

Green Key Global

Vendor Selection Process

Green Key Global's Green Vendor Directory is designed to connect members with environmentally and socially responsible products and services within the hospitality and meetings & events space.

The following Code of Conduct has been developed to ensure vendors meet minimum standards for responsible business practices. Vendors are expected to uphold the same values and principles of business conduct as outlined in Green Key Global's Eco-Rating Program. This process will ensure vendor products and solutions align with Green Key Global's assessment and the UN Sustainable Development Goals.



Vendor Code of Conduct:

The Green Key Global (GKG) Code of Conduct (the “Code”) defines standards for fair, safe, and healthy working conditions and environmental responsibility for the vendors Green Key Global recommends to its members. The Code is designed to ensure that working conditions are safe, workers are treated with respect and dignity, and business operations are environmentally responsible and conducted ethically.

Green Key Global expects the standards in the Code of Conduct to be met by all vendors within the Green Vendor Directory. These standards are a minimum and not a maximum, and Green Key Global expects all vendors to strive for continuous improvement beyond these standards.

Law and Code Compliance

The vendor is in compliance with all relevant and applicable national and local laws and regulations. All vendors are expected to adhere to the Code and should have a program in place to assure that all these policies are rigorously adhered to.

Non-Discrimination & No Harassment

The value of diversity is recognized and respected. Vendors do not discriminate in any aspect of hiring, compensation, access to training, promotion, termination, or retirement based on race, gender, age, sexual orientation, disability, nationality, ethnic group, religion, political affiliation, marital status, medical condition, or any other personal characteristic. Vendor employees must not be subjected to any form of verbal, physical, or sexual abuse or harassment, or any form of intimidation.

No Forced Labour, No Child Labour

Forced, bonded, or involuntary labour of any kind is prohibited. This includes prison labour. Green Key Global has a ZERO tolerance policy for child labour. No person shall be employed under the age of 15 or the age for completion of compulsory education, whichever is higher. Persons under the age of 18 will not be employed for work that, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety, and development.

Hours of Work & Compensation and Benefits

Vendors are prohibited from requiring employees to work more than the regular overtime hours permitted under the law of the country where they are employed. Suppliers and subcontractors shall not compel their employees to work excessive overtime hours.

Workers must be paid at least the minimum wage in the applicable jurisdiction. Overtime must be paid at a premium where it is required by local law. Wages must be paid regularly and on time. Working hours must comply with national laws and collective agreements and in any case the regular workweek will not exceed 48 hours, whichever affords greater protection for workers.

Health and Safety

Vendors must provide a safe and healthy workplace. Unsafe buildings or hazardous pieces of equipment are NOT acceptable environments for the manufacture of products distributed to Green Key Global members.

Worker exposure to safety risks will be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures, and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment. Workers shall not be disciplined for raising safety concerns.

Risks and potential emergencies and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

Environment

Green Key Global promotes environmental stewardship in all aspects of the product procurement and manufacturing process. We encourage our entire supply chain to reduce the use of natural resources, reuse where feasible, and recycle whenever possible.

Vendors are expected to have effective environmental policies and management systems in place and to strive for continuous improvement in environmental performance, not only in terms of reducing waste but also greenhouse gas emissions, energy use, and the use of hazardous materials.

All Green Key Global vendors must read and acknowledge the Code of Conduct document, as this action reaffirms their intention to comply with the policies outlined in the Code. Vendors must notify Green Key Global of any areas in which they are not compliant.

Green Vendor Criteria

The Green Key Global Green Vendor Criteria identifies vendor sustainability practices and helps to assess the alignment of vendor solutions with GKG's V4 assessment and the UN Sustainable Development Goals.

Green Key Global seeks to promote vendors that support local businesses, limit resource consumption and waste, reduce carbon impact, and give back to the community.

Please review the following criteria of a Green Key Global vendor and ensure you comply

1. You can service some or all the following regions:
 - a. All North America (no restrictions)
 - b. Canada
 - c. USA

2. Some of your company's ownership identify as any of the following: (SDGs: 5 Gender Equality, 10 Reduced Inequalities)
 - Indigenous
 - LGBTQIA+
 - Female
 - New Canadian
 - Living with or experiencing a disability

3. Some of your leadership identify as any of the following: (SDGs: 5 Gender Equality, 10 Reduced Inequalities)
 - Indigenous
 - LGBTQIA+
 - Female
 - New Canadian
 - Living with or experiencing a disability
 - Native language other than English

4. Your company has or is interested in obtaining third-party social or environmental certifications. (SDGs: 6 Clean Water & Sanitation, 7 Affordable and Clean Energy, 12 Responsible Consumption and Production, 13 Climate Action)

5. Your product, production process, or service has or is working towards third-party social or environmental certification. (SDG 12: Responsible Consumption and Production)

6. Your company has one or multiple community contribution commitments. Contributions can include cash donations, in-kind volunteer time, and pro-bono services. (SDGs: All) Ex:
 - a. 1% for the Planet
 - b. Set % of profit donated annually.
 - c. Ongoing partnerships with community organizations with an annual commitment
 - d. Ad hoc donations as we see fit.

7. Your company is working to address some or all the following environmental issues: (SDGs: 6 Clean Water & Sanitation, 7 Affordable and Clean Energy, 12 Responsible Consumption and Production, 13 Climate Action)
 - GHG Emissions
 - Energy
 - Water
 - Waste

8. Some of your emissions may be offset through the purchase of verified carbon offsets. (SDG 13 Climate Action)

9. Your product or service addresses some of the following environmental issues: (SDGs: 6 Clean Water & Sanitation, 7 Affordable and Clean Energy, 12 Responsible Consumption and Production, 13 Climate Action)
 - a. Provides or is powered by renewable energy or cleaner energy than market alternatives. (e.g., solar panel manufacturers/installers)
 - b. Conserves, diverts, and/or reuses resources (including energy, water, materials, etc.)
 - c. Conserves or preserves the well-being of land and/or animals (e.g., sustainability harvested agricultural products)
 - d. Reduces or is made of less toxic/hazardous substances (e.g., organic food, non-toxic cleaners)
 - e. Educates, measures, researches, or provides information to solve environmental problems (e.g., environmental consulting or auditing)

10. Some of the following initiatives are in place in your organization to promote diversity, equity, and inclusion (DEI): (SDG 5 Gender Equality, SDG 10 Reduced Inequalities)

- a. Educational training for all managerial employees on DEI
- b. Educational training for all non-managerial employees on DEI
- c. We conduct "blind" reviews of resumes and applications to limit unconscious bias.
- d. Our commitment to diversity is posted on our website.
- e. Our commitment to diversity is shared on all job postings.
- f. Job postings are shared with at least 2 unique organizations beyond standard job posting sites (Friendship Centers, Disability Resource Centers, Indigenous Job Boards, Newcomer Job Boards)

11. Some of the following initiatives are in place to support your workers.

(SDGs: 3 Good Health and Well-being, 8 Decent Work and Economic Growth)

- a. 100% of employees are paid at least a living wage.
- b. 100% of employees are offered supplementary benefits.
- c. Flexible work opportunities are provided (work hours, continuing education, job sharing, etc.)
- d. Specific employment opportunities/programs (co-ops, apprenticeships, etc.) for under-represented or chronically under-employed people

12. Your product or service addresses some or all of the following social issues: (SDGs: 3 Good Health and Well-being, 5 Gender Equality, 8 Decent Work & Economic Growth, 10 Reduced Inequalities)

- a. Helps improve the health or well-being of staff and/or guests.
- b. Provides education/training to staff or guests.
- c. Helps improve the accessibility of information and/or places.