ECONOMY · TOPIC GUIDE D2

Procurement

Supplier code of conduct and share of suppliers screened for sustainability.

WHAT THIS COVERS

A supplier code of conduct, the share of suppliers screened for sustainability, and a preference for certified goods (ECO-04).

WHY IT MATTERS

Procurement is where a group has leverage a single hotel does not, and it is central to GSTC section A and scope 3.

How to track it well

1. Issue the code of conduct to suppliers and record acceptances.
2. Add a sustainability screen to supplier onboarding; take the screened share annually.
3. Attach the code and the screening record.

Your first month

1. Write a short purchasing policy stating what you prefer: local, certified, low-packaging.
2. Send your main suppliers a simple questionnaire or code to sign.
3. Check the labels on paper, tissue and cleaning products.

WORKED EXAMPLE (ILLUSTRATIVE FIGURES)

Of 40 main suppliers, 14 have returned the questionnaire: 35% screened. Paper purchases are 80% eco-labelled by number of reams.

Where the data comes from

- Procurement or purchasing
- Supplier master list

EVIDENCE TO ATTACH

Code of conduct; screening records.

HOW OFTEN, AND WHO

Annual, purchasing.

Common pitfalls

- Counting suppliers who received the code rather than those who accepted it

What you record

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

Ethical & sustainable procurement ECO-04

Annually

Supplier code of conduct, % of suppliers screened for sustainability, preference for certified goods

Evidence: Code of conduct / screening records · Scoring: target 80 · floor 0 %

No.	Data point	How it is entered	Asked for by
ECO-04.1	**Suppliers screened for sustainability**	Percentage	GSTC A13
ECO-04.2	Sustainable procurement policy	Document	GK 6.1
ECO-04.3	Supplier code of conduct	Document	GSTC B6
ECO-04.4	Suppliers eco-certified (n of N)	Count	GK 6.6 (G)

Certified purchasing ECO-16

Annually

% of paper purchased that is eco-labelled (≥75%); tissue products eco-labelled; ≥1 certified textile category; % of suppliers eco-certified; laundry local or eco-certified

Evidence: Purchase records / labels · Scoring: target 100 · floor 40 %

No.	Data point	How it is entered	Asked for by
ECO-16.1	**Eco-labelled share of paper purchased**	Percentage	GK 6.3 (≥75%)
ECO-16.2	Tissue products eco-labelled	Yes / no	GK 6.25
ECO-16.3	Certified textile categories	Count	GK 6.5
ECO-16.4	Laundry local or eco-certified	Yes / no	GK 6.7 (G)

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	A13	Procurement	ECO-04
Green Key	6.1	Sustainable procurement policy	ECO-04

Scheme	Criterion	What it asks for	Supported by
Green Key	6.3	75% of paper eco-labelled	ECO-16
Green Key	6.5	A certified textile category	ECO-16
Green Key	6.6	Half of suppliers eco-certified (guideline)	ECO-04, ECO-16
Green Key	6.7	Laundry local or eco-certified (guideline)	ECO-16
Green Key	6.25	Eco-labelled tissue paper	ECO-16
EarthCheck	1.2.5	Policy covers products and services	ECO-04

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	301-1	Materials used	ECO-16*
GRI	308-1	Suppliers screened on environmental criteria	ECO-04*
GRI	414-1	Suppliers screened on social criteria	ECO-04*
CSRD	E5	Resource use and circular economy	ECO-16*
CSRD	G1	Business conduct	ECO-04*
CSRD	S2	Workers in the value chain	ECO-04*

* 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.