



HRS GREEN STAY CRITERIA OVERVIEW BASIC

Green Stay provides travelers and corporate partners transparency over sustainability data.

Green Stay is free of charge to all HRS hotel partners. Regardless how far along you are on your sustainability journey, Green Stay allows you to share data on your sustainability efforts and report on progress over time.

If you have any questions about Green Stay or require any help with your reporting, please contact your hotel partner or email: greenstay@hrs.com.

Basic is the entry level for the Green Stay Initiative, open to all hotels that are working to become more sustainable and ready to get started on a Green Stay journey.

Getting started is easy. The Basic level consists of a short checklist with self-assessment questions covering topics related to Policy, Energy, Waste, Water, Pollution, Purchasing, Mobility, Biodiversity and Social Sustainability.

At this stage, you do not need to submit any footprint data.

Completing the Green Stay Basic level assessment is a simple and convenient step to get started on your journey, and it will also help you reflect on the most relevant aspects of your hotel's sustainability practices.

In this document, you will find all the criteria that are part of the Basic level checklist, and additional details to guide you through the self-assessment process.

Notes:

You do not need to have all the criteria checked in order to join at the Basic level. This is intended to be a self-assessment step, so check those criteria that match your current practice.

If needed, you can save a draft and finish your assessment at a later time. Once completed, you can click on "submit" to complete this step. Once you submit your assessment, your status will be automatically updated to Basic.

Only the Basic Criteria Assessment is mandatory at this stage. Optionally, you can also add any sustainability certification you have achieved, and any existing sustainability programs your hotel has in place. These are optional steps and will not affect your Green Stay status. However, to allow for transparency, the more information you share the more helpful it will be for your clients seeking sustainable hotel options.

BASIC LEVEL CRITERIA

- Q1 Policy** The establishment has a sustainability policy implemented, which involves measuring and reducing carbon emissions following industry standards and methodologies (e.g. HCMII).
- A sustainability policy is a formal document outlining your commitment to sustainable practices and responsible business conduct. Each business should build a policy that reflects its own context. Climate action must be a core part of your policy. See [Hotel Carbon Measurement Initiative \(HCMII\)](#).*
- Q2 Energy** The establishment annually measures energy use and has at least two energy demand reduction technologies implemented in guest-facing conditioned spaces (e.g. low-energy lighting, smart building technology, automatic switch-off for lighting or HVAC).
- Reducing energy consumption is among the most important climate mitigation strategies. Within your hotel you can achieve significant savings by reducing energy usage in guest rooms and meeting spaces.*
- Q3 Energy** There is a towel and sheet reuse program available and promoted to guests.
- By avoiding unnecessarily washing towels and linens, you avoid wasting water, which leads to cost-saving. Most guests are familiar with towel reuse programs. Make it easy for your guests and staff to implement the reuse steps.*
- Q4 Policy** The management holds periodic meetings with the staff to brief them on issues concerning existing and new environmental initiatives (i.e. use of green cleaning products).
- Many environmental initiatives rely on staff participation to be effective. For example, your recycling policy cannot be implemented if your cleaning staff do not know how to sort waste. Make sure they know what to do and how.*
- Q5 Water** The establishment annually measures water use and has controls in place to reduce water consumption (i.e. flow reduction in toilets, taps or showers).
- Measure and monitor water usage in your guest rooms and meeting spaces, so that you can identify opportunities for reduction through controls. e.g. implementing water saving technologies and encouraging behavior to reduce water usage.*
- Q6 Waste** The establishment identifies, reduces and separates waste as per statutory law or with a minimum of three categories (e.g. recycling, food, landfill)
- Depending on the locally available waste collection services and recycling options in your location, you should sort your waste according to the required categories. At the minimum, you should be separating recyclable waste, organic waste, and non-recyclable waste (waste to landfill).*

- Q7 Pollution** The establishment takes initiatives to reduce the use of single-use product or packaging as well as paper (e.g. soap dispensers, air hand dryers, water refill stations, no single use plastic straws or stirrers, etc.).
Single-use products and packaging materials create major environmental damage and pollution. Assess what you are currently buying, and identify single-use items that can be eliminated or replaced.
- Q8 Purchasing** If the establishment serves F&B options, those are partially plant-based and/or locally sourced.
Identify opportunities for making lower-impact choices in your F&B purchases, such as plant-based menus (which has significantly lower footprint than meat) and locally sourced foods (which involve lower transport-related emissions).
- Q9 Mobility** The establishment informs and encourages guests to use sustainable transportation alternatives (e.g. EV shuttle, public transport, bicycles, mopeds/scooters).
By opting for greener modes of transport, your guests can reduce the footprint of their stays. You can help them by offering services (e.g. bike rental), providing information (e.g. public transport maps), and raising awareness (e.g. educational video on the benefits of alternative mobility options).
- Q10 Biodiversity** The hotel supports biodiversity and takes initiatives for it.
Support healthy ecosystems in your area by minimizing disturbance to natural habitat (e.g. fauna-friendly lighting), adding green spaces (e.g. green roofs, green walls), planting native species in your garden, and providing favorable conditions for local species (e.g. safe areas for birds, insect hotels). In addition to the steps you can implement on-site, you can pursue partnerships with other organizations in your area to support biodiversity initiatives.
- Q11 Social** The hotel supports the local community and takes initiatives to reduce inequalities.
Sustainability means minimizing negative impacts and maximizing positive benefits. Your hotel's sustainability efforts should address social impacts, and promote local benefits, e.g. supporting marginalized groups through scholarships and capacity building programs; helping improve infrastructure and services for the local community through funding for community development needs.

FOR MORE INFORMATION

About Green Stay: On this page, you will find additional information on Green Stay. This is also where you go to access to the Green Stay audit platform; go to "Join Green Stay", enter your email address, and you will receive your individual access link.

Green Stay Knowledge Hub: Find tools and resources related to Green Stay, and access educational solutions to help improve your hotel's sustainability practices. The Green Stay Knowledge Hub is available to all HRS hotels. Learn more about the Knowledge Hub and get your access link from the Green Stay audit platform.