ECONOMY · TOPIC GUIDE D1

Governance

Policy and owner, action plan, compliance register, certifications, group KPI cascade.

WHAT THIS COVERS

A written sustainability policy with a named owner (ECO-01), a documented action plan (ECO-02), a legal and regulatory compliance register including green-claims rules (ECO-03), certifications held with scope and expiry (ECO-10), and adoption of group KPIs as the property's targets (ECO-14).

WHY IT MATTERS

Governance is the layer every attribute checklist omits and every certifier checks first. It is also where a small property earns its cheapest points.

How to track it well

1. Adopt the one-page policy and name the owner; attach it.
2. Write an action plan with targets, owners and a review date; attach it.
3. Keep a compliance register of the laws that apply (labour, environmental, green claims) with status.
4. Record each certification with scope and expiry so reminders work.
5. Confirm the group KPIs are the property's targets.

Your first month

1. Write a one-page sustainability policy, sign and date it, and name its owner.
2. Set three to five targets with a baseline, an owner and a review date.
3. List the certificates you hold with expiry dates.

WORKED EXAMPLE (ILLUSTRATIVE FIGURES)

Target: cut energy per room-night from 48 to 44 kWh by December, owned by the chief engineer, reviewed quarterly. That one line, with its baseline, is what a certifier means by a target.

Where the data comes from

- GM
- Group sustainability lead
- Legal or compliance adviser
- Certification bodies

EVIDENCE TO ATTACH

Policy, action plan, compliance register, certificates.

HOW OFTEN, AND WHO

Annual review (GM); certificates on change.

Common pitfalls

- A policy with no named owner
- Certificates that expire without anyone noticing

What the research says

- A review of hotel sustainability research found that management attention sits overwhelmingly on environmental measures and marketing, with social, cultural, economic and policy responsibilities rarely managed. A policy and action plan that names an owner and targets for all four Canoprise domains closes that gap.
- The same review stresses involving staff, suppliers and the local community in setting priorities, and writing sustainability into the hotel's mission and regular performance monitoring rather than treating it as a side project.

Source: dos Santos, Méxas & Meiriño (2017), Journal of Cleaner Production 142 — review of sustainability criteria used in hotel management research. Findings are summarised in our own words; they come from specific samples and may not hold everywhere.

What you record

6 attributes make up this topic. Each lists the data points to enter; anything marked “calculated for you” needs no entry.

Sustainability policy & ownership ECO-01 · foundational

Annually

Written sustainability policy and a named responsible owner

Evidence: Policy document · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-01.1	**Sustainability policy & ownership**	Yes / no	GSTC-A
ECO-01.2	Policy document	Document	–

Management system & action plan ECO-02

Annually

Documented action plan: targets, responsibilities, review cadence

Evidence: Action plan · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-02.1	**Management system & action plan**	Yes / no	GSTC-A
ECO-02.2	Action plan	Document	–

Legal & regulatory compliance ECO-03

Annually

Register of applicable laws (green claims, labour, environmental) and compliance status

Evidence: Compliance register · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-03.1	**Legal & regulatory compliance**	Yes / no	–
ECO-03.2	Compliance register	Document	–
ECO-03.3	Fines and penalties for breaking laws	Cost	GRI 2-27 · CSRD G1
ECO-03.4	of which from labour-law cases	Cost	SASB SV-HL-310a.2
ECO-03.5	Corruption or bribery convictions	Count	GRI 205-3 · CSRD G1
ECO-03.6	Fines for corruption or bribery	Cost	GRI 205-3 · CSRD G1

Certifications & credentials ECO-10

When it changes

Certifications held (name, scope, expiry), Travalyst listing and OTA display status

Evidence: Certificates · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-10.1	**Certification held**	Yes / no	–
ECO-10.2	Certification record (scheme, level, issued, expires)	Short text	GK 2.1
ECO-10.3	Certificate	Document	–
ECO-10.4	Displayed on site / website	Yes / no	GK 2.1/2.2
ECO-10.5	Shown on OTAs	Yes / no	–

Group KPI cascade ECO-14 · group measure

Annually

Group-set KPIs adopted as the property's targets without local override

Evidence: KPI register · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-14.1	**Group KPI cascade**	Yes / no	–
ECO-14.2	KPI register	Document	–

Development & refurbishment controls ECO-15

When it changes

For works in the last 24 months: permits, impact assessment, heritage and landscape protection, local labour and materials, construction waste plan, sustainable materials

Evidence: Permits / assessment / contracts · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-15.1	**Development & refurbishment controls**	Yes / no	GSTC A11 · GK 7.6
ECO-15.2	Permits / assessment / contracts	Document	–

Ready-for-audit checklist

- Every attribute above has a value for the current period, submitted (not left as a draft).
- Each measured value has its bill, invoice, log or photo attached.
- Any estimated figure is marked as estimated, with the real figure entered when it arrives.
- Flagged readings have been confirmed or corrected.
- The method is written down: which meters, sources or records feed each number.
- Policies and registers are dated, owned by a named person and reviewed this year.

What a certifier will ask

The certification criteria this topic supports, in plain words, and the Canoprise attribute that holds the evidence.

Scheme	Criterion	What it asks for	Supported by
GSTC Hotel v4	A1	Sustainability management system	ECO-01, ECO-02
GSTC Hotel v4	A2	Legal compliance	ECO-03
GSTC Hotel v4	A11	Site selection, planning and development	ECO-15
GSTC Hotel v4	A12	Buildings, construction and infrastructure	ECO-15
Green Key	1.1	Named representative; data submitted	ECO-01
Green Key	1.2	Sustainability targets from a baseline	ECO-02
Green Key	1.3	Action plan aligned with targets	ECO-02
Green Key	2.1	Certificate and information displayed	ECO-10
Green Key	2.2	Information on the website	ECO-10
Green Key	7.6	Ecological impact assessment before works (guideline)	ECO-15
Green Key	7.7	Sustainable materials in works (guideline)	ECO-15
EarthCheck	1.1	Named sustainability representative	ECO-01
EarthCheck	1.1.1	Responsibilities defined	ECO-02
EarthCheck	1.1.3	Management awareness and leadership	ECO-02
EarthCheck	1.2	Sustainability policy written	ECO-01
EarthCheck	1.2.1	Policy commits to environmental protection	ECO-01
EarthCheck	1.2.2	Policy commits to continuous improvement	ECO-02
EarthCheck	1.2.3	Policy commits to legal compliance	ECO-03
EarthCheck	1.3	Policy formally adopted	ECO-01
EarthCheck	1.6	Policy reviewed	ECO-02
EarthCheck	2.3	Environmental impacts identified and managed	ECO-02, ECO-03
EarthCheck	2.3.5	Land use planning	ECO-15
EarthCheck	3.1	Compliance obligations identified	ECO-03
EarthCheck	3.1.1	Legislation register	ECO-03

Scheme	Criterion	What it asks for	Supported by
EarthCheck	3.2	International standards where law falls short	ECO-03
EarthCheck	4.1	Sustainability and energy approach	ECO-02
EarthCheck	4.1.1	Impact level assessed	ECO-02
EarthCheck	4.2	Sustainability action plan	ECO-02
EarthCheck	4.2.1	Action plan records kept	ECO-02
EarthCheck	4.2.2	Action plan reviewed	ECO-02
EarthCheck	4.3	Environmental and energy management system	ECO-02

Criterion titles are Canoprise's short paraphrases of WTTC Hotel Sustainability Basics, the GSTC Hotel Standard v4 and the Green Key 2026–2031 hotel criteria; read the scheme's own text before applying. This mapping is our reading; your certification partner decides what is met.
EarthCheck clause titles paraphrase the EarthCheck Company Standard v4.2.

Where it is reported

The same data answers the reporting frameworks: GRI disclosures, SASB Hotels & Lodging metrics and CSRD (ESRS) topics. These are referenced, not scored.

Framework	Reference	What it asks for	Supported by
GRI	2-23	Policy commitments	ECO-01
GRI	2-27	Compliance with laws and regulations	ECO-03
GRI	3-3	Management of material topics	ECO-02
GRI	205-3	Confirmed incidents of corruption	ECO-03
SASB	SV-HL-160a.2	Practices to protect ecosystems	ECO-02*
SASB	SV-HL-310a.2	Losses from labour-law proceedings	ECO-03
CSRD	ESRS 2	General disclosures	ECO-01*, ECO-02*
CSRD	G1	Business conduct	ECO-03

* gives part of what the reference asks for. Titles are Canoprise's paraphrases; check the official standard before you publish. GRI 102 and GRI 103 replace GRI 305 and 302 from 1 January 2027.