy label for devices subject to labeling requirements **Potential evidence:** - Procurement policy specifying the purchase of energy-efficient electronic devices	x			20
	2.4	**The company is a new company (no older than five years) and was constructed with energy efficiency in mind**	A new building is the complete construction of a new property. The following are accepted as new buildings: properties that were completed and ready for occupancy no more than 5 years ago, and additions that account for at least 50% of the entire building complex.				**max. 60**
		Yes	**Document check** Documentation must include: - Construction year no older than 5 years - Validity of the sustainable building certification - Name of the sustainable building certificate - Certificate identification number - Name of the company **Potential evidence for new construction:** - Building acceptance certificate - Building permit - Land registry extract - Energy performance certificate **Potential evidence for energy-efficient construction:** - Energy performance certificate - Certification certificate	x			10
		Year of construction	**Document check** Documentation must include: - Indication of the year of construction in the document verified under “2.5 – Yes”	x			

		The new building was constructed in accordance with DGNB, LEED, or a similar recognized building certification standard	**Document check** Documentation includes: - Indication of the validity of the sustainable building certificate in the document verified under “2.5 – Yes” The following certificates are accepted: DGNB (German Sustainable Building Council). LEED (Leadership in Energy and Environmental Design), BREEAM (Building Research Establishment Environmental Assessment Method), Living Building Challenge (LBC), ISO 50001 (Energy Management Systems), low-energy house, energy-efficient house, passive house, WELL Building Standard, Green Star, and similar.	x			20
		The new building is constructed according to sustainable principles	Sustainable construction practices may relate to, for example, thermal insulation, efficient heating systems, energy self-sufficiency, material efficiency, durability, resource conservation, and indoor air quality. **Document Check** Documentation must include: - Identification of the sustainable construction aspects in the document reviewed under “2.5 – Yes” The following certificates are accepted: DGNB (German Sustainable Building Council). LEED (Leadership in Energy and Environmental Design), BREEAM (Building Research Establishment Environmental Assessment Method), Living Building Challenge (LBC), ISO 50001 (Energy Management Systems), low-energy house, energy-efficient house, passive house, WELL Building Standard, Green Star, and similar.	x			30
		If “No,” the following has been carried out in the last 10 years: (Heading)	n/a				

		An energy retrofit of the building envelope	Energy retrofitting of the building envelope encompasses all measures to improve the energy efficiency of all building components that separate the interior of a building from the external environment and thus provide protection against the weather, heat loss, and noise. **1. Document check** Documentation must include: - Type and scope of energy retrofitting of the building envelope over the past 10 years **Potential evidence:** - Construction or renovation report - Invoices for materials or services - Expert opinion from an energy consultant - Energy consumption data before and after implementation **2. Visual inspection** - Visibly new or added insulation on the facade, roof, or basement - New, modern windows or doors with insulated glazing	x	x		15
		Interior energy-efficiency renovation	An interior renovation encompasses all measures taken to improve energy efficiency and functionality within a building. This includes, in particular, work on interior walls, ceilings, floors, and technical systems that enhance living and usage comfort and contribute to reducing energy consumption. **1. Document Check** Documentation must include: - Type and scope of interior energy-efficiency renovations over the past 10 years **Potential evidence:** - Construction or renovation report - Invoices for materials or services - Expert opinion from an energy consultant - Energy consumption data before and after implementation **2. Visual inspection** - Visibly modernized or renovated interior areas - Renovated floor coverings, ceilings, or interior walls - Modernized heating, ventilation, or plumbing systems - Visible measures to improve energy efficiency and living comfort indoors	x	x		15

		Roof insulation	**Roof insulation encompasses all measures taken to reduce heat loss through a building's roof by using insulation materials.** **1. Document Check** Documentation must include: - Type and scope of roof insulation work performed over the past 10 years **Potential evidence:** - Construction or renovation report - Invoice for materials or services - Expert opinion from an energy consultant - Energy consumption data before and after implementation **2. Visual Inspection** - Visible new or additional roof insulation	x	x		15
		Basement insulation	Basement insulation encompasses all measures taken to reduce heat loss through a building's basement by using insulation materials. It can be achieved by insulating the basement ceiling from below (from the interior side), by insulating the top basement ceiling (from the floor side), or by insulating the basement's exterior walls (perimeter insulation). **1. Document Check** Documentation must include: - Type and scope of basement insulation work performed over the past 10 years **Potential evidence:** - Construction or renovation report - Invoice for materials or services - Expert opinion from an energy consultant - Energy consumption data before and after implementation **2. Visual Inspection** - Visible new or additional basement insulation	x	x		15

		Insulated glazing with a U-value of ≤ 1.3 W/(m²K)	Insulated glazing with a U-value of ≤ 1.3 W/(m²K) refers to modern window or glazing systems with very good thermal insulation performance. The U-value (thermal transmittance) describes the heat flow through the building component—the lower the value, the better the insulation. Windows with a U-value of ≤ 1.3 W/(m²K) meet the energy efficiency standard for new construction or comprehensively renovated buildings and contribute significantly to reducing heating energy consumption. Insulated glazing with a low U-value (minimum requirement: U ≤ 1.3 W/(m²K)) has been required since the introduction of the Energy Saving Ordinance (EnEV) in 2009 and remains valid under its successor, the Building Energy Act (GEG). **1. Document Check** Documentation must include: - Type and scope of the insulated glazing installed over the past 10 years - Specification of the U-value: ≤ 1.3 W/(m²K) **Potential evidence:** - Construction or renovation report - Invoice for materials or services - Expert opinion from an energy consultant - Energy consumption data before and after implementation - Energy performance certificate indicating window quality **2. Visual inspection** - Visible new or added window frames with recognizable seals - Manufacturer’s marking or sticker in the air space between the panes indicating the U-value	x	x		15

		All insulation materials are environmentally friendly and recyclable	Recycled building materials are quality-assured secondary building materials in accordance with the German Regulation on Substitute Building Materials (EBV) and can be looked up in building material databases or the DGNB Navigator. Environmentally friendly and recyclable insulation materials are those made from renewable, recycled, or mineral raw materials, which have a low environmental impact during production and disposal, do not release emissions harmful to health, and can be reused or recycled as material. These include, for example, wood, clay, natural stone, cork, bamboo, cotton fabric, and sugarcane-based materials. Document Check Documentation must include: - Information on the type, origin, and composition of the insulation materials used **Potential evidence:** - Product data sheets and safety data sheets for the insulation materials - List of building materials	x			15
		Other:	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the building's energy retrofit. **Potential evidence:** - Description of the measure	x			15
	2.5	**The company ensures that all electrical systems are regularly serviced and maintained**	Systematic recording of maintenance and repairs of electrical systems over a period of time (3 years for annual reporting / 12 months for monthly reporting (for new openings, starting from the year/month of opening)) Electrical systems include: electric heating systems, lighting systems, electrical installations, air conditioning and ventilation systems, elevator systems, security and surveillance systems, emergency power systems and UPS systems, charging stations for electric vehicles, energy meters and metering systems, etc.				**max. 30**

		Yes	**1. Document Check** Documentation including: - Maintenance data for the last year/last month - Maintenance and servicing of electrical systems with specified inspection intervals - Information on the responsible specialized companies or internal personnel in charge **Potential evidence:** - Tabular overview of monthly/annual maintenance - Maintenance log/report on maintenance performed - Invoices for maintenance and repair work - Contracts for maintenance and repair work - Repair and maintenance records in the event of malfunctions - Extract from the digital maintenance and repair system **2. Visual inspection** - Technical building management system, including maintenance and repair records - Maintenance notices or inspection stickers on electrical systems, equipment, and installations	x	x		20
		Maintenance and repairs are documented via a digital record	The following are accepted as digital records: monitoring software and spreadsheet programs (e.g., Excel, Numbers) 1. Document Check **Documentation including:** - Maintenance data from last year/last month - Maintenance and repairs of electrical systems with specified inspection intervals **Potential evidence:** - Extract from the digital maintenance and repair system **2. Visual Inspection** - Technical building management system, including maintenance and repairs	x	x		10
	2.6	**The company obtains electricity from renewable sources to improve its carbon footprint**	Renewable energy sources are natural energy sources such as solar, wind, hydro, biomass, and geothermal energy, which are constantly replenished and provide climate-friendly electricity or heat.				**max. 60**

		at least 75% of the electricity mix	**1. Document check** Documentation including: - Electricity consumption for the last 12 months - Name of the electricity provider - Electricity labeling in accordance with §42 EnWG (electricity mix) with a share of renewable energy of > 75% - If applicable, information on self-generated renewable electricity **Potential evidence:** - Electricity bill - Guarantees of Origin (GO) for green electricity from registered systems - Certificates from the electricity provider regarding the share of green electricity - Screenshot of the energy management system showing the proportion of renewable electricity - Overview of yield data or feed-in data for self-generation **2. Visual inspection** - Own system for generating electricity from renewable sources (e.g., 75% self-generated electricity: 30 kW photovoltaic + 10 kW CHP + geothermal) - Extract from energy management systems showing the proportion of renewable electricity **Energy sources not accepted for CHP:** - Coal (hard coal and lignite) - Heating oil - Liquefied petroleum gas (fossil) - Fossil natural gas (without transition to green gases) - Non-sustainable biomass (e.g., monocultures, problematic imports) - Waste with a high fossil content (e.g., plastics) **Acceptable energy sources for CHP plants:** - Biogas (produced sustainably) - Hydrogen (green, from renewable sources) - Wood from sustainable forestry - Residue-based biomass (e.g., wood waste, agricultural residues) - Waste with a high biogenic content (e.g., organic waste)	x	x		30

		100% of the electricity mix	**1. Document Check** Documentation must include: - Electricity consumption for the last 12 months - Name of the electricity provider - Electricity labeling in accordance with § 42 EnWG (electricity mix) showing a 100% share of renewable energy - If applicable, evidence regarding self-generated renewable electricity **Potential evidence:** - Electricity bill - Guarantees of Origin (GO) for green electricity from registered systems - Certificates from the electricity provider regarding the share of green electricity - Screenshot of the energy management system showing the proportion of renewable electricity - Overview of yield data or feed-in data for self-generation **2. Visual inspection** - Own facility for generating electricity from renewable sources - Extract from the energy management system showing the proportion of renewable electricity **Energy sources not accepted for CHP plants:** - Coal (hard coal and lignite) - Heating oil - Liquefied petroleum gas (fossil) - Fossil natural gas (without conversion to green gases) - Non-sustainable biomass (e.g., monocultures, problematic imports) - Waste with a high fossil content (e.g., plastics) **Acceptable energy sources for CHP plants:** - Biogas (produced sustainably) - Hydrogen (green, from renewable sources) - Wood from sustainable forestry - Residue-based biomass (e.g., wood waste, agricultural residues) - Waste with a high biogenic content (e.g., organic waste)	x	x		60

		Electricity provider	**Document Check** Documentation must include: - Name of the electricity provider - Electricity labeling in accordance with §42 EnWG (electricity mix) indicating the share of renewable energy **Potential evidence:** - Electricity bill - Guarantees of Origin (GOs) for green electricity from registered systems - Certificates from the electricity provider regarding the share of green electricity	x			
	2.7	**The company produces energy from renewable sources**	Renewable energy sources are natural energy sources such as the sun, wind, water, biomass, and geothermal energy, which are constantly replenished and provide climate-friendly electricity or heat. The following are not accepted: Installations that have already been approved and commissioned but have not yet been installed and put into operation.				**max. 60**

		Combined Heat and Power (CHP) Plant	A combined heat and power plant (CHP) is a system that simultaneously generates electricity and heat by operating an engine or turbine with a fuel such as gas or biomass and efficiently utilizing the resulting waste heat. **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed CHP unit - Information on self-consumption or electricity fed into the grid **Potential evidence:** - Extract from the energy management system indicating the proportion of electricity self-generated or fed into the grid - Grid registration or feed-in agreement with the grid operator **2. Visual Inspection** - CHP unit in the company's operation, including nameplate - Energy management system indicating the proportions of self-generated or fed-in electricity - Feed-in meter or meter readings - Connection to the power grid **Unacceptable energy sources for CHP units:** - Coal (hard coal and lignite) - Heating oil - Liquefied petroleum gas (fossil) - Fossil natural gas (without conversion to green gases) - Non-sustainable biomass (e.g., monocultures, problematic imports) - Waste with a high fossil content (e.g., plastics) **Acceptable energy sources for CHP plants:** - Biogas (produced sustainably) - Hydrogen (green, from renewable sources) - Wood from sustainable forestry - Residue-based biomass (e.g., wood waste, agricultural residues) - Waste with a high biogenic content (e.g., organic waste)	x	x		30

		Solar Energy	Solar thermal energy generation refers to the use of solar energy to produce heat—typically for water heating and supplemental heating. To achieve this, solar collectors are installed to convert solar radiation into usable heat. Energy generation is considered renewable if the system is operated on a permanent basis and contributes to meeting internal heat demand. **1. Document Check** **Documentation must include:** - Consumption data for the last 12 months - Type, capacity, and location of the installed solar thermal systems - Information on self-consumption or grid feed-in **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated electricity - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Solar thermal system, including the nameplate, in operation - Energy management system indicating the proportion of self-generated electricity	x	x		30
		Photovoltaics	Photovoltaics is the direct conversion of sunlight into electrical energy using semiconductor cells. **1. Document check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the installed photovoltaic system - Information on self-consumption or feed-in **Potential evidence:** - Extract from the energy management system showing the proportion of self-generated electricity - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Photovoltaic system, including the nameplate, in operation - Energy management system showing the proportion of self-generated electricity	x	x		30

		Hydropower	Hydropower is the use of the kinetic energy of flowing or falling water to generate electricity using **turbines.** **1. Document check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the installed hydropower plant - Information on self-consumption or feed-in **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated electricity - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Hydropower plant, including the nameplate, in operation - Energy management system indicating the proportion of self-generated electricity	x	x		30
		Wind Energy	Wind energy is the conversion of the wind's kinetic energy into electrical energy by wind turbines. **1. Document check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the installed wind turbine - Information on self-consumption or feed-in **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated electricity - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Wind turbine, including nameplate, in operation - Energy management system indicating the proportion of self-generated electricity	x	x		30

		Bioenergy	Bioenergy refers to the generation of energy from organic materials (e.g., plants, wood, or biowaste) through combustion or fermentation. **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed bioenergy system - Information on self-consumption or grid feed-in **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated electricity - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Bioenergy system, including the nameplate, in operation - Energy management system indicating the proportion of self-generated electricity	x	x		30
	2.8	**The company uses heating energy from resource-conserving sources to improve its carbon footprint**	The following are not accepted: installations that have already been approved and commissioned but have not yet been installed and put into operation.				**max. 60**

		Combined Heat and Power (CHP) Plant	A combined heat and power (CHP) plant is a system that simultaneously generates electricity and heat by operating an engine or turbine with a fuel such as gas or biomass and efficiently utilizing the resulting waste heat. **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed CHP plant - Information on self-consumption or electricity fed into the grid **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated or grid-fed electricity - Grid registration or feed-in agreement with the grid operator **2. Visual Inspection** - CHP unit, including nameplate, in the company - Energy management system showing the proportions of self-generated or fed-in electricity - Feed-in meter or meter readings - Connection to the power grid **Unacceptable energy sources for CHP units:** - Coal (hard coal and lignite) - Heating oil - Liquefied petroleum gas (fossil) - Fossil natural gas (without conversion to green gases) - Non-sustainable biomass (e.g., monocultures, problematic imports) - Waste with a high fossil content (e.g., plastics) **Acceptable energy sources for CHP plants:** - Biogas (produced sustainably) - Hydrogen (green, from renewable sources) - Wood from sustainable forestry - Residue-based biomass (e.g., wood waste, agricultural residues) - Waste with a high biogenic content (e.g., organic waste)	x	x		30

		Heat exchanger	A heat exchanger is a device that transfers heat between two or more liquids or gases without them coming into contact with one another. In a company, heat exchangers are frequently used to recover waste heat from air conditioning, water, or heating systems. **1. Document Check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the installed heat exchanger - Information on the use of the heat exchanger in the heating system or hot water system - Information on energy savings or waste heat recovery **Potential evidence:** - Extract from the energy management system with current operating data **2. Visual inspection** - Heat exchanger, including nameplate, in operation - Visible installation in ventilation, heating, or hot water systems - Extract from the energy management system with current operating data	x	x		30

		Wood pellet or wood chip system	Wood pellet or wood chip systems use renewable raw materials (e.g., wood pellets or wood chips) to generate energy, usually in the form of heat or electricity. They are a renewable energy source and contribute to reducing CO_2 emissions. **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed wood pellet or wood chip system - Information on the use of the wood pellet or wood chip system within the heating system **Potential evidence:** - Supply contract or invoice for the procurement of wood pellets or wood chips - Extract from the energy management system showing current operating data **2. Visual inspection** - Wood pellet or wood chip system, including the nameplate, in operation - Wood pellet or wood chip storage area in operation - Energy management system showing current operating data	x	x		30
		Biogas	Biogas is produced through the fermentation of organic waste (e.g., wastewater, manure, or biowaste). **1. Document check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the installed biogas plant - Information on the use of biogas in the heating system **Potential evidence**: - Supply contract or invoice with a certificate of origin for biogas - Extract from the energy management system with current operating data **2. Visual inspection** - Biogas plant, including nameplate, in operation - Energy management system with current operating data	x	x		30

		District heating from waste incineration	District heating from waste incineration is generated by burning waste products. District heating is the centralized supply of heating energy and hot water to buildings via a network of insulated pipes that delivers heat from an external source. Waste incineration plants are listed here: https://www.umweltbundesamt.de/sites/default/files/medien/377/bilder/dateien/muellverbrennungsanlagen.pdf. **1. Document check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the district heating source used - Information on the use of district heating from waste incineration in the heating system - At least 50% biogenic content in the waste mix **Potential evidence:** - Supply contract or invoice with a certificate of origin for district heating sourced from waste incineration - Extract from the energy management system showing current operating data **2. Visual inspection** - District heating connection point, including the nameplate, in operation - Energy management system showing current operating data	x	x		30

		Centralized recovery from wastewater	Central recovery from wastewater refers to the use of thermal energy contained in municipal/public wastewater via central heat exchanger systems to provide heating or cooling energy. **1. Document check** Documentation including: - Consumption data for the last 12 months - Type, capacity, and location of the district heating source used - Information on the use of district heating from centralized heat recovery from municipal wastewater in the heating system **Potential evidence:** - Supply contract or invoice with proof of origin for district heating sourced from central heat recovery from municipal wastewater - Extract from the energy management system with current operating data **2. Visual inspection** - District heating connection point, including nameplate, in operation - Energy management system with current operating data	x	x		30
		Decentralized heat recovery from wastewater	Decentralized heat recovery from wastewater involves utilizing the thermal energy from wastewater directly on-site—for example, in individual buildings or facilities—using local heat exchangers and heat pumps. **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed heat exchanger - Information on the use of the heat exchanger for decentralized heat recovery from wastewater in the heating system or hot water system - Information on energy savings or waste heat utilization **Potential evidence:** - Extract from the energy management system with current operating data **2. Visual inspection** - Heat exchanger, including nameplate, in operation - Visible installation in the ventilation, heating, or hot water system - Energy management system with current operating data	x	x		20

	2.9.	**The company has sustainable building systems in all areas**	n/a				**max. 60**
		System equipment for primary energy processing with heating/heat distribution (heading)	n/a				
		Insulated pipes in the heating manifold	The heating distribution pipes are thermally insulated to minimize energy losses during heat distribution. **Visual inspection** - Fully insulated pipes in the heating distribution system - Labeling or material identification of the insulation		x		10
		Modern condensing boilers with heat recovery from flue gases and condensate	A condensing boiler is a highly efficient heating technology that utilizes not only the heat from combustion but also the latent heat contained in the flue gases to reduce energy consumption. **1. Document Check** Documentation must include: - Evidence of condensing boiler technology with heat recovery from flue gases and condensate - Efficiency greater than 100% (since the latent heat of condensation from the flue gases is also utilized) **Potential evidence:** - Delivery documentation - Installation documentation - Technical product information/system description - Extract from the energy management system with current operating data **2. Visual Inspection** - Condensing boiler, including nameplate, in operation - Presence of a condensate drain - Flue gas temperature below 60 degrees - Year of manufacture no earlier than 2010	x	x		10

		Multiple boilers in a cascade configuration to optimally accommodate fluctuating demand	A cascade configuration is a system of multiple identical units in which the units automatically turn on or off sequentially depending on power demand to provide energy efficiently and in line with demand. **1. Document Check** Documentation must include: - Number, type, capacity, and control system of at least 2 installed boilers in a cascade configuration - Information on demand-based control for energy optimization **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Control or monitoring data for cascade control **2. Visual Inspection** - At least 2 boilers in a cascade configuration - Control unit with cascade function	x	x		10

		Alternatively: Ground-source heat pump system	A ground-source heat pump extracts heat from the ground and uses it highly efficiently to heat a building (geothermal energy). **1. Document check** Documentation must include: - Type, capacity, and location of the installed ground-source heat pump system - Information on the use of geothermal energy for heating **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Extract from the energy management system with current operating data - Drilling logs - Grant approval notices **2. Visual Inspection** - Ground-source heat pump system, including the nameplate, in operation - Connection of the ground probes in operation - Energy management system with current operating data	x	x		10
		Air Treatment (Heading)	n/a				

		Air Handling System with Heat Recovery	A ventilation system with heat recovery uses the heat from the exhaust air to preheat the fresh air, thereby saving heating energy. **1. Document Check** Documentation including: - Type, capacity, and location of the installed air handling unit with heat recovery **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Extract from the energy management system with current operating data **2. Visual Inspection** - Air handling system with heat recovery unit, including nameplate, in operation - Presence of a heat exchanger - Control unit for regulating heat recovery	x	x		10
		Air handling unit with compressor systems	Compressor systems treat air for cooling or ventilation, specifically controlling pressure and temperature. **1. Document check** Documentation including: - Type, capacity, and location of the installed compressor systems for air treatment **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Compressor system, including nameplate, in operation - Control unit of the compressor system	x	x		10
		Refrigeration for Air Conditioning (Heading)	n/a				

		□ Refrigeration management for simultaneous use as a heat pump via the corresponding piping, hot water extraction	A reversible chiller can cool and heat simultaneously by also generating hot water via a piping system. **1. Document Check** Documentation including: - Type, capacity, and piping layout of the chiller with heat pump function - Information on simultaneous use for hot water supply **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Extract from the energy management system with current operating data **2. Visual Inspection** - Chiller, including nameplate, in operation - Chiller with piping connected for hot water supply - Control unit for regulating the heat pump function - Piping connections in the mechanical room - Energy management system with current operating data	x	x		10
		Full utilization of waste heat from the air conditioning system	The waste heat generated during cooling is fully reused, for example, for hot water production or space heating. **1. Document Check** Documentation must include: - Type, capacity, and heat recovery capabilities of the air conditioning system with waste heat recovery - Information on the full utilization of waste heat **Potential evidence:** - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Air conditioning system with connected waste heat recovery unit in operation - Control unit for regulating waste heat recovery - Piping system for waste heat recovery	x	x		10

		Chiller combined with an ice storage system to balance out fluctuations in demand	An ice storage system stores cooling energy from the chiller and releases it at a later time to smooth out peak loads. **1. Document Check** Documentation including: - Type, capacity, and storage volume of the chiller in combination with the ice storage system - Information on the use of the ice storage system to balance out fluctuations in demand **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Extract from the energy management system with current operating data **2. Visual Inspection** - Chiller with ice storage system, including nameplate, in operation - Control unit for demand management - Piping between the chiller and the ice storage system - Energy management system with current operating data	x	x		10
		Electricity Generation (Heading)	n/a				

		Combined Heat and Power (CHP) Plant with Heat Recovery and Grid Feed-in	Combined heat and power (CHP) simultaneously supplies electricity and heat, with all waste heat being utilized for energy (e.g., a combined heat and power plant). **1. Document Check** Documentation must include: - Consumption data for the last 12 months - Type, capacity, and location of the installed combined heat and power (CHP) system (e.g., CHP unit) - Information on the use of the installed combined heat and power (CHP) system (e.g., CHP unit) in the heating system through heat recovery - Information on self-consumption or feed-in **Potential evidence:** - Extract from the energy management system indicating the proportion of self-generated or fed-in electricity and heat recovery - Grid registration or feed-in agreement with the grid operator **2. Visual inspection** - Combined heat and power plant (e.g., CHP) in operation, including the nameplate - Energy management system indicating the proportion of self-generated or fed-in electricity and heat recovery - Feed-in meter or meter readings - Connection to the power grid **Unacceptable energy sources for CHP plants:** - Coal (hard coal and lignite) - Heating oil - Liquefied petroleum gas (fossil) - Fossil natural gas (without conversion to green gases) - Non-sustainable biomass (e.g., monocultures, problematic imports) - Waste with a high fossil content (e.g., plastics) **Acceptable energy sources for CHP plants:** - Biogas (produced sustainably) - Hydrogen (green, from renewable sources) - Wood from sustainable forestry	x	x		10
	2.10.	**The following measures have been implemented in the kitchen to further improve energy efficiency**	n/a				**max. 60**
		Kitchen (heading)	n/a				

		Use of reverse osmosis systems to extend the service life of appliances (prevention of limescale buildup)	Reverse osmosis systems are devices that filter water using the reverse osmosis process by forcing it through a semipermeable membrane. This membrane removes impurities, dissolved salts, and minerals—such as calcium—to demineralize the water and improve water quality. They are frequently used for water softening and purification, particularly in areas where the longevity of appliances is threatened by limescalebuildup. **1. Document Check** Documentation must include: - Information on the use of reverse osmosis systems for water treatment to prevent limescale buildup in the kitchen area - Assignment to relevant appliances (e.g., dishwashers) **Potential supporting evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Reverse osmosis unit, including nameplate, in operation - Inlet and outlet lines connected to kitchen appliances	x	x		5
		At least 80% of the production equipment has an A or B energy efficiency rating	EPREL (European Product Database for Energy Labeling): https://eprel.ec.europa.eu/screen/home **1. Document check** Documentation must include: - Overview of appliances used in the kitchen with energy efficiency labels - Evidence that at least 80% of kitchen appliances have efficiency class A or B (number of energy-efficient kitchen appliances / total number of kitchen appliances × 100) **Potential forms of evidence:** - Inventory list - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Kitchen appliances, including nameplates and energy efficiency labels, in the kitchen area	x	x		5

		Location of refrigerators and freezers (e.g., not next to a heater or stove, in well-ventilated rooms)	The placement of refrigerators and freezers significantly affects their energy consumption. Placing them away from heat sources and in well-ventilated areas supports energy-efficient operation. **1. Document check** Documentation including: - Overview of the placement of refrigerators and freezers in the kitchen or storage area - Evidence of adequate ventilation and distance from heat sources **Potential evidence:** - Kitchen or room floor plans - Installation documentation - Photographic documentation - Technical operating or usage concepts **2. Visual inspection** - Refrigerators and freezers are not located directly next to heat sources such as stoves, ovens, or radiators - Appliances are located in well-ventilated areas with sufficient air circulation	x	x		5
		Appliances are turned on only shortly before use	Turning on appliances just before use reduces unnecessary runtime and helps lower energy consumption. **Document**Check Documentation includes: - Description of internal procedures or guidelines for turning on appliances as needed - Instructions for avoiding unnecessary runtime **Potential evidence:** - Work instructions - Training materials - Company or energy guidelines	x			5

		Shutting down production equipment after the production process	Shutting down production equipment after the production process is complete reduces unnecessary energy consumption and prevents idle time. **Document Check** Documentation includes: - Guidelines for shutting down production equipment after the end of production - Description of relevant procedures or responsibilities **Potential evidence:** - Work instructions - Operating guidelines - Training materials	x			5
		Availability and use of appropriate lids for all pots and pans	The use of suitable lids reduces heat loss during cooking and supports energy-efficient operation. **Visual inspection:** - Suitable lids for pots and pans are available - Lids are used during the cooking process		x		5
		Turning off production and dishwashing equipment after work is completed	Turning off production and dishwashing equipment after work is completed reduces unnecessary energy and water consumption. **1. Document check** Documentation includes: - Guidelines for turning off production and dishwashing equipment after work is finished - Description of internal procedures or responsibilities **Potential evidence:** - Work instructions - Operating guidelines, training materials **2. Visual inspection** - Production and dishwashing equipment is turned off outside of operating hours	x	x		5

		Standards for the use of holding devices (e.g., water baths, warming carts, Thermoports) are defined and followed (sufficient water filling, defined times and temperatures for preheating and holding, full loading, complete coverage with lids)	Defined standards for the use of food warming equipment support energy-efficient operation and prevent unnecessary heat loss. **1. Document check** Documentation includes: - Guidelines for the use of food warming equipment - Specifications for temperatures, preheating times, and filling levels - Instructions for complete coverage and efficient loading **Potential evidence:** - Work instructions - Training materials - Operating guidelines **2. Visual inspection** - Holding devices are completely covered - Devices are filled and used as needed - Settings for temperature and holding are clearly defined	x	x		5
		Cooking Appliances (Heading)	n/a				
		Appliances are turned on only shortly before use	Turning on appliances just before use reduces unnecessary operating time and helps lower energy consumption. **Document Check** Documentation includes: - Description of internal procedures or guidelines for turning on appliances as needed - Instructions for avoiding unnecessary operating times **Potential evidence:** - Work instructions - Training materials - Company or energy guidelines	x			5
		Cooking appliances are used at full capacity	Using cooking appliances atasclose tofull capacity aspossible supports energy-efficient operation and reduces unnecessary energy consumption. **Visual inspection** - Cooking appliances are used as needed and at as close to full capacity as possible - Idling or partial loads are avoided as much as possible		x		5

		Regular cleaning/dusting of cooking appliances	Regular cleaning and dusting of cooking appliances supports their energy efficiency and functionality. **1. Document Check** Documentation includes: - Guidelines for the regular cleaning and maintenance of cooking appliances - Definition of cleaning intervals or responsibilities **Potential evidence:** - Cleaning schedules - Maintenance logs - Work instructions **2. Visual Inspection** - Cooking appliances and ventilation areas are clean and free of heavy dust buildup	x	x		5
		Regular inspection of cooking equipment seals	Regular inspection of cooking equipment seals helps prevent heat loss and ensure energy-efficient operation. **1. Document check** Documentation including: - Guidelines for inspecting and maintaining appliance seals - Description of inspection intervals or responsibilities **Potential evidence:** - Maintenance logs - Inspection reports - Work instructions **2. Visual inspection** - Seals on cooking appliances are visibly intact and functional	x	x		5
		Dishwashing Area (Heading)	n/a				

		At least 80% of the dishwashing equipment has an A or B energy efficiency rating	EPREL (European Product Database for Energy Labeling): https://eprel.ec.europa.eu/screen/home **1. Document check** Documentation must include: - Overview of appliances used in the kitchen with energy efficiency labels - Evidence that at least 80% of kitchen appliances have efficiency class A or B (number of energy-efficient kitchen appliances / total number of kitchen appliances × 100) **Potential forms of evidence:** - Inventory list - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Kitchen appliances, including nameplates and energy efficiency labels, in the kitchen area	x	x		5
		The dishwashing equipment is appropriate for the dishwashing volume	Dishwashing equipment sized to the actual dishwashing volume supports resource- and energy-efficient operation. **Document Check** Documentation including: - Overview of dishwashing equipment in use and its capacities - Evidence of sizing appropriate to the dishwashing volume **Potential evidence:** - Equipment overviews - Technical product information - Kitchen or operational concepts	x			5

		Switching on the dishwashing equipment in a timely manner before the dishwashing process	Starting the dishwashing equipment promptly reduces unnecessary idle time and energy consumption. **Document Check** Documentation must include: - Guidelines for starting the dishwashing equipment as needed - Description of internal procedures **Potential evidence:** - Work instructions - Training materials - Operating guidelines	x			5
		Operating dishwashers only when fully loaded	Using dishwashers only when they are fully loaded improves energy and water efficiency per wash cycle. **Visual inspection** - Dishwashers are primarily operated with a full or nearly full load - Partial loads are avoided as much as possible		x		5
		Turning off dishwashing equipment at the end of the workday	The document check includes: - Guidelines for turning off the dishwashing equipment at the end of the workday - Description of internal procedures or responsibilities **Potential evidence:** - Work instructions - Operating guidelines - Training materials **2. Visual Inspection** - Dishwashing equipment is turned off outside of operating hours	x	x		5
		Pre-rinse with cold water only	**Document check** Documentation includes: - Guidelines for pre-rinsing dishes and kitchen utensils - Instructions on using cold water **Potential evidence:** - Work instructions - Training materials - Operating guidelines	x			5

		Dishwashing times are set and adhered to	Defined wash cycles support efficient operation of the dishwashing equipment and prevent unnecessary runtime. **Document Check** Documentation includes: - Specified wash cycles or operating procedures - Guidelines for using the dishwashing equipment **Potential evidence:** - Work instructions - Operating guidelines - Shift or schedule plans	x			5
		Dishes are bundled and pre-sorted before washing	Washing tableware in batches and after presorting supports efficient workflows and reduces resource consumption. **Visual Inspection** - Tableware is presorted before the washing process - Washing cycles are run in batches and as needed		x		5
		A pot washer is available for washing production dishes	The use of a separate pot washer supports efficient cleaning of production tableware and optimizes washing processes. **Visual inspection** - A separate pot washer for production tableware is available and in use		x		5
		Regular descaling of the dishwasher(s)	Regular descaling of dishwashers supports their energy efficiency and functionality. **1. Document check** Documentation includes: - Guidelines for regular descaling of dishwashers - Definition of maintenance or cleaning intervals**Potential evidence:** - Maintenance logs - Cleaning schedules - Work instructions **2. Visual inspection** - Dishwashers show no visible heavy limescale buildup	x	x		5

		Residual heat is actively utilized	The active use of residual heat contributes to reducing energy consumption. **Document check** Documentation includes: - Description of measures for utilizing residual heat - Guidelines for integration into workflows or processes **Potential evidence:** - Energy management plans - Work instructions - Technical system descriptions	x			5
		Storage (Heading)	n/a				
		At least 80% of refrigeration and freezer equipment has an A or B energy efficiency rating	EPREL (European Product Database for Energy Labeling): https://eprel.ec.europa.eu/screen/home **1. Document check** Documentation must include: - Overview of appliances used in the kitchen with energy efficiency labels - Evidence that at least 80% of kitchen appliances have efficiency class A or B (number of energy-efficient kitchen appliances / total number of kitchen appliances × 100) **Potential forms of evidence:** - Inventory list - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Kitchen appliances, including nameplates and energy efficiency labels, in the kitchen area	x	x		5

		Appropriate size and volume of refrigeration/freezer units and storage rooms	Refrigeration and freezing units, as well as storage rooms, should be sized and dimensioned to match actual needs in order to avoid unnecessary energy consumption. **Document Check** Documentation includes: - Overview of existing refrigeration and freezer capacities - Evidence of demand-based design of equipment and storage rooms **Potential supporting documents:** - Equipment overviews - Technical product information - Kitchen or storage concepts	x			5
		Measures to prevent cold air loss when doors are opened (curtains or rubber seals) are in place	Measures to reduce cold air loss when doors are opened support energy-efficient operation ofrefrigerationand freezer areas. **Visual inspection** - Curtains or rubber seals are in place in refrigeration or freezer areas - Measures to prevent unnecessary cold air loss are functional and in use		x		5
		Setting the correct cooling temperature (e.g., freezer temperature -18 degrees, refrigerator temperature 2–7 degrees)	**1. Document Check** Documentation including: - Guidelines for optimal refrigeration temperatures - Evidence of regular monitoring and adjustment of refrigeration temperatures - Information on compliance with food hygiene and energy efficiency standards **Potential evidence:** - Measurement logs or temperature records - Work instructions - HACCP documents - Maintenance documentation for refrigeration units **2. Visual Inspection** - Refrigeration units with temperature displays and controls - Documentation lists for temperature monitoring - Storage areas organized by temperature zones	x	x		5

		Refrigerators and freezers are not placed next to heaters or stoves, but in well-ventilated rooms	Placing refrigeration and freezer units away from heat sources and in well-ventilated areas supports energy-efficient operation. **Visual inspection** - Refrigeration and freezer units are not located directly next to heat sources such as stoves, ovens, or radiators - Units are located in well-ventilated areas - The units' ventilation openings are not obstructed		x		5
		Refrigerators, freezers, and storage rooms are defrosted regularly	Regular defrosting of refrigerators, freezers, and storage rooms reduces unnecessary energy consumption and helps maintain the equipment's functionality. **1. Document Check** Documentation should include: - Guidelines or intervals for regular defrosting - Description of responsibilities or procedures **Potential evidence:** - Cleaning schedules - Maintenance logs - Work instructions **2. Visual Inspection** - Refrigeration and freezer areas show no significant ice buildup	x	x		5
		The cooling fins of refrigerators, freezers, and refrigeration units are cleaned and dusted regularly	**1. Document Check** Documentation includes: - Guidelines or cleaning schedules for cleaning and dusting cooling fins - Information on maintenance and cleaning intervals **Potential evidence:** - Cleaning logs - Maintenance documentation - Work instructions or checklists - Service contracts with cleaning or maintenance companies **2. Visual inspection** - Cleanliness of the cooling fins on refrigerators and refrigeration units - Presence of cleaning schedules or checklists in the kitchen area	x	x		5

		Refrigerators, freezers, and storage rooms are filled appropriately	Appropriate filling of refrigeration andfreezer unitsas well as storage rooms supports energy-efficient operation and uniform cooling. **Visual inspection** - Refrigeration and freezer units as well as storage rooms are filled according to need - Overfilling or persistently unnecessarily low filling levels are avoided - Air circulation within the refrigerated areas is ensured		x		5
		Unused refrigeration and freezer units and storage rooms are turned off	Turning off unused refrigeration and freezer units as well as storage rooms reduces unnecessary energy consumption. **1. Document Check** Documentation includes: - Guidelines for turning off unused refrigeration and freezer areas - Description of internal processes or responsibilities **Potential evidence:** - Work instructions - Operating guidelines - Energy guidelines **2. Visual Inspection** - Unused refrigeration or freezer areas are turned off or taken out of service	x	x		5
	2.11.	**To further improve energy efficiency, the following measures have been implemented in the following areas**	n/a				**max. 60**
		Energy Audit/Energy Management (Heading)	n/a				

		An energy audit with a specialist consultant has been conducted (determination of energy demand and consumption, description and analysis of weaknesses, proposals for energy-saving measures are available)	An energy performance certificate is valid for a maximum of 10 years, as required by law. An energy audit conducted by a certified energy consultant is a voluntary energy consultation performed every 3–5 years that goes beyond the scope of the energy performance certificate. Companies are subject to DIN EN ISO 50001 (standard for energy management systems) if their average annual total energy consumption exceeds (currently) 7.5 GWh, which requires energy audits every three years. This is particularly the case for retail chains. The following is not accepted: An energy check with a specialist consultant or expert has been commissioned but has not yet been performed. **Document Check** Documentation must include: - The date of the energy check must not be more than 3 years old - Information on the results of the energy check (e.g., renovation recommendations, cost-benefit analyses, analysis of the building's current energy status, suggestions for improving energy efficiency, information on potential subsidies) provided by a**specialist**consultant or**expert** **Potential evidence:** - Written report or confirmation from the specialist consultant or expert	x			10

		An energy management system in accordance with ISO 50001 (or alternatively EMAS) has been implemented	ISO 50001 is an international standard for energy management systems that helps organizations systematically improve their energy performance and increase energy efficiency. EMAS is a voluntary EU environmental management system that goes beyond ISO 14001 and also integrates measures to improve energy efficiency into continuous environmental performance. The following is not accepted: An energy management system in accordance with ISO 5001 is under development but has not yet been implemented. **Document Check** Documentation must include: - Validity of the energy management certification - Name of the certification (ISO 50001 or EMAS) - Evidence of the implementation and application of the energy management system - Documentation on energy savings and improvement measures - Certificate identification number - Name of the company **Potential evidence:** - Certificate certificate	x			10
		An energy manager has been appointed at the company	An energy manager is a person with technical responsibility within an organization who coordinates and oversees the planning, implementation, and monitoring of measures to increase energy efficiency. **Document Check** Documentation includes: - Official appointment of an energy manager - Job description and scope of responsibility **Potential evidence:** - Organizational chart - Job description	x			10
		Miscellaneous (heading)	n/a				
		Use of replaceable cloth towel rolls in public areas	**Visual inspection** - Cloth towel rolls in public areas		x		10

		Use of recycled paper for hand drying in public restrooms/staff areas	**1. Document check** Documentation includes: - Evidence of the use of certified recycled paper **Potential evidence:** - Delivery documentation **2. Visual inspection** - Recycled paper towel dispensers in public restrooms and staff areas - Environmental labels on recycled paper The following certificates are accepted: FSC Recycled, PEFC Recycled, Cradle to Cradle Certified	x	x		10
		Turning off computers, monitors, and printers at the end of the workday (e.g., in administrative offices)	**1. Document check** Documentation must include: - Guidelines or policies on turning off computers, monitors, and printers at the end**of the workday** **Potential evidence:** - Work instructions - Training materials or records **2. Visual inspection** - Computers, monitors, and printers turned off outside of working hours - Signs reminding employees to turn off computers, monitors, and printers at the end of the workday	x	x		10
		Information to raise employee awareness about energy efficiency in the kitchen	**1. Document check:** Document including - Information on energy efficiency **Potential evidence:** - Information and training materials on energy efficiency (e.g., work instructions, communication tools, employee onboarding) **2. Visual inspection:** - Information and training materials on energy efficiency for employees in areas of the company accessible to employees (e.g., bulletin board)	x	x		10
		Use of shading systems (e.g., curtains, blinds)	The use of shading systems can help reduce the heating of interior spaces and lower the energy required for cooling. **Visual inspection** - Shading systems such as curtains, blinds, or roller shades are in place - Shading systems are used to reduce direct sunlight		x		10

		Information to raise guests' awareness of energy efficiency	Information on energy efficiency helps raise guests' awareness of resource-efficient energy use. **1. Document Check** Documentation includes: - Provision of information or guidance on energy-efficient behavior - Description of communication measures directed at customers **Potential evidence:** - Informational materials - Posters - Digital notices or guest information **2. Visual Inspection** - Notices or informational materials on energy efficiency are displayed where customers can see them	x	x		10
	2.12.	**The company uses an energy-efficient lighting system**	n/a				**max. 30**
		Timer switches and/or motion detectors in outdoor areas	**Visual inspection** - Timers in outdoor areas - Motion sensors in outdoor areas - Control unit for lighting regulation		x		15
		Timers and/or motion sensors in indoor areas	**Visual inspection** - Timers in indoor areas - Motion detectors in indoor areas - Control unit for lighting regulation		x		15
		Use of daylight in room planning	**Visual inspection** - Bright rooms thanks to daylight illumination - Window areas and room layout optimized for daylight use - Light-directing elements such as skylights, light-directing louvers, or glass blocks		x		10
		Other	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for implementing energy efficiency in the company **Potential evidence:** - Description of the measure	x			10

	2.13.	**The company offers a "climate-friendly*" dish every day**	Offering a climate-friendly dish supports a more resource-efficient food selection and raises guests' awareness of climate-friendly eating.				**max. 20**
		Yes	**Document check** Documentation must include: - Evidence that a climate-friendly dish is offered daily **Potential evidence:** - Menus - Meal plans - Daily specials - Digital menus	x			10
		The climate-friendly dish is clearly labeled as such	**Visual inspection** - The climate-friendly dish is clearly labeled - The label is clearly visible to guests		x		5
		The climate-friendly dish is explicitly promoted	**1. Document check** Documentation includes: - Evidence of the promotion of climate-friendly dishes **Potential evidence:** - Marketing materials - Social media posts - Website content - Posters **2. Visual inspection** - Climate-friendly dishes are prominently highlighted or promoted	x	x		5
	2.14	**The company takes (additional) measures to continuously reduce energy consumption or conserve resources**	**n/a**				**max. 20**
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of energy consumption or conservation of energy resources **Potential evidence:** - Description of the measure	x			10

		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of energy consumption or conservation of energy resources **Potential evidence:** - Description of the measure	x			10
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of energy consumption or conservation of energy resources **Potential evidence:** - Description of the measure	x			10
X	**3.1**	**The company regularly and systematically records water consumption by type, provided that water is procured by the company (and is not billed on a flat-rate basis by the building owner). Optionally, this can be done using a digital monitoring tool.**	Systematic recording of water consumption over a period of time (3 years for annual reporting / 12 months for monthly reporting (for new companies, starting from the year/month of opening)). Not applicable in cases where the company does not have its own water supply contracts.				**max. 30**
		Yes	**Document Check** Documentation must include: - Consumption data for the last year/last month - Water consumption in cubic meters (m^3) **Potential evidence:** - Extract from the water management system with current operational data - Tabular overview of monthly/annual meter readings	x			5
		Monthly	**Document Check** Documentation includes: - Reporting of monthly consumption data in the document reviewed under “3.1 – Yes”	x			10

		Annual	**Document check** Documentation included: - Presentation of annual consumption data in the document verified under "3.1 – Yes"	x			5
		Please specify: (Heading)	Recording of water consumption over a period of time (3 years for annual analysis/12 months for monthly analysis (for new locations, starting from the year/month of opening))				
		Total water consumption	**Document Check** Documentation includes: - Consumption data for the previous year - Water consumption in cubic meters (m³) **Potential evidence:** - Extract from the water management system with current operational data - Tabular overview of annual meter readings	x			5
		Relate water consumption to meaningful metrics such as water consumption per guest, per occupied table, per square meter, etc.	**Document check** Documentation includes: - Last year's consumption data - Water consumption in cubic meters (m³) - Number of guests - Water consumption per guest (water consumption in cubic meters (m³) / number of guests × 100) = water consumption per guest **Potential evidence for electricity:** - Extract from the water management system with current operational data - Tabular overview of annual meter readings	x			5

		Note: The company uses a digital monitoring tool for this purpose	**The following are accepted as digital monitoring tools :** digital measuring devices (smart meters/sub-meters, etc.) and monitoring software (apps/dashboards) that transmit data via Wi-Fi or a smart meter gateway. Connection to water utilities with real-time measurement. **Not accepted as digital monitoring tools:** spreadsheet programs (e.g., Excel, Numbers) **1. Document Check** Documentation must include: - Last year's consumption data - Water consumption in cubic meters (m^3) **Potential evidence:** - Extract from the digital water management system showing current operational data **2. Visual Inspection** - Digital water management system showing current operational data	x	x		10
	3.2.	**The company ensures that water installations and systems are regularly serviced and maintained**	Systematic recording of maintenance and repairs of water-carrying systems over a period of time (3 years for annual reporting / 12 months for monthly reporting (for new facilities, starting from the year/month of opening)) Water installations include: pipes, fittings, tanks, pumps, filter systems, etc.				**max. 30**

		Yes	**1. Document Check** Documentation must include: - Maintenance and repair records for the past year/month - Maintenance and repair records for water-carrying systems and installations with specified inspection intervals - Information on the responsible specialized companies or internal personnel in charge **Potential evidence:** - Tabular overview of monthly/annual maintenance - Maintenance documentation - Maintenance contracts - Repair and maintenance records in the event of malfunctions **2. Visual inspection** - Technical building management system, including maintenance and repairs - Maintenance notices or inspection stickers on water-carrying systems and installations	x	x		30
	3.3.	**The following measures to conserve water and reduce water consumption have been implemented in the company**	To meet the mandatory criterion, at least the sub-criteria “Faucets (max. 8 liters/min.),” “Limited flow rate for toilet and urinal flushing via a flush-stop function or water-saving button,” and one additional criterion component—the selection of which is not specified—must be demonstrated to be met.				**max. 60**
		Faucets (max. 8 liters/min.)	**1. Document check** Documentation must include: - Information on the water flow rate of the faucets (maximum 8 liters/minute) **Potential evidence:** - Installation or manufacturer documentation **2. Measurement** - Measurement of the water flow rate of the faucets using a water flow meter (maximum 8 liters/minute)	x		x	10
		Limited flow rate for toilet and urinal flushing via a flush-stop function or water-saving button (max. 5 liters/minute)	**Visual inspection** - Toilet flushes with a flush-stop function/water-saving button in the company’s restroom areas - Functional test of the flush-stop function		x		10

		Use of sensor-activated faucets in public areas	**Visual inspection** - Faucets with sensor technology in the company's public restroom areas - Functional test of the sensors		x		10
		Central water softening system is in place	**1. Document check** Documentation must include: - Type, capacity, and location of the central water softening system **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description **2. Visual inspection** - Central water softening system, including nameplate, in operation	x	x		10
		Safe use of graywater or rainwater without harming the public or the environment	Greywater is used water from sinks, showers, bathtubs, and washing machines that, although slightly contaminated, can be treated and reused, for example, for flushing toilets or irrigation. **1. Document Check** Documentation including: - System type, capacity, and intended use of graywater or rainwater - Evidence of compliance with environmental and health standards **Potential evidence:** - Water quality testing **2. Visual Inspection** - Systems for the collection and treatment of graywater or rainwater in the company	x	x		10
		Wastewater from the company's operations is disposed of in treatment systems recognized by the municipality or government, where available	**Document Check** - Documentation must include: - Evidence that water is supplied and wastewater is disposed of **Potential supporting evidence:** - Annual statements from the water utility	x			10

		If no suitable on-site wastewater treatment is available, an alternative system is used that does not negatively impact the local population or the environment and complies with wastewater quality requirements	**1. Document Check** Documentation must include: - Information regarding the absence of an approved on-site wastewater treatment system - Description of the alternative system used - Information on compliance with wastewater quality requirements - Information on the prevention of negative impacts on the population and the environment **Potential evidence:** - Permits for the alternative wastewater treatment system - Disposal documentation **2. Visual inspection** - Alternative wastewater treatment systems, including nameplates, in operation	x	x		10
		Starch and grease separators are present and operational	The use of functional starch and grease separators supports proper wastewater treatment and reduces the load on the wastewater system. **Visual inspection** - Starch and/or grease separators are present - Systems are functional and in operation - Access points and labeling are clearly visible		x		10
		Food is not thawed or cooled under running water	Avoiding the thawing or cooling of food under running water reduces unnecessary water consumption. **Document Check** Documentation includes: - Guidelines for resource-efficient thawing and cooling of food - Description of permissible procedures **Potential evidence:** - Work instructions - Hygiene policies - Training materials	x			10
	3.4.	**Additional measures have been implemented at the company to conserve water**	n/a				**max. 60**
		Cleaning (Heading)	n/a				

		Use of environmentally friendly cleaning agents/chemicals	**1. Document Check** Documentation includes: - List of cleaning agents/chemicals used over the past 12 months - Information on the environmental friendliness of the cleaning agents/chemicals used - Calculation and result as follows: Number of environmentally friendly cleaning agents / Total number of cleaning agents × 100 - Verifiable result of the calculation is above 50% **Potential evidence:** - Overview of purchased cleaning agents/chemicals - Documentation of the calculation - Certificates - Safety data sheets **2. Visual inspection** - Storage and use of environmentally friendly cleaning agents with sustainability certification at the company **The following certifications are accepted:** EU Ecolabel, Nordic Swan Ecolabel, Blue Angel, Cradle to Cradle Certified, IGöB cleaning agent list, Maya, Oecoplan, Austrian Ecolabel, or similar.	x	x		20
		Awareness-Raising (Heading)	n/a				
		Information to raise guests' awareness about water conservation	**Visual inspection** - Information materials on water conservation for guests in areas of the company accessible to guests		x		10
		Information to raise employee awareness about water conservation (e.g., environmental tips in the workplace)	**1. Document check:** Document must include - Information on water conservation **Potential evidence:** - Information and training materials on water conservation (e.g., work instructions, communication tools, employee onboarding) **2. Visual inspection:** - Information and training materials on water conservation for employees in areas of the company accessible to employees (e.g., bulletin board)	x	x		10
		Miscellaneous (heading)	n/a				

		In-house water recycling system in place	**1. Document check** Documentation must include: - Type, function, and location of the water recycling system (treatment capacity, areas of application) - Evidence of operating permit (if required) **Potential evidence:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Operating permit for the water recycling system - Analysis reports on water quality after recycling **2. Visual inspection** - Recycling system with nameplate in operation - Piping or storage of the treated water (e.g., for toilet flushing, garden irrigation)	x	x		20
		On-site biological wastewater treatment plant	An on-site biological wastewater treatment plant is a decentralized system for treating wastewater that breaks down organic matter using microorganisms, thereby treating the wastewater in an environmentally friendly manner. **1. Document check** Documentation must include: - Type, function, and location of the biological wastewater treatment plant - Evidence of operating permit (if required) **Potential supporting documents:** - Delivery documentation - Installation documentation - Maintenance documentation - Technical product information/system description - Operating permit for the biological wastewater treatment plant - Water quality analysis reports after treatment **2. Visual Inspection** - Biological wastewater treatment plant, including nameplate, in operation - Piping or storage of treated water (e.g., for toilet flushing, garden irrigation)	x	x		20

	3.5.	**The company implements additional measures to continuously reduce water consumption and conserve water resources**	n/a				**max. 20**
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of measures for the continuous reduction of water consumption and conservation of water resources **Potential evidence:** - Description of measures	x			10
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of measures for the continuous reduction of water consumption and conservation of water resources **Potential evidence:** - Description of measures	x			10
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of measures for the continuous reduction of water consumption and conservation of water resources **Potential evidence:** - Description of measures	x			10
X	**4.1**	**The company regularly and systematically collects and monitors data on waste generation. Optionally, this is done using a digital monitoring tool.**	Systematic recording of waste generation over a period of time (3 years for annual analysis / 12 months for monthly analysis (for new establishments, starting from the year/month of opening))				**max. 30**

		Yes	**Document check** Documentation must include: - Waste generation for the last year/last month - Waste generation in metric tons (t) **Potential evidence:** - Extract from the waste management system with current operational data - Tabular overview of monthly/annual measurements	x			5
		Monthly	**Document Check** Documentation includes: - Reporting of monthly consumption data in the document reviewed under "4.1 – Yes"	x			10
		Annual	**Document check** Documentation includes: - Reporting of annual consumption data in the document reviewed under "4.1 – Yes"	x			5
		The company uses a digital monitoring tool for this purpose.	The following are accepted as digital monitoring tools: digital measuring devices (smart meters/sub-meters, etc.) and monitoring software (app/dashboard) where data is transmitted via Wi-Fi or a smart meter gateway. The following are not accepted as digital monitoring tools: spreadsheet programs (e.g., Excel, Numbers) **1. Document Check** Documentation must include: - Last year's consumption data - Waste volume in cubic meters (m^3) **Potential evidence:** - Extract from the digital waste management system showing current operational data **2. Visual Inspection** - Digital waste management system showing current operational data	x	x		10
X	**4.2**	**Waste is sorted by recyclable material type at the company**	n/a				**max. 30**

		Yes	**1. Document Check** Documentation includes: - Disposal/pickup by recycling category **Potential evidence:** - Contract - Invoice **2. Visual Inspection** - Waste containers with appropriate recycling labels	x	x		30
	4.3	**Recyclable materials are returned to the recycling cycle after use**	n/a				**max. 30**
		Yes	**Document Check** Documentation includes: - Recyclable paper and/or glass is disposed of separately and thus made available for recycling **Potential evidence:** - Labeling of the containers - Work instructions	x			30
X	**4.4.**	**The company addresses the issue of food waste separately**	Treating food waste separately supports the targeted analysis and reduction of waste volumes.				**max. 30**
		The company maintains statistics on wet waste	Recording wet waste volumes enables a systematic analysis of waste generation. **Document Check** Documentation includes: - Recording of wet waste volumes - Overview of monthly or annual data - Volume specifications in kg or t **Potential evidence:** - Tabular overviews - Valuations from waste management systems - Disposal documentation	x			10

		The company tracks a food and meal waste rate* (%)	Calculating a food and meal waste rate supports the assessment of the company's resource efficiency. **Formula:** Food and meal waste rate (%) = Food and meal waste / Total amount of food used × 100 **Document Check** Documentation must include: - Calculation or recording of the food and meal waste rate - Description of the basis for calculation - Percentage valuation of the waste rate **Potential evidence:** - Key metrics overviews - Tables or analyses - Sustainability reports	x			10
		Causes are analyzed, and measures to reduce the food and meal waste rate* are identified and implemented	Analyzing the causes and implementing appropriate measures support the reduction of food and meal waste. **Examples of possible causes:** - Overproduction - Incorrect portion sizes - Storage losses - Poor planning **Examples of possible measures:** - Adjusting production volumes - Optimizing inventory management - Raising employee awareness - Adjusting portion sizes **Document check** Documentation includes: - Analysis of the causes of food and meal waste - Definition and implementation of reduction measures **Potential evidence:** - Action plans - Minutes - Training materials - Valuations or reports	x			10

X	**4.5**	**The company implements standards with suppliers and in purchasing to reduce or prevent waste generation.**	Reusable or value-added systems with suppliers refer to logistical and contract-based return and reuse systems for packaging, transport containers, or products, designed to avoid single-use packaging and reduce waste generation in the supply chain.				**max. 60**
		Suppliers (Heading)	n/a				
		Supplier uses value-added systems	**1. Document Check** Documentation including: - List of suppliers with value-added systems from the past 12 months - Description of the value-added systems used to prevent waste generation at the company (e.g., return boxes, reusable containers, crates, bins, pooling systems) **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Reusable transport packaging in the company - Collection areas for reusable transport packaging in the company	x	x		10
		Supplier accepts return of packaging	Packaging includes, for example, beverage crates, cardboard boxes, pallets, and multi-use containers **1. Document check** Documentation including: - List of suppliers with return systems from the last 12 months - Description of the return systems used to prevent waste generation at the company (e.g., return boxes, reusable containers, crates, bins, pooling systems) **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Return system for transport packaging at the company - Collection areas for returning transport packaging at the company - Signage regarding the return of transport packaging at the company	x	x		10
		Purchasing (Heading)	n/a				

		Demand-Based Purchasing	Demand-driven purchasing helps reduce excess inventory, food waste, and unnecessary resource consumption. **Document Check** Documentation includes: - Description of purchasing planning based on actual needs - Consideration of consumption volumes or utilization rates**Potential evidence:** - Purchasing guidelines - Order summaries - Inventory management reports - Stock level summaries	x			10
		Use of Dispensers for Soap, Cleaning Agents, and Disinfectants	The use of dispensing systems supports the needs-based use of soap, cleaning agents, and disinfectants and reduces overuse. **1. Visual inspection** - Dispensing systems for soap, cleaning agents, or disinfectants are in place - Systems are functional and in use **2. Document check** Documentation includes: - Overview of dispensing systems in use - Description of dosing or application **Potential evidence:** - Delivery documentation - Technical product information - Maintenance records	x	x		10

		Avoiding non-recyclable single-use items	Non-recyclable single-serve items are individual packages containing small quantities that, due to their material or combination of materials, cannot be recycled—or can only be recycled with great difficulty—in the standard recycling system (e.g., the use of non-separable, multi-layer materials, dark plastics, micro-packaging, or the use of flexible film or soft plastic without a recycling symbol). The following are not included: Single-serve items for hygienic and health-related products (e.g., individual packages for gluten-free foods). **1. Document check** Documentation must include: - A list of single-serve items used over the past 12 months, indicating their recyclability - Information on alternatives to non-recyclable single-serve items (e.g., bulk containers, dispenser solutions) - Information on avoiding non-recyclable single-serve items **Potential evidence:** - Supply documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Single-serve items in recyclable or refillable form in the company - Centralized dispenser systems or bulk containers in the company - No single-serve items in use in the company	x	x		10

		Single-serve items are certified as sustainable	**1. Document check** Documentation must include: - A list of single-serving items used over the past 12 months, including evidence of their sustainability certification - Information regarding the use of sustainably certified single-serving items **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Sustainability certification on the packaging of portioned items - Indications of sustainability certifications in the product display area The following certifications are accepted: EU Organic, Demeter, Fairtrade, FSC, PEFC, Bioland, Naturland, EU Organic, DIN EN 13432, EU Ecolabel, Fairtrade, FSC, Nordic Swan, or similar.	x	x		10
		Purchasing Primarily Bulk Containers/Large Packages	Bulk containers are packaging units that, due to their size, reusability, or concentrated form, are more resource-efficient than small packages or single-serving portions. The following are not included: single-serving items for hygienic and health-related products (e.g., individually wrapped gluten-free foods). **1. Document Check** Documentation must include: - A list of bulk containers/bulk packaging purchased over the past 12 months **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual Inspection** - Inventory with identifiable bulk containers/bulk packaging	x	x		10

		Percentage of portion-sized products out of total purchases (heading)	**Document check** Documentation includes: - List of portion-sized products purchased over the last 12 months - Overview of total merchandise purchases - Calculation and result as follows: Percentage of portion-sized goods in total merchandise purchases = Purchase quantity or sales of portion-sized goods / Total purchase quantity or sales × 100 **Potential evidence:** - Purchase overviews - Inventory management reports - Supplier invoices - Documentation of the calculation	x			
		□ <10%	**Document Check** Documentation includes: - Verifiable calculation result is less than 10%	x			15
		□ < 15%	**Document check** Documentation includes: - Verifiable result of the calculation is less than 15%	x			10
		□ < 20%	**Document check** Documentation includes: - Verifiable calculation result is below 20%	x			5
		Awareness-Raising (Heading)	n/a				
		Information to raise guests' awareness about waste prevention and reduction	**Visual inspection** - Information materials on waste prevention and reduction for guests in areas of the company accessible to guests		x		10
		Information to raise employee awareness about waste prevention and reduction	**1. Document check:** Document included - Information on waste prevention/reduction **Potential evidence:** -Information andtraining materials on waste prevention and reduction(e.g., work instructions, communication tools, employee onboarding) **2. Visual inspection:** - Information and training materials on waste prevention and reduction for employees in areas of the company accessible to employees (e.g., bulletin board)	x	x		10

	4.6	**To prevent packaging waste, zero-waste meals are offered**	Zero Waste is a sustainability concept aimed at completely avoiding waste by keeping products, materials, and resources in circulation for as long as possible—through prevention, reuse, repair, recycling, and composting. A zero-waste breakfast is designed to generate no or minimal packaging waste, e.g., through the use of jars, dispensers, bowls, carafes, or similar items.				**max. 20**
		Yes	**1. Document Check** Documentation must include: - Evidence of a zero-waste breakfast buffet **Potential forms of evidence:** - Photo of the zero-waste breakfast buffet - Guest information about the zero-waste breakfast **2. Visual inspection** - Breakfast buffet with unpackaged food; use of reusable containers - Breakfast buffet without single-use packaging or individually wrapped portions - Guest information about the zero-waste breakfast	x	x		20
X	**4.7**	**The Cradle to Cradle* principle is implemented in the company as follows**	Cradle to Cradle (C2C for short) is a holistic sustainability concept that aims to design and manage products from the outset in such a way that no waste is generated and all materials remain within closed loops. Cradle to Cradle means “from cradle to cradle”—in contrast to the conventional “from cradle to grave.” The goal is for all components of a product to be either biodegradable or technically fully recyclable—without any loss of quality and without harming the environment.				**max. 60**
		At least 10% of the company’s total purchasing volume consists of products in the furnishings, equipment, and appliances category that have the C2CPII certificate (Cradle to Cradle Products Innovation Institute).	**1. Document Check** Documentation must include: - A list of all products purchased in the last 12 months - Information on any Cradle to Cradle Certified products, if applicable - Calculation and result as follows: Number of Cradle to Cradle Certified products purchased / Total number of products purchased × 100 - Verifiable result of the calculation is above 10% **Potential evidence:** - Overview of all purchased products - Documentation of the calculation **2. Visual Inspection** - Cradle to Cradle Certified products in storage areas	x	x		20

		Technical equipment is returned to the manufacturer after use	**1. Document check** Documentation must include: - Information regarding the return of technical equipment to the manufacturer after use **Potential evidence:** - Return slips - Shipping receipts - Correspondence or email confirmations regarding return processes **2. Visual inspection** - Designated areas on the company premises for collecting equipment to be returned to the manufacturer	x	x		20
		The facility has its own compost pile	**Visual inspection** - Compost pile or composting facility at the company - Clear separation and collection of organic waste in the kitchen or garden area - Markings or signage at the composting site		x		20
		Recyclables are collected and returned to the recycling cycle	**1. Document check** Documentation includes: - Description of the separate collection of recyclables - Overview of the types ofrecyclablescollected and disposal routes **Potential evidence:** - Waste disposal contracts - Waste management plans - Waste disposal records - Operational guidelines **2. Visual inspection** - Containers for the separate collection of recyclables are available - Recyclables are collected separately and labeled accordingly	x	x		20

	4.8.	**The company implements the Root-to-Stem* or Nose-to-Tail* principle for the following food items:**	Implementing the Root-to-Stem or Nose-to-Tail principle supports the holistic use of food and can reduce food waste. **Examples:** - Use of vegetable peels, leaves, or stems - Processing whole animals or various cuts - Further processing of food trimmings - Use of broths, stocks, or pestos made from leftovers **Document check** Documentation includes: - Description of how the Root-to-Stem or Nose-to-Tail principle is implemented in the company - Details on the foods or dishes used **Potential evidence:** - Recipes - Menu plans - Work instructions				**max. 40**
		Food	n/a	x			10
		Food	n/a	x			10
		Food	n/a	x			10
		Food	n/a	x			10
		Food	n/a	x			10
	4.9	**The company takes measures to prevent food waste**	To meet the mandatory criterion, at least one of the following sub-criteria must be demonstrably fulfilled. The selection of the sub-criterion is not prescribed.				**max. 40**
		In the food process chain (e.g., optimal purchasing, storage, observance of shelf life)	The food process chain encompasses all steps that food undergoes within the company—from purchasing, delivery, storage, preparation, service, consumption, guest returns, utilization, and disposal. The goal of examining this chain is to systematically identify sources of waste, prevent food loss, and operate more sustainably. **Document Check** Documentation must include: - Food waste in the individual process steps of the food process chain for the past year/month - Quantity in kilograms (kg) **Potential evidence:** - Tabular overview of monthly/annual food waste	x			5

		Maintaining “best-sellers and slow-sellers” statistics*	**Document**Check Documentation includes: - Tracking of popular and less popular dishes - Valuation of sales or serving figures **Potential evidence:** **-** Statistics - POS reports - Menu analyses - Reports from inventory management systems	x			5
		Taking guest preferences and requests into account when planning menus	**Document check** Documentation includes: - Recording or valuation of guest requests - Integrating the results into menu planning **Potential evidence:** - Guest surveys - Feedback evaluations - Menu planning	x			5
		Pre- and post-calculation of the menu and production quantities	**Document check** Documentation includes: - Calculation of production quantities - Comparison of planned and actual quantities **Potential evidence:** - Cost calculation documents - Production plans - Inventory management reports	x			5
		Regular checks of best-by dates	**1. Document check** Documentation includes: - Guidelines for checking best-by dates - Description of inspection intervals **Potential evidence:** - Checklists - Work instructions - Hygiene documentation **2. Visual inspection** - Food items are properly labeled - No obvious instances of best-by dates being exceeded	x	x		5

		Preferential use of food and beverages with short best-by dates in food production	**1. Document check** Documentation including: - Guidelines for the preferred use of products with a short best-by date - Description of internal processes **Potential evidence:** - Work instructions - Storage policies - Training materials **2. Visual inspection** - Products with a short best-by date are labeled accordingly or used as a priority	x	x		5
		Recipes available for all dishes and components	**Document Check** Documentation includes: - Recipes for dishes and components offered - Information on quantities or ingredients **Potential evidence:** - Recipe databases - Recipe folders - Inventory management systems	x			5
		Portion sizes tailored to demand are specified for all dishes and components	**1. Document Check** Documentation includes: - Definition of portion sizes - Guidelines for serving food **Potential evidence:** - Recipes - Portion guidelines - Training materials **2. Visual Inspection** - Portion sizes are consistently implemented - Appropriate portioning tools are available	x	x		5

		Demand-Based Food Production	**Document check** Documentation includes: - Planning of production quantities based on actual demand - Description of internal planning processes **Potential evidence:** - Production plans - Costing documents - Inventory management reports	x			5
		Use of Surplus Production in the Current Menu	**1. Document check** Documentation includes: - Guidelines for the use of surplus production - Description of permissible further processing methods **Potential evidence:** - Work instructions - Production guidelines - Hygiene protocols **2. Visual inspection** - Surplus production is reused or incorporated in a traceable manner	x	x		5
		Meal service via plate service in accordance with requirements or orders	**Visual inspection** - Meals are served according to orders or demand - Overserving is avoided		x		5
		For buffet systems, targeted, demand-based stocking and portioning by trained staff	**1. Document check** Documentation includes: - Guidelines for buffet stocking and portioning - Evidence of employee training **Potential evidence:** - Training materials - Work instructions - Buffet concepts **2. Visual inspection** - Buffet areas are restocked as needed - Portioning is controlled and adjusted	x	x		5

		For large-scale food service providers, menu preference surveys are conducted regularly and systematically	**Document Check** Documentation includes: - Implementation of menu preference surveys - Description of the survey methodology and frequency **Potential evidence:** - Surveys - Ordering systems - Valuations	x			5
		In institutional food service operations, serving charts and appropriate serving equipment are available in every serving area	**Visual inspection** - Ladle charts are available - Appropriate serving equipment is available in the serving areas - Portioning aids are used		x		5
	4.10.	**The company actively encourages customers to take home leftover food**	Actively offering guests the option to take home leftover, prepared food helps reduce food waste.				**max. 20**
		Yes	**Visual inspection** - Guests are actively informed of the option to take food home - Signs regarding take-home options are prominently displayed or part of the service		x		10
		Reusable containers are available	**Visual inspection** - Reusable containers are available - Containers are actively used or offered		x		10
	4.11.	**The company fosters partnerships and collaboration to prevent or repurpose food and meal waste**	Partnerships and collaborations aimed at preventing or reusing food and meal waste support a resource-efficient approach to food. **Examples:** **-** Membership in or support of an organization such as “United Against Waste” - Support for campaigns and events such as “Resteessen – Too Good for the Trash!” - Donation of surplus food to social welfare organizations such as “Die Tafel” - Partnership with “Too Good To Go”				**max. 20**

		Yes	**1. Document Check** Documentation must include: - Evidence of existing partnerships or collaborations - Description of joint measures or activities to prevent or repurpose food waste **Potential evidence:** - Collaboration agreements - Certificates of participation - Communication materials - Social media posts - Project or event documentation **2. Visual Inspection** - Signs of collaborations or partnerships are visible in the company - Materials or information regarding the measures are available	x	x		20
X	**4.12.**	**The company uses sustainable packaging or alternatives for food delivery and/or when guests pick up their orders themselves**	n/a				**max. 40**
		Reusable packaging	Reusable packaging helps reduce single-use waste. **1. Document check** Documentation includes: - Description of the reusable packaging used - Overview of sustainable measures in the takeout or delivery sector **Potential evidence:** - Supplier documentation - Product information - Purchasing records Packaging concepts **2. Visual inspection** - Reusable packaging is in use at the company - Reusable systems are available in the pickup or delivery area - Reusable packaging is actively offered or used	x	x		20

		Recyclable packaging	Recyclable packaging supports the return of materials to the recycling cycle. **1. Document Check** Documentation must include: - Evidence of the recyclability of the packaging used - Overview of sustainability measures in the takeout or delivery sector **Potential evidence:** - Product information - Manufacturer specifications - Supplier documentation - Packaging concepts **2. Visual Inspection** - Recyclable packaging is in use - Packaging bears the appropriate labels - Packaging solutions are available in the pickup or delivery area	x	x		10
		Compostable Packaging	Compostable packaging can help reduce non-recyclable packaging waste. **1. Document check** Documentation must include: - Evidence of the compostability of the packaging used - Overview of sustainable measures in the takeout or delivery sector **Potential evidence:** - Certificates - Product information - Manufacturer specifications - Packaging concepts **2. Visual inspection** - Compostable packaging is in use - Packaging bears the appropriate labels - Packaging solutions are available in the pickup or delivery area	x	x		10

		Efforts to reduce packaging waste in this way are actively communicated	**1. Document check** Documentation includes: - Communication measures to prevent packaging waste - Information on sustainable packaging solutions or reusable systems **Potential evidence:** - Posters - Website content - Social media posts - Informational materials **2. Visual inspection** - Information on avoiding packaging waste is displayed where guests can see it - Information on reusable or sustainable packaging solutions is available	x	x		5
X	**4.13.**	**The company's menus are made from the following materials**	n/a				**max. 20**
		Recycled paper	**1. Document check** Documentation includes: - Evidence of the use of recycled paper for menus **Potential evidence:** - Product information - Purchasing records - Supplier documentation **2. Visual inspection** - Menus made of recycled paper are in use - Information or labels regarding recycled paper are present	x	x		10
		Daily specials or daily dishes are displayed on a chalkboard	**Visual inspection** - Daily menus or daily specials are displayed on chalkboards or comparable reusable boards - Updates are made without single-use printouts		x		10

		Exclusively digital	**1. Document check** Documentation includes: . Description of the digital provision of menus **Potential evidence:** - Screenshots - Website or app screenshots - QR code solutions **2. Visual inspection** - Menus are provided exclusively in digital format - Digital access options for guests are available	x	x		20
	4.14.	**The company uses products made from recycled paper sourced from sustainably managed forests in the following areas**	n/a				**max. 30**
		Entire company	**1. Document check** Documentation must include: - Information on the use of recycled paper or sustainability certification for paper throughout the entire establishment **Potential evidence:** - Supply documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Certificated recycled paper products throughout the entire business premises **The following certificates are accepted:** FSC Recycled, Blue Angel, EU Ecolabel, Cradle to Cradle Certified, PEFC Recycled, or similar	x	x		30
		Menus & Posters	**1. Document check** Documentation must include: - Information regarding the use of recycled paper or sustainability certification for paper used in menus or posted notices **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual Inspection** - Certified recycled paper products in restrooms or storage areas **The following certificates are accepted:** FSC Recycled, Blue Angel, EU Ecolabel, Cradle to Cradle Certified, PEFC Recycled, or similar.	x	x		10

		Restrooms	**1. Document check** Documentation must include: - Information on the use of recycled paper or sustainability certification for paper in restrooms **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Certified recycled paper products in restrooms or storage areas **The following certificates are accepted:** FSC Recycled, Blue Angel, EU Ecolabel, Cradle to Cradle Certified, PEFC Recycled, or similar.	x	x		10
		Kitchen	**1. Document Check** Documentation must include: - Information on the use of recycled paper or sustainability certification for paper in the kitchen **Potential evidence:** - Supply documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual Inspection** - Certified recycled paper products in the kitchen or warehouse **The following certificates are accepted:** FSC Recycled, Blue Angel, EU Ecolabel, Cradle to Cradle Certified, PEFC Recycled, or similar.	x	x		10
		Office	**1. Document check** Documentation must include: - Information on the use of recycled paper or sustainability certification for paper in office spaces **Potential evidence:** - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual Inspection** - Certified recycled paper products in office spaces, reception areas, or storage facilities **The following certificates are accepted:** FSC Recycled, Blue Angel, EU Ecolabel, Cradle to Cradle Certified, PEFC Recycled, or similar.	x	x		10
	4.15.	**The company implements the following measures to reduce paper consumption**	To meet this criterion, at least five of the following subcriteria must be demonstrated to be met. The selection of subcriteria is not prescribed.				**max. 50**

		The company relies on paperless processes throughout its operations	**Visual inspection** - No or only very limited use of paper documents within the company - No excessive paper supplies or high inventory levels of printing materials within the company - Predominant to exclusive use of digital tools and devices instead of paper within the company		x		50
		Food management software is available and is used extensively	**1. Document Check** Documentation must include: - Description of the food management software used - Overview of the functions or areas of application **Potential evidence:** - System overviews - License certificates - Screenshots - Training materials **2. Visual Inspection** - Food management software is in use at the company - Relevant functions are actively used	x	x		10
		Purchasing is conducted exclusively digitally	**Document Check** Documentation includes: - Description of digital purchasing processes - Use of digital ordering or inventory management systems **Potential evidence:** - Process descriptions - Screenshots - System overviews - Digital order confirmations	x			10

		Suppliers are required to send promotional offers exclusively online	**1. Document check** Documentation includes: - Guidelines or communications to suppliers regarding the digital submission of promotional offers **Potential evidence:** - Email correspondence - Supplier guidelines - Purchasing guidelines **2. Visual inspection** - Promotional offers are predominantly available in digital form rather than on paper	x	x		5
		Offers are sent online	**1. Document Check** Documentation includes: - Information regarding the online submission of offers **Potential evidence:** - Email templates or PDF offers - Screenshots from the digital booking or offer system showing online submission of offers - Internal work instructions for online communication with guests **2. Visual Inspection** - Digital booking or offer system	x	x		5
		Reservation confirmations are sent online	**1. Document Check** Documentation includes: - Information about online reservation confirmations **Potential evidence:** - Email templates or PDF quotes - Screenshots from the digital booking or quote system used for online reservation confirmations - Internal work instructions for online communication with guests **2. Visual Inspection** - Digital booking or quote system	x	x		5

		Invoices are sent online	**1. Document check** Documentation includes: - Information regarding online invoice delivery **Potential evidence:** - Email templates or PDF quotes - Screenshots from the digital booking or quoting system showing online invoice delivery - Internal work instructions for online communication with guests 2**. Visual inspection** - Digital booking or quoting system	x	x		5
		Transactions are electronically archived	**1. Document check** Documentation includes: - Information on the electronic archiving of transactions **Potential evidence:** - Screenshots from digital operational software - Internal work instructions **2. Visual inspection** - Digital operational software	x	x		5
		All employees have access to the digital information relevant to them	**1. Document Check** Documentation including: - Description of how digital information is made available to employees - Definition of access paths or responsibilities - Overview of the information or systems provided **Potential evidence:** - Process descriptions - Access policies - Training materials - Screenshots or system overviews **2. Visual Inspection** - Employees have access to relevant digital information systems - Relevant information is available and accessible in digital form	x	x		5
		Print materials (e.g., menus) are available online	**Visual inspection** - Print materials include a reference to the online version (e.g., QR codes) - Information from the print materials is available on the company website		x		5

		Employees are encouraged to print as little as possible	**1. Document check** Documentation includes: - Information for employees on reducing paper use **Potential evidence:** - Information materials for employees - Training materials for employees **2. Visual inspection** - Information materials on reducing printing	x	x		5
		An email signature with, for example, “Thinking before printing” has been set up	**Document check** Documentation includes: - “Thinking before printing” signature in emails **Potential evidence:** - Email templates or sent emails	x			5
		Internally, scrap paper and recycled paper are preferred	**1. Document check** Documentation includes: - Guidelines or instructions regarding the preferred use of scrap paper or recycled paper - Description of internal procurement or usage policies **Potential evidence:** - Purchasing policies - Order summaries - Operational guidelines - Delivery documentation **2. Visual inspection** - Scrap paper or recycled paper is used in day-to-day work - Recycled paper is available in relevant work areas	x	x		5
	4.16.	**If the use of substances containing harmful substances (pesticides, chemicals) is necessary, their handling is documented and they are stored separately.**	Hazardous substances are substances or chemicals that, if used improperly or in high concentrations, can have harmful effects on humans, animals, plants, and the environment. These include, among others: pesticides, paints, varnishes, chemicals, heavy metals, and volatile organic compounds (VOCs).				**max. 40**

		An inventory of hazardous substances is conducted	**Document check** Documentation includes: - List of hazardous substances used by the company over the past 12 months **Potential evidence:** - Inventory lists of stored materials with intended use - Hazardous substances register or inventory	x			10
		Unavoidable chemicals are properly stored and handled	**1. Document check** Documentation includes: - Information on the proper storage and handling of unavoidable chemicals **Potential evidence:** - Information materials for employees - Training materials for employees - Documentation of employee training - Inventory lists of stored chemicals with their intended uses **2. Visual inspection** - A well-ventilated, locked chemical storage area in the company, labeled with hazard warnings - Appropriate containers and safe storage of chemicals in the company (e.g., spill containment pans, segregated storage) - Visible safety and usage instructions on the company premises - Availability and use of personal protective equipment for employees on the company premises - Emergency equipment on the company premises (e.g., eye wash station, fire extinguisher)	x	x		10

		Products containing natural (plant-based), organic, and biodegradable substances are used.	**1. Document Check** Documentation must include: - Information on the use of natural and biodegradable substances - Products purchased and used that have natural, biodegradable, and ecological certifications, e.g., GOLS (Global Organic Latex Standard), TÜV Austria (OK Compost Industrial/Home) **Potential evidence:** - Product data sheets - Certificates - Supply documentation (contracts, invoices, delivery notes, order lists, correspondence) **Accepted certifications:** EU Ecolabel, Blue Angel, Cradle to Cradle Certified, GOLS (Global Organic Latex Standard), OK Compost Industrial/Home, or similar. **2. Visual inspection** - Cleaning agents, paints, and care products bearing an eco-label or “biodegradable” label - Natural care or cleaning products (e.g., vinegar-based cleaners, plant-based soaps) - No use of, or significantly reduced use of, conventional harsh chemicals	x	x		10
		One employee is responsible for the proper use, handling, and disposal of chemicals	**Document Check** Documentation must include: - Designation of a responsible employee with a job description - Evidence of training or qualification regarding chemical handling **Potential evidence:** - Training certificates or certificates of attendance for hazardous materials training - Organizational chart - Job description	x			10
	4.17.	**The company takes measures to minimize pollution from noise, light, runoff, erosion, ozone-depleting substances, and air, water, and soil contamination**	Sub-criteria are only considered met if the measure has not already been assessed elsewhere.				**max. 30**

		The company implements practices to minimize noise pollution on site	This measure was not scored under other criteria in the conformity assessment program. **Document check** Documentation includes: - Description of the measure to minimize noise pollution at the company **Potential evidence:** - Description of the measure	x			10
		The company implements practices to minimize light pollution during operations	This measure was not scored under other criteria of the conformity assessment program. **Document Check** Documentation includes: - Description of the measure to minimize light pollution at the company **Potential evidence:** - Description of the measure	x			10
		The company implements practices to minimize pollution from wastewater	This measure was not scored under any other criteria of the conformity assessment program. **Document check** Documentation included: - Description of the measure to minimize pollution from runoff at the company **Potential evidence:** - Description of the measure	x			10
		The company implements practices to minimize pollution caused by ozone-depleting substances	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure to minimize ozone-depleting substances at the company **Potential evidence:** - Description of the measure	x			10

		The company implements practices to minimize air pollution	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure to minimize air pollution at the company. **Potential evidence:** - Description of the measure	x			10
	4.18.	**The company takes further measures to continuously reduce waste**	n/a				**max. 20**
		Measure	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of waste. **Potential evidence:** - Description of the measure	x			10
		Measure	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of waste. **Potential evidence:** - Description of the measure	x			10
		Measure	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure for the continuous reduction of waste. **Potential evidence:** - Description of the measure	x			10
	5.1.	**The company implements the following measures to promote biodiversity in its procurement of goods and food offerings**	n/a				**max. 20**

		Typical regional dishes are part of the menu	**1. Document check** Documentation includes: - Evidence of regional or regionally typical dishes on the menu - Description of regional components ofthe menu **Potential evidence:** - Menus - Meal plans - Product or origin overviews **2. Visual inspection** - Regional dishes are clearly labeled on the menu - Regionally typical dishes are actively offered	x	x		5
		The establishment has its own herb garden or edible garden	**Visual inspection** - Raised garden bed, at least five flower pots, or at least 2 m² of space available - At least five different herbs visibly planted		x		5
		Use of the establishment's own herbs in food preparation	Prerequisite: Criterion 5.1 "The establishment has its own herb garden" is met. **Visual inspection** - Use of the establishment's own herbs is evident in the restaurant (e.g., in the kitchen, in dishes, or in beverages)		x		5
		The company has its own orchard meadow	**Visual inspection** - Presence of a mixed-fruit orchard on the business premises - A mix of different fruit trees is visible (at least 3 different species, e.g., apple, pear, cherry) - The area is visibly maintained and ecologically viable		x		5
	5.2.	**The following measures to promote insect-friendly conditions are implemented by the company in the interest of biodiversity**	n/a				**max. 20**
		The farm has its own beehives and nesting aids	**Visual inspection** - Presence of bee hotels/nesting aids on site - Minimum size 50 × 50 cm		x		5

		Support for a regional beekeeper	**1. Document check** Documentation must include: - Description of the collaboration with a regional beekeeper - Details on honey production (e.g., quantity, frequency) **Potential evidence:** - Contract or agreement with the beekeeper - Invoices - Delivery slips **2. Visual inspection** - Presence of honey products on the company's farm - Visible references to the partnership with the beekeeper (e.g., labels, company communications)	x	x		5
		Creation of flower strips around the company	**Visual inspection** - On-site verification that flower strips have been established on the farm premises. - Verification that the plant species in the flower strips are bee-friendly (e.g., by identifying the plant species—such as lavender, cornflower, marigold, sunflower, bee pasture, wild lilac, thyme, sage, dyer's chamomile, and roses) - Photos of the flower strips documenting the planted area and species diversity		x		5
		Use of domestic and native shrubs and trees in the garden	**Visual inspection** - On-site verification of whether native plants are used on the farm property (e.g., by simply identifying the plant species or by consulting a list of common native plant species). - Native flowers (bee-friendly and low-maintenance): cornflower, daisy, wild carrot, poppy, bellflower, heath carnation, sage, true thyme, marigold, valerian		x		5

		Insect-friendly outdoor lighting	Insect-friendly outdoor lighting refers to light sources that are as non-disruptive as possible to insects. These include warm-white LEDs, which emit a low proportion of UV light and thus attract fewer insects than cool or blue light. **Visual Inspection** - Outdoor lighting is designed to be insect-friendly - Use of warm white or yellowish light (< 3,000 Kelvin) - Lights are directed downward and avoid scattering light into the surrounding area - Lights should preferably be shielded or equipped with motion sensors		x		5
		Natural pest control is preferred	**1. Document Check** Documentation must include: - A description of the pest control measures implemented - Evidence that natural methods (e.g., beneficial insects, biological agents, mechanical traps, avoidance of chemical pesticides) are preferred **Potential evidence:** - Pest control or hygiene plans - Contracts with service providers - Internal instructions for pest control **2. Visual inspection** - Presence of natural measures visible on-site (e.g., insect hotels, mechanical traps, nesting boxes, growing herbs for pest control)	x	x		5
	5.3.	**The following general measures to promote biodiversity are implemented by the company**	n/a				**max. 20**
		A wall planted with a variety of species in one of the areas (entrance area, dining room, etc.),	**Visual inspection** - Presence of a planted wall in the lobby, restaurant, or conference rooms - Check whether the wall is planted with a variety of plant species (at least five different species). - List of plant species used, demonstrating the diversity of the planting		x		5

		Green roofs, if present, are biodiversity-friendly	**Visual inspection** - Presence of a green roof - Use of different plant species (at least 5) is evident - Planting supports biodiversity (e.g., wildflowers, herbs, grasses, native perennials) - Condition and ecological function are evident (e.g., habitat for insects, water retention)		x		5
		Financial support for protected areas or nature conservation projects	**Document Check** Documentation must include: - Details on the supported projects or areas - Description of the type of support (e.g., donation, sponsorship, membership fee) - Duration and amount of support **Potential evidence:** - Donation receipts - Contracts or agreements with nature conservation organizations - Payment receipts - Membership certificates	x			5
		Nature-oriented design of parts of the site	**Document Check** Documentation must include: - Details on the supported projects or areas - Description of the type of support (e.g., donation, sponsorship, membership fee) - Duration and amount of support **Potential evidence:** - Donation receipts - Contracts or agreements with nature conservation organizations - Payment receipts - Membership certificates	x			5

		Preservation or restoration of ecosystems to compensate for the sealed area	If an area has been sealed as a result of the construction project or other activities (e.g., by buildings, parking lots, or paved surfaces), the company must take measures to compensate for this disruption to the natural ecosystem. This can be achieved by preserving existing natural habitats or by restoring areas that were previously heavily altered or sealed. **1. Document Check** Documentation must include: - Description of the sealed areas (type, size, location) - Description of the compensation measures taken (e.g., restoration of riparian zones, creation of wildflower meadows, reforestation, cooperation with nature conservation projects) - Details on the scope, timeframe, and responsibility for the measures **Potential evidence:** - Documentation of sealed-off areas - Action plan with compensation areas - Contracts or agreements with nature conservation organizations **2. Visual Inspection** - On-site inspection if compensation measures were implemented directly on the company premises (e.g., restoration areas, wildflower meadows, unsealing projects)	x	x		5
		Interested parties have the opportunity to contribute financially to biodiversity initiatives (e.g., through bee sponsorships, tree-planting campaigns)	**1. Document check** Documentation includes: - Description of the participation opportunities offered to guests - Explanation of which initiatives the funds support **Potential evidence:** - Information materials (flyers, posters, website) - Communication records (website, social media, guest emails) - Cooperation agreements with biodiversity projects **2. Visual inspection** - Presence of donation boxes, signs, or flyers on the company premises	x	x		5

		Partnership with a nature park or a similar company	**1. Document check** Documentation must include: - Description of the company's policies regarding the handling of wild and domestic animals **Potential evidence:** - Internal guidelines or house rules - Information materials for guests **2. Visual inspection** - No signs of the display, sale, breeding, or keeping of wild animals on the company's premises - Species-appropriate housing and care of existing pets or farm animals evident	x	x		5
	5.4.	**Employees are informed about how to handle local conditions, public spaces, and/or social norms in the surrounding community.**	**1.**Document Check Documentation must include: - A description of the partnership with a nature park or comparable institution - A description of the goals and nature of the contribution (e.g., financial support, joint projects, communication) **Potential evidence:** - Cooperation agreement or contract - Project reports or evidence of joint activities - Communication materials (e.g., website, flyers, newsletters) **2. Visual Inspection** - Visible references to the partnership in the company (e.g., information boards, flyers, menus)	x	x		**max. 20**
		Yes	**Document Check** Documentation must include: - Evidence that employees are informed about how to handle local conditions, public spaces, and/or social norms in the surrounding area - Content is defined specifically for the location **Potential evidence:** - Training materials - Posters or informational materials - Employee newsletter/handbook	x			20

	5.5.	**The company supports local companies in developing sustainable products and services based on the region's nature, history, and culture**	n/a				**max. 20**
		Yes	**Document Check** Documentation must include: - A description of how local businesses are supported (e.g., partnerships, sales, marketing support, joint product development) - Demonstration that these products/services are related to the region's nature, history, or culture - Information on target groups (guests, suppliers, partners) **Potential evidence:** - Collaboration agreements - Project or initiative reports - Internal programs or communication materials (e.g., flyers, website)	x			20
X	**6.1.**	**The company has a purchasing policy that gives preference to environmentally sustainable suppliers and products**	n/a				**max. 100**
		Yes	**Document Check** Documentation must include: - Description of environmental criteria within the purchasing policy - Description of the preference for sustainable suppliers and products **Potential evidence:** - Purchasing guidelines - Sustainability guidelines - Supplier codes of conduct - Procurement guidelines	x			40

		The procurement policy covers consumables as well as furnishings, food, and beverages	**Document check** Documentation must include: - Description of the procurement areas covered by the purchasing policy - Inclusion of consumables, furnishings, and food and beverages within the purchasing policy **Potential evidence:** - Purchasing guidelines - Procurement overviews - Sustainability guidelines - Product category overviews	x			20
		The purchasing policy addresses the following principles (heading)	n/a				
		Environmentally-Oriented Purchasing	**Document Check** Documentation includes: - Description of environmental principles within the purchasing policy - Consideration of sustainability-related criteria in purchasing **Potential evidence:** - Purchasing guidelines - Sustainability guidelines - Supplier requirements	x			10
		Plant-Based Purchasing	**Document check** Documentation including: - Description of plant-based purchasing principles within the purchasing policy - Description of the proportion of plant-based purchases or product groups **Potential evidence:** - Purchasing guidelines - Product lists - Supplier overviews	x			10

		Consideration of regional producers and suppliers (within a 100 km radius of the location)	**Document Check** Documentation includes: - Description of regional procurement criteria within the procurement policy - Overview of regional producers or suppliers **Potential evidence:** - Supplier lists - Procurement documents - Proofs of origin	x			10
		Consideration of seasonal products (including those from protected cultivation, but without heating)	**Document check** Documentation includes: - Description of seasonal procurement criteria within the purchasing policy - Consideration of seasonal products in purchasing or menu planning **Potential evidence:** - Shopping lists - Seasonal calendar - Menus	x			10
		Purchasing of Fair Trade products	**Document check** Documentation includes: - Description of Fair Trade criteria within the purchasing policy - Consideration of Fair Trade products in purchasing **Potential evidence:** - Certificates - Purchasing documents - Supplier documentation	x			10
		Compliance with the Supply Chain Due Diligence Act (LkSG)	**Document Check** Documentation must include: - Description of how the Supply Chain Due Diligence Act is incorporated into the procurement policy - Description of how due diligence obligations are addressed in the supply chain **Potential evidence:** - Procurement guidelines - Supplier codes of conduct - Risk analyses	x			10

		Palm Oil- and Coconut Oil-Free Procurement GMO-Free Procurement	**Document Check** Documentation including: - Description of palm oil- and coconut oil-free procurement within the purchasing policy - Guidelines or evidence regarding palm oil- and coconut oil-free purchasing **Potential evidence:** - Product lists - Ingredient lists - Supplier documentation	x			10
		Procurement of Primarily Non-Hydrogenated Fats	**Document Check** Documentation to include: - Description of relevant procurement criteria within the purchasing policy - Overview of fats and oils used **Potential evidence:** - Product information - Ingredient lists - Purchasing documents	x			10
		GMO-free procurement	**Document check** Documentation includes: - Description of GMO-free procurement within the purchasing policy - Evidence of GMO-free purchasing **Potential evidence:** - Certificates - Product labels - Supplier declarations	x			10
		Animal Welfare-Oriented Procurement	**Document Check** Documentation includes: - Description of animal welfare criteria within the procurement policy - Consideration of animal welfare criteria in procurement **Potential evidence:** - Certificates - Supplier documentation - Procurement guidelines	x			10

		Prevention of Packaging Waste	**Document check** Documentation includes: - Description of measures to avoid packaging within the procurement policy - Measures to reduce packaging waste in procurement **Potential evidence:** - Procurement guidelines - Supplier agreements - Packaging concepts	x			10
		Other (...)	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation includes: - Description of the measure related to another principle contained in the purchasing policy **Potential evidence:** - Purchasing guidelines	x			10
	6.2.	**Food is sourced from regional farms and regional production (within a radius of ≤ 100 km from the facility)**	A supplier is defined as the last supplier in the supply chain to the company. 100 km refers to kilometers traveled.				**max. 60**
		Yes, specifically regarding: (heading)	**Document Check** Documentation includes: - List of all suppliers for the past 12 months - Location of all suppliers - Distance from the company's location to all suppliers - Calculation and result as follows: Number or revenue of regional suppliers for F&B products / total number or revenue of suppliers for F&B products × 100 **Potential evidence** - Supplier overview - Documentation of the calculation	x			
		30% to 60%	**Document Check** Documentation includes: - Verifiable calculation result falls between 30% and 60%	x			20

		60% to 90%	**Document check** Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			40
		>90%	**Document check** Documentation includes: - Verifiable calculation result is above 90%	x			60
	6.3.	**All food purchases come from organic farming**	**Document Check** Documentation included: - List of food items purchased over the last 12 months - Expenditures (euros) or weight (kg) - Information on any available organic certificates - Calculation and result as follows: Expenditure on purchased organic-certified food / Total expenditure on purchased food × 100 or weight of purchased organic-certified food items / total weight of purchased food items × 100 **Potential evidence:** - Overview of purchased food items - Documentation of the calculation **The following certifications are accepted:** MSC, Naturland Wildfisch				**max. 60**
		Yes, specifically regarding: (heading)	n/a				
		30% to 60%	**Document Check** Documentation must include: - Verifiable calculation result falls between 30% and 60%	x			20
		60% to 90%	**Document check** Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			40
		>90%	**Document check** Documentation must include: - A verifiable calculation result of over 90%	x			60

	6.4.	**The company sources fruit from orchard meadows**	A scattered orchard is an extensively managed area with scattered fruit trees of various species and varieties that provides an important habitat for numerous animal and plant species. **Document Check** Documentation includes: - Evidence of sourcing products from orchard meadows - Description of origin or suppliers **Potential evidence:** - Supplier confirmations - Product labels - Certificates from regional orchard meadow initiatives - Evidence of origin - Organic or orchard meadow seals				**max. 40**
		Yes, specifically regarding: (heading)	n/a				
		30% to 60%	**Document Check** Documentation must include: - Verifiable calculation result falls between 30% and 60%	x			10
		60% to 90%	**Document check** Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			25
		>90%	**Document check** Documentation must include: - A verifiable calculation result of over 90%	x			40
	6.5.	**The company offers the following regional beverages (produced within a radius of ≤ 100 km)**	100 km refers to kilometers traveled. **Document Check** Documentation must include: - List of beverage suppliers for the past 12 months - Specification of the production location (within a 100 km radius) - Classification of beverages into categories (water, juice, beer, wine, spirits) **Potential evidence:** - Supplier overview with locations - Beverage menus with origin information - Invoices or delivery notes				**max. 60**
		Regional water:	Regional water: at least 1 regional water brand	x			20
		Regional juices:	Regional juices: at least 2 types of juice	x			20

		Regional beer:	Regional beer: at least 2 types of beer	x			20
		Regional wine:	Regional wine: at least 2 wines	x			20
		Regional spirits:	Regional spirits: at least 2 types	x			20
X	**6.6.**	**The company offers free tap water**	n/a				**max. 30**
		Yes	**1. Document Check** Documentation must include: - Description of the free tap water offering - Details on how it is provided to guests **Potential evidence:** - Beverage menus - Guest information - Website content **2. Visual Inspection** - Free tap water is offered to guests - Corresponding notices are visible on the company premises	x	x		20
		Water dispensers are available	**Visual inspection** - Water dispensers are available - Dispensers are in working order and accessible		x		10
		The offer is explicitly highlighted	**Visual inspection** - Notices regarding the availability of free tap water are prominently displayed - Information is provided, for example, on menus, posted notices, or digital information media		x		10
X	**6.7.**	**The company offers vegan food and beverages with every meal**	n/a				**max. 60**

		Yes	**1. Document check** Documentation includes: - Evidence of vegan food and beverages offered with all meals - Description of the relevant menu items **Potential evidence:** - Menus - Meal plans - Beverage menus - Digital menu overviews **2. Visual inspection** - Vegan food and beverages are clearly available on the menu - Vegan options are appropriately labeled	x	x		**60**
X	**6.8.**	**The company offers vegetarian dishes at every meal**	n/a				**max. 40**
		Yes	**1. Document Check** Documentation must include: - Evidence that vegetarian food and beverages are offered with every meal - Description of the relevant items on the menu **Potential evidence:** - Menus - Meal plans - Beverage menus - Digital overviews ofofferings **2. Visual Inspection** - Vegetarian food and beverages are clearly available on the menu - Vegetarian options are appropriately labeled	x	x		40
X	**6.9.**	**The company offers seasonal dishes at all meals**	At least 30% of the dishes offered or the main ingredients used should be seasonal				**max. 50**

		Yes	**1. Document check** Documentation must include: - Evidence of seasonal dishes and beverages in the menu offerings for all meals - Description of relevant menu items **Potential evidence:** - Menus - Meal plans - Seasonal calendar - Shopping lists - Documentation of calculations **2. Visual inspection** - Seasonal food and beverages are clearly available on the menu - Seasonal options are appropriately labeled	x	x		50
X	**6.10.**	**The company purchases the following certified organic products**	Products must come from different product categories (e.g., food, beverages, cosmetics, cleaning supplies, non-food items) **1. Document check** Documentation must include: - List of purchased products with certificates - Invoices or supplier documentation bearing the certification seal **Potential evidence:** - List of products with certificates **2. Visual Inspection** - On-site inspection of a random sample of selected products (e.g., packaging labeling) **Sample size:** Square root of the number of products **The following certifications/evidence are accepted**: EU Organic Certification, Bioland, Naturland, Demeter, AB (Agriculture Biologique), Soil Association Organic, Bio Austria, Ecocert	x	x		**max. 60**
		Organic-certified product	n/a	x	x		10
		Organic-certified product	n/a	x	x		10
		Organic-certified product	n/a	x	x		10
		Organic-certified product	n/a	x	x		10
		Organic-certified product	n/a	x	x		10
		Organic-certified product	n/a	x	x		10

X	**6.11.**	**The company gives preference to fair trade products and purchases the following**	**1. Document check** Documentation must include: - A list of purchased products indicating which are fair trade - Invoices or supplier documentation bearing the fair trade seal**Potential evidence:** - Product list **2. Visual inspection** - On-site inspection of a random sample of selected products (e.g., packaging labeling) **Sample size:** Square root of the number of products **The following certifications/evidences are accepted:** Fairtrade International, Fair for Life, Naturland Fair, WFTO (World Fair Trade Organization), Fair Trade USA				**max. 60**
		Fair trade product	n/a	x	x		10
		Fair trade product	n/a	x	x		10
		Fair trade product	n/a	x	x		10
		Fair trade product	n/a	x	x		10
		Fair trade product	n/a	x	x		10
		Fair trade product	n/a	x	x		10
X	**6.12.**	**The company purchases the following vegan products as alternatives to animal-based products**	**1. Document check** Documentation must include: - List of purchased products indicating which are vegan - Invoices or supplier documentation bearing the certification seal **Potential evidence:** - Product list **2. Visual inspection** - On-site inspection of a random sample of selected products (e.g., packaging labeling) **Sample size:** Square root of the number of products **The following certifications are accepted:** Vegan Society, V-Label, PETA-Approved Vegan, Leaping Bunny, Certified Vegan, EU Organic, or				**max. 60**
		Legumes (peas, beans, soy, lentils)	n/a	x	x		10
		Grains and pseudo-grains (quinoa, millet, buckwheat, amaranth)	n/a	x	x		10
		Quorn	n/a	x	x		10
		Plant-based beverages	n/a	x	x		10

		Other	n/a	x	x		10
		Other	n/a	x	x		10
X	**6.13**	**The company sources fish from organic farms and sustainable fishing methods**	**Document Check** Documentation must include: - A list of fish purchased over the last 12 months - Expenditures (euros) or weight (kg) - Information on any organic certificates, if applicable - Calculation and result as follows: Expenditure on purchased organic-certified fish / total expenditure on purchased fish × 100 or Weight of purchased organic-certified fish / total weight of purchased fish × 100 **Potential evidence:** - List of fish purchased - Documentation of the calculation **The following certifications are accepted:** MSC, Naturland Wildfisch **The following certifications are not accepted:** ASC				**max. 60**
		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			20
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			40
		>90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			60

X	**6.14**	**The company sources meat and meat products from organic or animal-welfare-compliant farming practices**	**Document Check** Documentation includes: - List of meat purchases over the last 12 months - Expenditures (euros) or weight (kg) - Information on any organic certificates for the meat, if applicable - Calculation and result as follows: Expenditure on purchased organic-certified meat / Total expenditure on purchased meat × 100 or Weight of purchased organic-certified meat / Total weight of purchased meat × 100 **Potential evidence:** - Overview of meat purchased - Documentation of the calculation **Accepted certificates:** EU Organic Label, Naturland, Bioland, Demeter				**max. 60**
		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			20
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			40
		>90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			60
X	**6.15.**	**The company sources dairy products from organic or animal-welfare-compliant farms**	(EU Organic Label, Naturland, Bioland, Demeter, Neuland)				**max. 60**
		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			20
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			40
		>90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			60

X	**6.16.**	**The company sources pasture-raised milk**	Pasture-raised milk refers to milk from cows that have regular access to pastureland and can graze there. The goal is more animal-friendly husbandry with outdoor access and grazing. **Document check** Documentation must include: - Evidence of sourcing pasture-raised milk products - Description of the products used or suppliers **Potential forms of evidence:** - Product labels - Certificates (e.g., Pro Weideland, QM+ Weidemilch, or similar) - Supplier confirmations - Product information - Organic or pasture-raised milk labels				**max. 30**
		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			10
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			20
		>90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			30

X	**6.17.**	**When purchasing the following products, the company pays attention to the fat content according to the DGE standard**	Adherence to the recommendations of the German Nutrition Society (DGE) supports a balanced and health-promoting diet. **Calculation:** Percentage of DGE-compliant products = Number or purchase quantity of DGE-compliant products / Total number or total purchase quantity of the respective product group × 100 **Document check** Documentation must include: - Overview of purchased products (dairy products, yogurt products, etc.) - Verifiable result of the calculation of the proportion of DGE-compliant products **Potential evidence:** - Shopping lists - Product data sheets - Supplier documentation				**max. 30**
		Milk: 3.5% fat by weight	n/a	x			10
		Yogurt: max. 3.5% fat, net of water	n/a	x			10
		Quark: max. 20% fat, net of moisture	n/a	x			10
		Cheese: max. 40% fat in dry matter	n/a	x			10
X	**6.18.**	**The company purchases only eggs that meet the following criteria**	n/a				**max. 60**

		Certified organic	**Examples of possible certifications:** - EU organic label - Bioland - Naturland - Demeter **1. Document check** Documentation must include: - Evidence of purchase of certified organic eggs - Description of the products used or suppliers **Potential supporting documents:** - Product labels - Certificates - Supplier confirmations - Purchase records **2. Visual inspection** - Certified organic eggs are labeled accordingly - Organic labels or product information are present	x	x		40

		Brother Roosters	Brother Rooster eggs are eggs from laying hen farms where male chicks ("brother roosters") are raised instead of being killed after hatching. **Examples of possible initiatives or labels:** - Bruderhahn Initiative Deutschland - Henne & Hahn - haehnlein - BruderEi - Organic farming associations with "Bruderhahn" concepts (e.g., Bioland, Naturland, Demeter) **1. Document check** Documentation must include: - Evidence of purchasing eggs from Brother Rooster initiatives - Description of the products used or suppliers **Potential forms of evidence:** - Product labels - Certificates - Supplier confirmations - Purchasing documents **2. Visual inspection** - Products from Brother Rooster initiatives are labeled accordingly - Information on origin or the initiative is available	x	x		20
X	**6.19.**	**The kitchen uses fresh ingredients and avoids foods containing flavor enhancers, colorings, preservatives, artificial additives, and E numbers**	**Document check** Documentation includes: - List of food items purchased over the last 12 months - Identification of products free of flavor enhancers, colorants, preservatives, artificial additives, and E numbers Calculation and result: Expenditure on fresh food purchased / Total food expenditure × 100 **Potential evidence:** - Product lists / meal plans with clear identification of which foods are fresh - Documentation of the calculation				**max. 20**
		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			10

		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			15
		>90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			20
X	**6.20.**	**The proportion of convenience foods in the company is no more than 30%**	Convenience products are pre-prepared foods for which the manufacturer has already completed certain stages of processing. Convenience products are divided into five different levels, of which the first two levels are included in the assessment. Stage 1: The product is ready for cooking. It therefore no longer needs to be cut or portioned, but still needs to be cooked and finished (seasoned, breaded, etc.); Stage 2: The product can be cooked, grilled, boiled, or fried without further preparation.				**max. 30**
		Yes	**1. Document Check** Documentation must include: - A list of food items/products used over the past 12 months - Identification of convenience products (e.g., ready-to-eat meals, frozen ready-to-eat items, pre-made desserts) Calculation and result: Number of convenience products / total number of products used × 100 **Potential evidence:** - Product and purchase lists with clearly identified convenience products **2. Visual inspection** - Inspection of storage and refrigeration areas for the proportion of convenience products	x	x		30

X	**6.21.**	**Whole-grain products are used as ingredients in the meals offered**	Whole-grain products contain all parts of the grain kernel (endosperm, germ, and bran) Whole-food products consist primarily of foods that have been processed as little as possible and retain most of their nutrient-rich components. **Examples:** - Whole-grain bread - Whole-grain pasta - Brown rice - Oatmeal - Whole-grain flour products **Document check** Documentation must include: - Evidence of the use of whole-food or whole-grain products in the menu offerings - Overview of the products or dishes used **Potential evidence:** - Menus - Recipes - Shopping lists - Product information				**max. 20**
		Yes, specifically regarding (heading)	n/a				
		Fruit & Vegetables product group as a percentage of the total quantity of the respective product category (heading)	n/a				
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			5
		more than 90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			10
		Meat product group as a percentage of the total quantity of the respective product category (heading)	n/a				
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			5

		more than 90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			10
X	**6.22.**	**Heirloom varieties (e.g., Swiss chard) are used as ingredients in the dishes offered**	Heirloom varieties are traditional or historically cultivated crop species and varieties that are often grown only on a limited scale today. They contribute to biodiversity and the conservation of genetic resources. **Examples:** - Swiss chard - Parsnip - Jerusalem artichoke - Heirloom apple or tomato varieties - Ancient grains such as emmer or einkorn **Document check** Documentation must include: - Evidence of the use of heirloom varieties in the menu - Overview of the products or dishes used **Potential evidence:** - Menus - Recipes - Shopping lists - Product information				**max. 20**
		Yes, specifically regarding (heading)	n/a				
		Fruit & Vegetables product group as a percentage of the total quantity of the respective product category (heading)	n/a				
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			5
		more than 90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			10
		Meat product group as a percentage of the total quantity of the respective product category (heading)	n/a				
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			5

		more than 90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			10
X	**6.23.**	**The company has designated and documented a purchasing officer (e.g., organizational chart, job description) who is responsible for implementing the purchasing policy**	n/a				**max. 30**
		Yes	**Document check** Documentation includes: - Official appointment of a purchasing officer **Potential evidence:** - Organizational chart - Job description	x			10
		As a primary role	**Document check** Documentation includes: - Official appointment of a purchasing officer in a primary role **Potential evidence:** - Organizational chart - Job description	x			20
		Role is performed in conjunction with a manager/specialist	**Document Check** Documentation includes: - Official appointment of a purchasing officer in a part-time role **Potential evidence:** - Organizational chart - Job description	x			10
	6.24.	**Purchasing of other consumables (e.g., napkins, cutlery, cleaning supplies) is conducted from suppliers located within a radius of ≤ 100 km of the site**	The 100 km refers to kilometers traveled.				**max. 40**

		Yes, specifically regarding (heading)	**Document Check** Documentation includes: - List of all suppliers of consumables for the past 12 months - Location of all suppliers - Distance from the facility to all suppliers - Calculation and result as follows: Number or sales volume of regional suppliers for consumables / Total number or sales volume of suppliers for consumables × 100 **Potential evidence:** - Supplier overview - Documentation of the calculation	x			
		30% to 60%	**Document Check** Documentation includes: - Verifiable result is between 30–60%	x			20
		60% to 90%	**Document check** Documentation includes: - Verifiable result falls between 60–90%	x			30
		more than 90%	**Document check** Documentation includes: - Verifiable result is above 90%	x			40
	6.25.	**Various items (e.g., napkins, towels, employee uniforms) are laundered at a regional laundry facility**	**Document check** Documentation includes: - Information on whether the laundry is on-site (in-house laundry) or off-site - Location of the off-site laundry - Distance from the company location **Potential evidence:** - Contract or invoice from the laundry - Proof of the laundry's location				**max. 40**
		On-site laundry facility	On-site laundry facility	x			40
		10 km	Laundry facility ≤ 10 km away	x			30
		20 km	Laundry service ≤ 20 km away	x			20
		30 km	Laundromat ≤ 30 km away	x			10

		Laundry facility is certified as sustainable	**Document Check** Documentation must include: - Valid certificate from the laundry facility - Name of the certification - Certificate identification number - Name of the company **Potential evidence:** - Laundry's certification certificate **The following certifications are accepted:** EU Ecolabel, Blue Angel, ISO 14001, EMAS, Nordic Swan Ecolabel, RAL Quality Mark "Textile Care" in conjunction with environmental or sustainability certifications, German Institute for Sustainability & Economy, or similar.	x			10
	6.26.	**The company ensures that textiles purchased, leased, or rented are produced sustainably**	n/a				**max. 40**
		Tablecloths	**Document Check** Documentation must include: - A list of all textiles purchased, leased, or rented during the audit period - Evidence of the sustainability certifications used or proof of the raw materials' sustainability - A breakdown of the proportion of textiles sourced sustainably **Potential supporting documents:** - Invoices or delivery notes with certification details - Product or supplier certificates **The following certifications are accepted:** GOTS (Global Organic Textile Standard), OEKO-TEX MADE IN GREEN, EU Ecolabel, Blue Angel, Cradle to Cradle Certified, Fairtrade Cotton, IVN Best (Naturtextil), or similar.	x			10

		Curtains	**Document Check** Documentation must include: - A list of all textiles purchased, leased, or rented during the audit period - Evidence of the sustainability certifications used or proof of the raw materials' origin - A breakdown of the proportions sourced sustainably **Potential supporting documents:** - Invoices or delivery notes with certification details - Product or supplier certificates **The following certifications are accepted:** GOTS (Global Organic Textile Standard), OEKO-TEX MADE IN GREEN, EU Ecolabel, Blue Angel, Cradle to Cradle Certified, Fairtrade Cotton, IVN Best (Naturtextil), or similar.	x			10
		Workwear	**Document Check** Documentation must include: - A list of all textiles purchased, leased, or rented during the audit period - Evidence of the sustainability certifications used or proof of the raw materials' sustainability - A breakdown of the proportion of textiles sourced sustainably **Potential supporting documents:** - Invoices or delivery notes with certification details - Product or supplier certificates **The following certifications are accepted:** GOTS (Global Organic Textile Standard), OEKO-TEX MADE IN GREEN, EU Ecolabel, Blue Angel, Cradle to Cradle Certified, Fairtrade Cotton, IVN Best (Naturtextil), or similar.	x			10

		Cloth napkins	**Document Check** Documentation must include: - A list of all textiles purchased, leased, or rented during the audit period - Evidence of the sustainability certifications used or proof of the raw materials' sustainability - A breakdown of the proportion of textiles sourced sustainably **Potential supporting documents:** - Invoices or delivery notes with certification details - Product or supplier certificates **The following certifications are accepted:** GOTS (Global Organic Textile Standard), OEKO-TEX MADE IN GREEN, EU Ecolabel, Blue Angel, Cradle to Cradle Certified, Fairtrade Cotton, IVN Best (Naturtextil), or similar.	x			10
		Cleaning supplies	**Document Check** Documentation must include: - A list of all textiles purchased, leased, or rented during the audit period - Evidence of the sustainability certifications used or proof of the raw materials - A breakdown of the proportions sourced sustainably **Potential supporting documents:** - Invoices or delivery notes containing certification details - Product or supplier certificates**The following certifications are accepted:** GOTS (Global Organic Textile Standard), OEKO-TEX MADE IN GREEN, EU Ecolabel, Blue Angel, Cradle to Cradle Certified, Fairtrade Cotton, IVN Best (Naturtextil), or similar.	x			10

X	**6.27.**	**When purchasing kitchen supplies, the company pays attention to the type of raw materials used in their production**	Taking the raw materials used in kitchen supplies into account supports more resource-efficient and sustainable purchasing. **Examples of possible criteria:** - Recycled materials - Percentage of renewable raw materials - Durable materials - Materials with low levels of harmful substances - Products with reduced plastic content Document Check Documentation must include: - Description of sustainability-related criteria for kitchen supplies within the purchasing policy - Overview of the products used and the raw materials employed **Potential evidence:** - Product information - Supplier documentation - Purchasing guidelines - Certificates				**max. 20**
		Product	n/a	x			10
		Product	n/a	x			10
		Product	n/a	x			10
		Product	n/a	x			10
		Product	n/a	x			10
X	**6.28.**	**The procurement of sustainably certified products across various product categories is carried out**	**Document Check** Documentation includes: - List of all purchased products (by product category) during the review period of the last 12 months - Identification of which products are sustainable - Calculation and result as follows: Number of sustainable products / Total number of purchased products × 100 **Potential evidence:** - Supplier overview - Certificates or product documentation - Documentation of the calculation **The following certifications are accepted:** Organic, Fairtrade, FSC, Ecolabel, Cradle to Cradle Certified, or similar.	x			**max. 40**

		Yes, specifically regarding (heading)	n/a				
		30% to 60%	**Document check** Documentation must include: - A verifiable calculation result between 30% and 60%	x			20
		60% to 90%	Document check Documentation includes: - Verifiable calculation result falls between 60% and 90%	x			30
		more than 90%	Document check Documentation includes: - Verifiable calculation result is above 90%	x			40
	6.29.	**The company is taking (additional) measures to optimize purchasing processes, strengthen the sustainable value chain, or purchase sustainable and vegan products**	n/a				**max. 20**
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation must include: - Description of the measure to optimize purchasing processes, strengthen the sustainable value chain, or purchase sustainable and vegan products **Potential evidence:** - Description of the measure	x			10
		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation must include: - Description of the measure to optimize purchasing processes, strengthen the sustainable value chain, or purchase sustainable and vegan products **Potential evidence:** - Description of the measure	x			10

		Measure […]	This measure was not scored under other criteria of the conformity assessment program. **Document check** Documentation must include: - Description of the measure to optimize purchasing processes, strengthen the sustainable value chain, or purchase sustainable and vegan products **Potential evidence:** - Description of the measure	x			10
	7.1	**The company declares and provides information about the origin of the products on the menu/meal plan**	n/a				**max. 10**
		Yes	**Document check** Documentation must include: - Menus/meal plans with origin information for the main ingredients/products **Potential evidence:** - Current menus and meal plans	x			10
	7.2	**Guests can purchase regional/homemade products at the company that are rooted in the company's culture, history, and natural environment**	**1. Document check** Documentation includes: - Description of how the products relate to the company's culture, history, or natural environment **Potential evidence:** - List of products offered **2. Visual inspection** - Inspection of the sales area/offerings at the company (e.g., shop, reception, restaurant)	x	x		**max. 20**
		Regional/homemade product	n/a	x	x		5
		Regional/homemade product	n/a	x	x		5
		Regional/homemade product	n/a	x	x		5
		Regional/homemade product	n/a	x	x		5
		Regional/homemade product	n/a	x	x		5
	7.3	**Employees are familiar with the origin and quality of the products and suppliers in the region**	n/a				**max. 10**

		Yes	**Document check** Documentation must include: - Evidence of internal information or training on the origin and quality of regional products and suppliers **Potential evidence:** - Posters - Information materials for employees - Training materials - Internal communication documents (e.g., handbook, newsletter)	x			10
	7.4	**At least half of the company's employees live within a radius of no more than 30 km from the company**	The employee list used must not be older than 12 months. The 30 km refers to kilometers driven.				**max. 30**
		10 km	**Document check** Documentation must include: - Number of employees residing within a radius of < 10 km / total number of employees × 100 **Potential evidence:** - Anonymized employee list (e.g., ZIP codes) - Documentation of the calculation	x			30
		20 km	**Document check** Documentation must include: - Number of employees residing within a radius of < 20 km / total number of employees × 100 **Potential evidence:** - Anonymized employee list (e.g., ZIP codes) - Documentation of the calculation	x			20
		30 km	**Document check** Documentation includes: - Number of employees residing within a radius of < 30 km / total number of employees × 100 **Potential evidence:** - Anonymized list of employees (e.g., ZIP codes) - Documentation of the calculation	x			10
	7.5	**Information on employee commuting**	n/a				**max. 40**

		At least 40% of employees walk or bike to work	**Calculation:** Percentage of employees walking or biking = Number of employees walking or biking / Total number of employees × 100 **Document check** Documentation includes: - Verifiable result of the calculation - Overview of employees' modes of transportation **Potential evidence:** - Employee surveys - Mobility analyses - Internal statistics	x			20
		At least 40% of employees commute to work by public transportation or carpooling	**Calculation:** Percentage of employees using public transportation or carpooling = Number of employees using public transportation or carpooling / Total number of employees × 100 **Document Check** Documentation must include: - A verifiable calculation result - An overview of the modes of transportation used by employees **Potential evidence:** - Employee surveys - Mobility analyses - Internal statistics	x			20
	7.6	**The company prioritizes physical accessibility and accessibility for people with and without mobility impairments**	n/a				**max. 50**
		Parking Spaces	**Visual inspection**: - Random inspection of parking spaces **Sample size: Square root of the total number of parking spaces**		x		10
		Access to public areas	**Visual inspection**: - Random checks of entrances to public areas		x		20

		Clear and accurate information is accessible to everyone at all times	**1. Document check** Documentation includes: - Description of how accessibility information is provided (e.g., website, guest information folder, posted notices, digital systems) **Potential evidence:** - Guest information (e.g., website excerpt, brochures, guest information folder) - Internal communication guidelines **2. Visual inspection** - Checking the availability and accessibility of information on-site (e.g., at the front desk, in guest information folders, via digital information boards)	x	x		10
		Accessibility has been certified or confirmed by relevant user groups/experts	**Document check** Documentation includes: - Evidence of certification (e.g., Reisen für Alle) or written confirmation of accessibility by relevant user groups or experts **Potential evidence:** - Certificate - Written confirmation from disability organizations, self-help groups, or specialized agencies **The following certificates are accepted: Reisen für Alle, or similar**	x			20
X	**7.7.**	**The company uses sustainable modes of transportation to deliver food**	For the purposes of this criterion, sustainable modes of transport are non-motorized or electrically powered vehicles **Examples:** - Bicycle - Cargo bike - E-bike - Electric vehicle				**max. 30**
		Yes	**1. Document Check** Documentation must include: - Evidence of the sustainable modes of transportation used	x	x		30

			- Description of the delivery logistics or service providers used **Potential evidence:** - Internal documentation - Vehicle inventories - Confirmations from delivery service providers - Contracts or service descriptions **2. Visual Inspection** - Sustainable modes of transportation are used for delivery - Vehicles or modes of transportation are visibly present at the company or in the delivery area				
X	**8.1**	**A quality management system is implemented at the company**	n/a				**max. 50**
		Business processes (e.g., work instructions) and the organizational structure within the company are documented in a quality/sustainability manual	**1. Document check** Documentation includes: - Information on business processes and organizational structures in a quality/management manual **Potential evidence:** - Quality or environmental manual **2. Visual inspection** - Quality or environmental manual at the company	x	x		10
		ISO 9001 quality certification is in place	**Document check** Documentation includes: - Validity of the quality management certification - Name of the certification: “ISO 9001” - Certificate identification number - Name of the company **Potential evidence:** - Certification certificate **The following certificates are accepted: ISO 9001**	x			20

		ISO 45001 quality certification is in place	**Document check** Documentation must include: - Validity of the environmental management certification - Name of the certification: “ISO 45001” - Certificate identification number - Name of the company **Potential evidence:** - Certification certificate **The following certificates are accepted: ISO 45001**	x			20
		ISO 14001 environmental management certification is in place	**Document Check** Documentation includes: - Validity of the environmental management certification - Name of the certification: “ISO 14001” - Certificate identification number - Name of the company **Potential evidence:** - Certification certificate **The following certificates are accepted: ISO 14001**	x			20
X	**8.2.**	**The company has designated and documented the following positions**	n/a				**max. 30**
		Purchasing Officer	A procurement officer is a person with technical responsibility within an organization who coordinates and oversees procurement processes. **Document Check** Documentation must include: - Official appointment of a procurement officer - Job description and scope of responsibility **Potential evidence:** - Organizational chart - Job description - Procurement guidelines - Process descriptions	x			10

		CSR Officer	CSR = Corporate Social Responsibility stands for sustainability in corporate management, with a commitment to social responsibility regarding environmental and social measures that go beyond legal requirements. **Document Check** Documentation must include: - Official appointment of a sustainability/environmental/CSR officer Job description and area of responsibility **Potential evidence:** - Organizational chart - Job description	x			10
		Occupational Safety Officer	An Occupational Safety Officer is a person with technical responsibility within an organization who supports and oversees occupational safety measures. **Document Check** Documentation must include: - Official appointment of an Occupational Safety Officer - Job description and scope of responsibility **Potential evidence:** - Organizational chart - Job description - Training certificates - Occupational safety documentation	x			10
		Hygiene Officer	A hygiene officer is a person with technical responsibility within an organization who coordinates and oversees measures related to hygiene planning, implementation, and monitoring. **Document Check** Documentation includes: - Official appointment of a hygiene officer - Job description and scope of responsibility **Potential evidence:** - Organizational chart - Job description - Training certificates - Hygiene protocols	x			10

		Quality Manager	A Quality Management Officer is a person with technical responsibility within an organization who coordinates and oversees the planning, implementation, and monitoring of quality management measures. **Document Check** Documentation must include: - Official appointment of a Quality Management Officer - Job description and scope of responsibility **Potential evidence:** - Organizational chart - Job description	x			10
	8.3.	**The company conducts a supplier evaluation at least once a year based on the core criteria of quality, regionality, and sustainability**	"Regional" for the purposes of this criterion: suppliers located within ≤ 100 km To fulfill this requirement, a supplier evaluation must be conducted annually. **Potential evidence:** - Supplier evaluations - Evaluation matrices - Purchasing guidelines - Supplier overviews				**max. 30**
		□ Yes, ≥ 50% of suppliers are regional	**Calculation:** Percentage of regional suppliers = Number of regional suppliers / Total number of suppliers × 100 **Document check** Documentation must include: - List of all suppliers from the last 12 months - Location of all suppliers - Distance from the company's location to all suppliers - Traceable calculation results **Potential evidence:** - Supplier overview - Purchasing documents - Documentation of the calculation	x			10

		□ Yes, ≥ 50% of suppliers operate according to a sustainability concept	A sustainability concept encompasses defined environmental, social, or economic sustainability measures within the company. **Document Check** Documentation includes: - Overview of suppliers with a sustainability strategy - Traceable calculation results **Calculation:** Percentage of suppliers with a sustainability strategy = Number of suppliers with a sustainability strategy / Total number of suppliers × 100 **Potential evidence:** - Sustainability reports - Supplier declarations - Certificates - Supplier overviews	x			10
		□ Yes, ≥ 50% of suppliers are certified as sustainable	**Examples of possible certifications:** - Organic certification - Fairtrade - FSC - MSC - EMAS - ISO 14001 **Document Check** Documentation includes: - Overview of sustainably certified suppliers - Traceable calculation results **Calculation:** Percentage of sustainably certified suppliers = Number of sustainably certified suppliers / Total number of suppliers × 100 **Potential evidence:** - Certificates - Supplier overviews - Supplier declarations - Documentation of the calculation	x			10
	8.4	**Suppliers are informed about the procurement policy, which gives preference to environmentally sustainable suppliers and products.**	n/a				**max. 10**

		Yes	**Document Check** Documentation must include: - Information for suppliers regarding the desired environmentally friendly and resource-conserving practices **Potential evidence:** - Sustainability guidelines or purchasing policy for suppliers - Sustainability agreements or codes of conduct for suppliers	x			10
X	**8.5**	**Suppliers comply with the company's policies, including social, environmental, and ethical standards**	n/a				**max. 10**
		Yes	**Document Check** Documentation includes: - Information regarding compliance with the rules of the Code of Conduct, including the company's social, environmental, and ethical standards - List of suppliers with confirmation of their acceptance of this Code **Potential evidence:** - Code of Conduct signed by suppliers - Evidence of audits or reviews of suppliers regarding the Code - Evidence of the Code's incorporation into supply contracts or terms and conditions	x			10
X	**8.6**	**Sustainability is viewed as a continuous improvement process within the company**	n/a				**max. 20**

		The company has a sustainability working group that actively works on projects	**1. Document Check** Documentation must include: - Information on the existence of a sustainability working group with active projects - Names of the working group members and their responsibilities - Evidence of regular meetings (at least every six months recommended) - Overview of completed or planned projects **Potential evidence:** - Meeting minutes - Organizational chart - Project overview with responsibilities and progress status - Internal presentations or reports from the working group - Action plan - Invitation letters or email threads regarding the meetings **2. Visual Inspection** - Communication regarding the working group within the company	x	x		10
		Agreements on targets are regularly established with corresponding deadlines	**Document Check** Documentation including: - Establishment of sustainability goals or measures - Definition of responsibilities and deadlines - Evidence of regular reviews or progress monitoring **Potential evidence:** - Action plans - Goal agreements - Meeting minutes - Project overviews - Internal reports or presentations - Task or schedule overviews	x			10
X	**8.7**	**Employees and new hires receive written information from the company regarding sustainable behavior in various work areas**	n/a				**max. 20**

		Yes	**1. Document Check** Documentation includes: - Written information on eco-friendly tips/behavior in the workplace **Potential evidence:** - Information materials for employees (environmental guidelines, information sheets, employee handbooks, emails, screenshots from the intranet) **2. Visual Inspection** - Information materials for employees at the company	x	x		20
	8.8	**The company uses cleaning products in a controlled manner and carries out preventive pest control when necessary.**	n/a				**max. 10**
		Inspection of cleaning products used	**1. Document check** Documentation includes: - Information on the monitoring of cleaning agents used over the past 12 months - List of cleaning agents used, including product names and areas of application **Potential evidence:** - List of cleaning agents - Safety data sheets - Storage documentation - Operating instructions and hazard assessments - Training records for handling cleaning agents **2. Visual inspection** - Proper and labeled storage of supplies at the company - Safety data sheets or operating instructions at the respective storage or application locations at the company	x	x		5

		Preventive pest control is carried out as necessary	**1. Document Check** Documentation including: - Preventive pest monitoring plan - Information on regular pest control - List of methods and agents used **Potential evidence:** - Contract with a certified pest control service - Documentation of inspection dates, including results - Monitoring plans - Evidence of approved pest control agents used - Internal hygiene/safety protocols related to pest prevention **2. Visual Inspection** - Monitoring systems (e.g., bait stations, UV insect traps, etc.) - Inspection labels on traps	x	x		5
	8.9.	**A storage system* has been implemented at the company**	A storage system comprises defined procedures and structures for the storage, labeling, and inspection of goods.				**max. 30**
		Inventory is regularly checked for best-by dates	**1. Document check** Documentation including: - Guidelines for checking best-by dates - Description of inspection intervals or responsibilities **Potential evidence:** - Checklists - Work instructions - Hygiene documentation **2. Visual inspection** - Food products are properly labeled - No obvious instances of best-by dates being exceeded	x	x		20
		After food delivery, items requiring refrigeration are stored immediately	**Document Check** Documentation includes: - Guidelines for handling refrigerated deliveries - Description of internal procedures or responsibilities **Potential evidence:** - Work instructions - Hygiene policies - Training materials	x			10

		The FeFo* principle is applied	FeFo (“First expired – first out”) means that products with the earliest best-by date are used first. **1. Document Check** Documentation includes: - Description of how the FeFo principle is applied - Guidelines for inventory rotation or warehouse organization **Potential evidence:** - Work instructions - Warehouse plans - Training materials **2. Visual Inspection** - Products with shorter best-by dates are sorted or labeled accordingly - Inventory rotation is clearly traceable	x	x		10
		There are designated storage locations for food and beverages	**Visual inspection** - Designated storage locations for food and beverages are available - Storage areas are clearly assigned or labeled		x		10
		There are designated storage locations for non-food items	**Visual inspection** - Designated storage locations for non-food items are available - Non-food items are stored separately from food		x		10
X	**8.10**	**The company regularly surveys and monitors guest satisfaction**	The systematic collection of guest satisfaction data over a period of time (3 years for annual surveys/12 months for monthly surveys (for new openings, starting from the year/month of opening))				**max. 20**
		The process for measuring satisfaction is documented	**1. Document Check** Documentation including: - Information (about the process) regarding the collection and monitoring of guest satisfaction from last year/month, such as details on the survey procedure, satisfaction survey questions, survey results, and valuation of the satisfaction survey **Potential evidence:** - Sample questionnaires - Screenshots of digital survey tools - Valuation reports - Documentation **2. Visual Inspection** - Guest satisfaction survey conducted at the company - The digital survey tool	x	x		10

		The (complaint) process is regulated and documented	**Document Check** Documentation includes: - Information on the regulation and documentation of the complaint process - Identification of responsible persons or departments **Potential evidence:** - Operating instructions - Sample documentation of a guest complaint with follow-up actions	x			10
		The company offers a guest review system	**1. Document Check** Documentation must include: - Name and type of the review tool used - Information on the scope of application **Potential evidence:** - Proof of license or contract with the review tool provider - Valuation reports **2. Visual Inspection** - Review tool in use at the company **Review tools include:** e.g., TrustYou, ReviewPro, Customer Alliance, in-house system, etc.	x	x		10
X	**8.11**	**The company regularly measures employee satisfaction levels**	The systematic measurement of employee satisfaction over a period of time (3 years for annual surveys/12 months for monthly surveys (for new locations, starting from the year/month of opening))				**max. 20**
		Yes	**1. Document check** Documentation including: - Information on the collection and monitoring of employee satisfaction from the previous year/month - Information on the survey procedure - Questions from the satisfaction survey - Results of the satisfaction survey - Valuation of the satisfaction survey **Potential evidence:** - Sample forms / screenshots of digital survey tools - Valuations **2. Visual inspection** - Employee satisfaction survey conducted in the company - Digital survey tool in use in the company	x	x		5

		The (complaint) process is regulated and documented	**Document check** Documentation includes: - Information on the regulation and documentation of the complaint process - Designation of responsible persons or departments **Potential evidence:** - Operational instructions - Sample documentation of an employee complaint with follow-up actions	x			10
		Please specify: (Heading)	n/a				
		Employee satisfaction as a percentage	**1. Document check** Documentation includes: - Valuation of employee satisfaction as a percentage for the last year/month **Potential evidence:** - Employee satisfaction valuation **2. Visual inspection** - Assessment tool at the company	x	x		5
		Average length of service in years	**1. Document check** Documentation includes: - Number of years of average employee tenure - Anonymized list of employees with hire dates and length**of**service **Potential evidence:** - Valuation from the HR management system - Employee roster **2. Visual inspection** - HR management system at the company	x	x		5
X	**8.12**	**Employees can submit suggestions for improvement within the company via a defined process. Optionally, an incentive system may also be in place for this purpose.**	To meet the mandatory criterion, the criterion component “A process is in place” must be demonstrated to be fulfilled.				**max. 10**

		A process is in place	**1. Document check** Documentation must include: - A list of submitted improvement suggestions or documentation of the established process for submission **Potential evidence:** - Form - Screenshot of a digital tool for improvement suggestions - List of improvement suggestions - Action plan **2. Visual inspection** - Physical suggestion box at the company - Digital tool for improvement suggestions - Posters informing employees about opportunities to participate	x	x		5
		An incentive system (monetary/material/non-material) is in place for this purpose	**1. Document check** Documentation including: - Description of the incentive system for submitting improvement suggestions (monetary/material/non-material) - Criteria for assessment and reward of suggestions - Information on responsibilities and decision-making processes **Potential evidence:** - Policy on the incentive system - Evidence of awarded bonuses or recognition - Communications regarding the awarding of incentives **2. Visual inspection** - Notices for employees regarding the incentive system for submitting improvement suggestions	x	x		5
X	**8.13**	**The company has performed a CO_2 calculation.**	A CO_2 calculation (also known as a CO_2 footprint or carbon footprint) quantifies a company's direct and potentially indirect greenhouse gas emissions over a specified period.				**max. 60**

		CO_2 Calculation	Useful free calculation tools include the following - **https://sustainablehospitalityalliance.org/resource/hotel-carbon-measurement-initiative/** **- https://tool.ecocockpit.de/signup** **- https://co2.zenapa.de/** **Document Check** Documentation must include: - CO_2 calculation from the last or second-to-last year - Specification of system boundaries (Scope 1, 2, and 3) **Potential evidence:** - CO_2 calculation	x			20
		CO_2 calculation in accordance with the full GHG (Greenhouse Gas Protocol)	**Document check** Documentation must include: - Name of the provider used for CO_2 calculations from the last or second-to-last year - CO_2 report or results documentation specifying the system boundaries (Scope 1–3) - Data source, methodology, and time period of the survey **Potential evidence:** - Complete CO_2 report - Extract from CO_2 calculation software - External certificates, reports, or service provider documentation regarding the CO_2 survey	x			20

		CO_2 Calculation for the Food Menu	Calculating the CO_2 emissions of the food menu promotes transparency regarding the climate-related impacts of individual dishes. **Examples:** - CO_2 information on menus - Labeling of climate-friendly dishes - Digital CO_2 display in the ordering system **1. Document Check** Documentation must include: - Name of the provider or system used for CO_2 calculation - Description of the methodology and data basis - Overview of the calculated dishes or meals **Potential evidence:** - CO_2 reports - Extract from calculation software - Provider or system documentation - Menus with CO_2 information **2. Visual inspection** - CO_2 information for dishes is visible on menus or in digital systems - Climate-related labeling of dishes is present	x	x		20
	8.14	**The company offsets its CO_2 emissions**	CO_2 emissions offsetting refers to the process by which greenhouse gas emissions caused by human activities are offset through the financing or implementation of measures to reduce or sequester emissions, in order to neutralize net emissions.				**max. 50**
		Yes	**Document Check** Documentation includes: - Information on CO_2 calculations - Information on the type, location, and standard of the offset projects used - Time period and scope of CO_2 offsetting **Potential evidence:** - Certificates of completed CO_2 offsets - Invoice or contract with offset service providers	x			50
	8.15.	**The company features sustainable and health-conscious amenities that draw on local culture**	n/a				**max. 40**

		All construction, furnishings, and equipment materials are environmentally friendly, recycled, or recyclable	**1. Document Check** Documentation includes: - List of environmentally friendly, recycled, or recyclable construction, furnishing, and equipment materials used **Potential evidence:** - List of materials - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) - Product certificates **2. Visual inspection** - Use of natural, recycled, or recyclable materials in the company	x	x		10

		For renovations or new construction, sustainable construction methods and materials are preferred, with corresponding certification where possible	Cradle to Cradle Certified: Core & Shell products: structural framework, facade, roofing systems, glazing, vertical access, mechanical, electrical, and plumbing (MEP) systems Interior finishing products: flooring, wall and ceiling materials, paints, panels, doors, hardware, lighting Fittings and furnishings: Furniture, textiles, curtains, carpets, lighting fixtures, appliances, built-in fixtures FSC, PEFC, and SFI: Wood-based Core & Shell products: Load-bearing timber structures, roof trusses, wood facades, glued laminated timber, CLT elements, wood windows Wood-based interior finishing products: Parquet flooring, floorboards, wood panels, doors, stairs, ceiling cladding Wood-based fixtures and furnishings: Furniture, built-in fixtures, joinery, wood paneling Environmental Product Declaration (EPD, Type III) according to ISO 14025 or EN 15804: Construction products in all product groups (e.g., concrete, steel, insulation materials, glass, flooring, interior finishing products) Recycling and recycled content certifications: Core & Shell products: Recycled concrete (R-concrete), recycled steel, recycled aluminum Interior finishing products: Flooring with verified recycled content, insulation materials made from recycled materials Fittings and furnishings: Furniture or products with a verified recycled content **1. Document check** Documentation including: - Information on the preference for sustainable materials - Certification of sustainable construction methods and materials **Potential evidence:** - Product certificates	x	x		10

		Natural materials are used for decoration in the company	**1. Document check** Documentation must include: - List of natural materials used **Potential evidence:** - List of natural materials used **2. Visual inspection** - Use of natural materials in the company	x	x		10
		Where possible, local materials, practices, and craftsmanship are utilized	**1. Document check** Documentation includes: - Information on the local materials, practices, and craftsmanship used **Potential evidence:** - List of local materials, practices , and craftsmanship - Supply documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Use of local materials, practices, and craftsmanship in the company	x	x		10
		Local art and crafts are integrated into design and furnishings	**1. Document check** Documentation to include: - Information on the use of local art and crafts in design and furnishings **Potential evidence:** - List of local art and crafts - Delivery documentation (contracts, invoices, delivery notes, order lists, correspondence) **2. Visual inspection** - Use of local art and crafts in the company's design and furnishings	x	x		10
X	**9.1**	**The company defines principles for fair treatment of all stakeholders**	n/a				**max. 20**

		Yes	**Document check** Documentation includes: - Information on fair treatment of all stakeholders - Identification of all relevant groups (at least employees, suppliers, and guests) - Description of fair practices/definition of principles for interaction (e.g., equal treatment, collaborative partnership, transparent communication) - Binding nature of the document (e.g., approval by management, mandatory application, etc.) **Potential evidence:** - Code of conduct - Guidelines	x			10
X	**9.2**	**The company supports initiative(s) or project(s) aimed at promoting the local community or cultural heritage**	There are no minimum financial, material, or time commitments required for support. The local community is defined as an area within a 30-kilometer radius. If no projects or initiatives are available within a 30-kilometer radius, regional projects or initiatives may also be considered. For corporate groups, central support for local initiatives or projects may suffice.				**max. 40**
		Yes	**Document Check** Documentation must include: - Description of the initiative(s)/project(s), including the initiator(s) or project sponsor(s) - Scope of financial, material, or personnel support received over the past 12 months **Potential evidence:** - Contract - Donation receipt - Cooperation agreement - Photos of the event - Documentation of personnel support	x			40

	9.3.	**The company provides training**	**Document Check** Documentation to include: - Evidence of existing apprenticeship or internship positions - Overview of trainees or areas of assignment **Potential supporting documents:** - Apprenticeship contracts - Internship agreements - Organizational chart - Training plans				**max. 30**
		Trainees	n/a	x			20
		Interns	n/a	x			5
		Working students	n/a	x			5
X	**9.4**	**The company has written policies regarding working hours, overtime, vacation, tips, and compensation.**	To meet this mandatory criterion, at least the “Yes” component of the criterion must be verifiably fulfilled.				**max. 50**
		Yes	**Document Check** Documentation includes: - Policies on working hours, overtime, vacation, tips, and compensation **Potential evidence:** - Policy on working hours, overtime, vacation, and compensation. - Employment contract (sample, anonymized)	x			30
		Salary levels are monitored and regularly adjusted to meet the standards for a living wage in the country of employment	**Document Check** Documentation includes: - Information on the review and adjustment of salary levels - Justification based on current standards for a living wage in the country of employment **Potential evidence:** - Salary adjustment records - Internal documentation regarding the review and adjustment of salary levels - Communication records confirming the alignment of salary levels with living wage standards	x			10

		Employment contracts include health insurance and/or social security coverage	**Document Check** Documentation should include: - Information on supplemental health insurance - Information on other voluntary social benefits (e.g., public transportation pass, gift card), including their monetary value **Potential evidence:** - Employment contract of an employee from a lower hierarchical level (redacted if necessary)	x			10
	9.5.	**Employees regularly participate in training and continuing education programs**	Systematic conduct of training sessions over a period of time (3 years when viewed annually / 12 months when viewed monthly (for new locations, starting from the year/month of opening)) The date of the most recent training session must not be more than 12 months ago.				**max. 60**
		Yes	**Document Check** Documentation must include: - Documentation of employee participation in training sessions - Conducted internally and/or externally **Potential evidence:** - Training calendar - Participant lists - Training minutes	x			60
	9.6.	**These training sessions cover the following sustainability topics**	The date of the most recent training session must not be more than 12 months ago. **Potential evidence:** - Training calendar listing the training sessions and their topics - Minutes or records of the training sessions conducted - Invoices verifying that the training sessions were conducted To meet this mandatory criterion, at least two of the listed topic areas must be demonstrably covered in training sessions. The selection of topic areas is not prescribed.				**max. 30**
		Environmental Practices	**Document Check** Documentation must include: - Confirmation that a training session’s content aligns with the topic of “environmental practices” (e.g., resource management, waste management, energy efficiency, sustainable procurement, climate change, and CO2 reduction)	x			5

		Social and Cultural Practices	**Document check** Documentation must include: - Verification that a training session's content aligns with the topic "Social and Cultural Practices" (e.g., cultural sensitivity, diversity and inclusion, community engagement, ethical labor practices)	x			5
		Economic and Quality Issues	**Document check** Documentation including: - Content alignment of a training program with the topic "Economic and Quality Issues" (e.g., cost management, quality assurance, economic sustainability, competitive analysis)	x			5
		Human rights issues	**Document check** Documentation includes: - Verification that a training program's content aligns with the topic "Human Rights Issues" (e.g., workers' rights, fair trade, combating child labor and forced labor, equal opportunity)	x			5
		Health and Safety Practices	**Document check**Documentation includes: - Verification that the content of a training program aligns with the topic "Health and Safety Practices" (e.g., safety regulations, ergonomics and working conditions, first aid training, mental health)	x			5
		Vegan Cuisine	**Document check** Documentation includes: - Verification that the content of a training course aligns with the topic "Vegan cuisine" (e.g., preparation of specific plant-based alternatives to specific animal products)	x			5
		Organically Grown Food	**Document check** Documentation includes: - Verification that the content of a training course aligns with the topic "Organically grown food" (e.g., differences between conventional and organic farming, organic certifications, origin and labeling of organic products, sustainable procurement of organic products)	x			5
	9.7.	**A system offering workplace health management programs is in place at the company**	n/a				**max. 40**
		A daily supply of fruits and vegetables is available in employee areas	**Visual inspection** - A selection of fruits and vegetables is visibly displayed and freely available in at least one of the employee areas		x		5

		Sports, relaxation, and nutrition programs for employees	**1. Document Check** Documentation must include: - Information on sports, relaxation, and nutrition programs - Visible information (describing how to sign up) - Date of a relevant program within the next 8 weeks **Potential evidence:** - Posters or flyers - Onboarding documents - Contracts with external service providers - Participant lists for programs **2. Visual Inspection** - Posters or digital displays are visible in the employee area and include information on sports, relaxation, and nutrition programs, including a visible description of how to sign up	x	x		5
		An occupational physician is available	**Document Check** Documentation must include: - A formal written agreement with a company physician specifying the frequency of visits (e.g., monthly, quarterly) or the physician's agreed-upon working hours, as well as the defined number of hours per month or year that the company physician is available to the company **Potential evidence:** - Contract - Cooperation agreement	x			5
		Physical and psychological risk assessments for workplaces are available	**Document Check** Documentation includes: - Existence of an individualized risk assessment for workstations - The risk assessment takes into account both physical and psychological hazards - The date of the risk assessment must not be more than 18 months old **Potential evidence:** - Current risk assessment of workstations	x			15

		Optimally designed workstations to reduce physical and psychological stress	**Document Check** Documentation must include: - Description of the optimal design of the workplaces - Description of how the design contributes to reducing physical and psychological stress **Potential evidence:** - Documentation of measures - Test report	x			10
	9.8.	**The company regularly collects data on its employment structure**	Evidence for data on the employment structure must be provided by personnel statistics no older than 6 months.				**max. 10**
		Yes	**Documentation must include:** - A list of employment structure data that has been verified and confirmed for at least five of the aspects listed below **Potential evidence:** - Employee overview	x			
		Please specify: (Heading)	N/A				
		Number of employees (full-time equivalents)	Calculation of the number of employees in full-time equivalents	x			3
		Number of apprentices	Survey of the number of trainees	x			3
		Number of management positions	Survey of the number of management positions	x			3
		Percentage of women in management positions	Survey of the number of women in leadership positions	x			3
		Number of skilled workers	Survey of the number of skilled workers	x			3
		Number of temporary and seasonal workers	Survey of temporary and seasonal workers	x			3
		Number of local employees	Survey of the number of local employees	x			3
	9.9.	**The company is an inclusive workplace**	Definition: Inclusive workplace: According to Section 215(3) of SGB IX, inclusive workplaces must employ at least 30% people with severe disabilities. In practice, inclusion agencies first count the filled positions.				**max. 60**
		Yes	**Document Check** Documentation includes: - Evidence of status as an inclusive workplace - Evidence of the percentage of severely disabled people employed **Potential supporting evidence:** - Notice of recognition as an inclusive workplace - Staff overviews - Evidence from the inclusion office - Organizational chart or company profile	x			60

	9.10.	**The company has a diversity-focused management approach to equal opportunity**	Diversity refers to the recognition and appreciation that all people deserve equally, regardless of their social and ethnic background, gender, religious affiliation, sexual orientation, worldview, or mental and physical characteristics. Within a company, this means eliminating social barriers, promoting equal treatment, abolishing discrimination, and leveraging diversity in both personnel and social contexts.				**max. 60**
		Yes	**Document Check** Documentation includes: - Description of a diversity management system for equal opportunity **Potential evidence:** - Mission statement - Diversity policy - Code of conduct	x			30
		The company takes into account groups at risk of discrimination in its workforce structure and recruitment practices	**Document Check** Documentation includes: - Description of active consideration of groups at risk of discrimination - Recruitment measures to promote groups at risk of discrimination **Potential evidence:** - Recruitment policy - Description of the recruitment process - Action plan	x			20
		Internal promotions include these groups	**Document Check** Documentation including: - Description of active consideration of groups at risk of discrimination in internal promotions - Measures to integrate these groups into the internal promotion process **Potential evidence:** - Promotion policy - Description of the promotion process - Action plan	x			10
X	**9.11.**	**The company has a policy against commercial, sexual, or other forms of exploitation and harassment**	n/a				**max. 30**
		This policy is documented	**Document check** Documentation includes: - Description of a policy against commercial, sexual, or other forms of exploitation and harassment	x			20

		The policy applies to children, adolescents, women, minorities, and other vulnerable groups	**Document check**Documentation includes: - Description of a policy against commercial, sexual, or other forms of exploitation and harassment - Description of the policy's applicability to vulnerable groups (children, adolescents, women, minorities, and others) - Description of protective measures for these groups regarding exploitation and harassment	x			10
	9.12.	**The company offers employees the following benefits**	A point under this criterion can only be assessed if all employees (including part-time, seasonal, and cleaning staff, etc.) have equal access to the specified benefit (unless otherwise specified).				**max. 60**
		Overtime Policy	**Document Check** Documentation must include: - An explicit policy governing the handling of overtime - Overtime pay or time off in lieu **Potential evidence:** - Employment contract (redacted where necessary) - Company agreement on overtime regulations - Internal guidelines on overtime regulations - Pay stubs	x			5
		Pay Above the Collective Bargaining Agreement	**Document Check** Documentation includes: - Comparison of: the company's wages (actual pay to employees) - with: the minimum wages under collective bargaining agreements (industry-wide minimum wage) **Potential evidence:** - Pay stubs for three months - Internal reports - and collective bargaining agreements - References from state labor authorities	x			5

		Employee Input on Schedule Planning	**Document Check** Documentation includes: - explicit provisions regarding employees' right to have a say in shift scheduling - right to have a say documented in writing **Potential evidence:** - shift scheduling policy - team handbook - company agreement	x			5
		Voluntary Social Benefits	**Document check** Documentation including: - Policy on the payment of voluntary social benefits with associated conditions - Payment of a social benefit - and the monetary amount of the social benefit **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement	x			5
		Payment of Christmas and Vacation Bonuses	**Document check** Documentation includes: - Policy on the payment of Christmas and vacation bonuses, including associated conditions - Amount of the special payments - and payment terms for the special payments **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary)	x			5
		Job ticket for public transportation	**Document check** Documentation includes: - Policy regarding the provision of a job ticket for local public transportation (ÖPNV) with associated terms and conditions - Terms and conditions for providing the job ticket **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary)	x			5

		Family-Friendly Work Schedule Arrangements	**Document check** Documentation includes: - Policy on family-friendly work schedules with associated conditions - Flexible work hours, part-time work, or work-from-home options **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary) - Internal policy on flexible work schedules	x			5
		Offer of part-time work	**Document Check** Documentation includes: - Policy on part-time work with associated conditions - Flexible work hours, part-time work, or work-from-home options **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary) - Internal guideline on flexible work arrangements	x			5
		4-Day Workweek for Full-Time Employees	**Document Check** Documentation includes: - Policy on part-time work with associated conditions - Flexible work hours, 4-day workweek, or work-from-home options **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary) - Internal guidelines on flexible work arrangements	x			5
		Documented Employee Review	**Document Check** Documentation includes: - Documentation of employee reviews conducted, including relevant topics, goals, and actions - Standardized topics and goals to be discussed in employee reviews **Potential evidence:** - Standardized template form - Minutes (redacted if necessary)	x			5
		Appealing break rooms	**Visual inspection** - A break room is available and has the following amenities: at least one seating area (3 seats), natural ventilation (e.g., windows), adequate lighting, and refreshments (e.g., fruit, snack machine, or similar)		x		5

		Planning of Vacation (≥ 3 Weeks)	**Document Check** Documentation must include: - A written provision allowing employees to take a minimum of 3 consecutive weeks of vacation - Written policy regarding consecutive vacation periods **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary) - Internal vacation policy - Employee handbook - Vacation requests or confirmations (redacted if necessary) including vacation policies	x			5
		Family & Friends Rates/Discounts for Employees	**Document Check** Documentation including: - Granting of Family & Friends rates - Written employee discounts - Written eligibility criteria and conditions for rates or discounts **Potential evidence:** - Employment contract (redacted if necessary) - Supplementary agreement (redacted if necessary) - Internal policy	x			5
		Internal Job Transfer (e.g., between companies within a corporate group)	**Document**Check Documentation includes: - Option for employees to transfer jobs within the group of companies - Written procedures and conditions for a transfer **Potential evidence:** - HR policies - Transfer agreements	x			5
		Support Program for Trainees	**Document Check** Documentation must include: - Description of a support program for apprentices with clear regulations regarding the type of support (e.g., financial assistance, mentoring, continuing education) **Potential evidence:** - Internal guidelines - Program description(s) regarding support programs	x			5

		Granting of Educational Leave	**Document Check** Documentation must include: - A description of the granting of educational leave, specifying the number of days and the conditions **Potential evidence:** - Company agreements that stipulate the granting of educational leave - Employment contract (redacted if necessary)	x			5
		Grants/Cost Coverage for Continuing Education	**Document Check** Documentation includes: - Written confirmation of the granting of a subsidy or cost coverage for continuing education, including the relevant conditions and the application process **Potential evidence:** - Standardized application form for continuing education subsidies or cost coverage - Internal policy regarding conditions and the application process	x			5
		In-House (Continuing Education) Academy	**1. Document Check** Documentation includes: - Company-owned (continuing education) academy - Current program schedule (at least one course offered in the last 6 months) - Description of the continuing education offerings **Potential evidence:** - Program schedule of the internal academy **2. Visual Inspection** - Verification of the academy's existence and course offerings based on the company's official website	x	x		5
		Partnerships with Providers for In-Service Continuing Education	**Document check** Documentation must include: - Existing partnerships with providers of in-service training that specify the terms and the joint offerings **Potential evidence:** - Partnership agreement (redacted if necessary) - Contract (redacted if necessary)	x			5

		Career Development Programs	**Document check** Documentation including: - Description of career development programs, - List of available programs **Potential evidence:** - Career development plan - Human resources development strategy	x			5
		Financial Incentives for Meeting Targets	**Document check** Documentation includes: - Description of financial incentives for achieving goals - Type and amount of incentives - Conditions for awarding incentives **Potential evidence:** - Bonus policy - Goal agreements - Bonus payments	x			5
		Benefits in Kind	**Document check** Documentation includes: - Description of benefits in kind - Type and amount of benefits - Conditions for granting benefits **Potential evidence:** - Employment contract (redacted if necessary) - Compensation policy - Employee benefits agreement	x			5
		Equipment such as cell phones/laptops for department heads	**Document Check** Documentation includes: - Provision of cell phones and laptops to department heads, including assigned equipment and its use **Potential evidence:** - Equipment Policy - Technology Use Agreement - Proof of Company-Issued Equipment	x			5

		Employee Meals	**Document Check** Documentation includes: - Description of the amount and conditions for (the payment of) attendance allowances **Potential evidence:** - Attendance Allowance Policy - Internal Policy - Supplementary Regulation	x			5
		Vegan or Organic Meals	**Document check** Documentation includes: - Current selection of vegan or organic meals - Or general availability of vegan or organic options **Potential evidence:** - Daily menu - Meal plan policy	x			5
		Own Preschool/Daycare Center or Financial Support Therefor	**Document check** Documentation includes: - Description of the company's own kindergarten - or description of financial support for a childcare facility **Potential evidence:** - Cooperation agreement with a childcare facility - Internal policy - Supplementary regulation	x			5
		Company outing/company party	**Document Check** Documentation must include: - Clear evidence that a company outing or company party took place - Date within the last 12 months **Potential evidence:** - Invitation to employees (written or digital) - Photos	x			5

		Employee meeting	**Document Check** Documentation must include: - Holding of employee meetings - Frequency specified in writing - Topics discussed - Participants **Potential evidence:** - Minutes of an employee meeting - Entries in a digital calendar	x			5
		Personal Mentor for Onboarding	**Document check** Documentation includes: - Assignment of a personal mentor for onboarding new employees - Description of the process - Description of the mentor's role **Potential evidence:** - Onboarding guidelines - Mentor agreement	x			5
	9.13.	**The company offers its guests the following health-conscious alternatives on the menu**	**1. Document check** Documentation includes: - Evidence of alternatives on the menu **Potential evidence:** - Menus - Recipes - Product information **2. Visual inspection** - Alternatives are marked on the menu or clearly available				**max. 20**
		Reduced-sugar alternative	n/a	x	x		3
		Calorie-reduced alternative	n/a	x	x		3
		Low-fat alternative	n/a	x	x		3
		Low-sodium alternative	n/a	x	x		3
		Gluten-free alternative	n/a	x	x		3
		Lactose-free alternative	n/a	x	x		3
		Other (…)	This measure was not scored under other criteria of the conformity assessment program.	x	x		3
		Other (…)	This measure was not scored under other criteria of the conformity assessment program.	x	x		3

		Other (…)	This measure was not scored under other criteria of the conformity assessment program.	x	x		3
X	**10.1**	**The company regularly collects economic and financial data and uses it to derive KPIs, which are documented.**	The systematic recording of economic and financial data over a period of time (3 years for annual analysis/12 months for monthly analysis (for new businesses, starting from the year/month of opening)) For confidentiality reasons, an on-site document check is sufficient here, and no uploads are required.				**max. 40**
		Yes	**Document Check** Documentation includes: - Regular calculation of KPIs **Potential evidence:** - Management report - Extract from the business software - Tabular overview	x			40
X	**10.2.**	**The company has a long-term investment plan**	Potential evidence may include a long-term (valid for at least 4 years) investment plan (no older than 2 years) and, if applicable, a minutes of the meeting or resolution by management approving the investment plan. This must confirm management approval (e.g., by signature, resolution note, or similar).				**max. 30**
		Yes	**Document Check** Documentation must include: - Specific investment measures with timelines and cost estimates **Potential evidence:** - Investment plan	x			20
		The investment plan takes environmental aspects into account	**Document Check** Documentation must include: - At least 3 clearly identified investments related to environmental goals, with timelines and cost estimates	x			10
	10.3.	**Employees are regularly informed about key performance indicators (e.g., in meetings)**	Regularly: Information on key performance indicators is provided at least once a year				**max. 10**

		Yes	**Document check** Documentation includes: - Description of how key performance indicators are communicated to employees - Information on key performance indicators **Potential evidence:** - Confirmation from the company regarding the presentation and frequency	x			10
X	**10.4.**	**The company has a risk management system in place for environmental, social, and economic business risks**	Risk management encompasses all measures for the systematic identification, analysis, assessment, minimization, and control of risks along the value chain within the company.				**max. 40**
		Yes	**Document Check** Documentation must include: - Overview of risk types (environmental, social, economic) - Conducting a risk analysis with assessment (e.g., probability of occurrence, extent of damage) - Specific measures for risk treatment by risk type **Potential evidence:** - Risk management system covering environmental, social, and economic risks - Overview of measures for risk assessment and control	x			40
	10.5.	**Over the past 3 years, the company has demonstrated continuous improvement in the following areas**	Evidence of positive progress in the requested data over a period of time (3 years for annual analysis / 12 months for monthly analysis (for new locations, starting from the year/month of opening)) can be provided using an overview, comparison tables, or a KPI report. The data provided has been verified (e.g., through internal quality assurance, external confirmation, an audit opinion, or audit results).				**max. 60**
		Revenue	**Document Check** Documentation includes: - Positive revenue trend	x			5
		Profit	**Document check** Documentation including: - Positive trend in earnings	x			5
		Investment	**Document check** Documentation includes: - Positive trend regarding investments	x			5

		Number of Guests	**Document check** Documentation includes: - Positive trend regarding the number of guests	x			5
		Number of Employees	**Document check** Documentation includes: - Positive trend regarding the number of employees	x			5
		Number of apprenticeship positions	**Document check** Documentation includes: - Positive trend in the number of apprenticeship positions	x			5
		Customer satisfaction	**Document check** Documentation includes: - Positive trend in customer satisfaction	x			5
		Employee satisfaction	**Document check** Documentation includes: - Positive trend regarding employee satisfaction	x			5
		Employee Training	**Document check** Documentation includes: - Positive trend regarding employee training	x			5
		Level of Innovation	**Document check** Documentation includes: - Positive trend regarding the level of innovation	x			5
		Quality Networks	**Document check** Documentation includes: - Positive trend regarding the quality of the network	x			5
		Social Engagement	**Document check** Documentation includes: - Positive trend regarding social engagement	x			5
		Regional Suppliers	**Document check** Documentation includes: - Positive development regarding regional suppliers	x			5
		Use of Products from Organic Farming/Production	**Document check** Documentation includes: - Positive trend regarding the use of organic products	x			5
		Vegan products	**Document check** Documentation includes: - Positive trend regarding the use of vegan products	x			5

		Fair Trade products	**Document check** Documentation includes: - Positive trend regarding the use of Fairtrade products	x			5
		Products with fully offset life-cycle emissions	**Document Check** Documentation includes: - Positive trends regarding the use of products with fully offset life-cycle emissions	x			5
		Environmental Indicators	**Document Check** Documentation includes: - Positive trends regarding environmental indicators	x			5

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