

About

Sustainable Meetings Berlin



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Foreword

Dear event planners,

Preserving our ecosystems, fostering economic responsibility and promoting social justice – these are a few of the major tasks and challenges we are facing globally in politics, business and society. With the UN Sustainability Goals 2030 and the CSR reporting law for large companies, policy makers are calling on businesses and each one of us to strive harder to do justice to our social, economic and ecological responsibility.

Our congress and event sector is resource and personnel intensive, and for that reason alone it bears a special responsibility. The motivation of people to travel in order to exchange experiences and knowledge will remain at the top of the agenda despite digitalisation or precisely because of the experiences from the Corona pandemic. So with Sustainable Meetings Berlin, let us work together to foster a more sustainable approach!

As an event organiser, to plan and hold sustainable events you need the requisite details and information about the expertise of your service providers. In many places, these offerings are niche products in the meetings industry. Sustainable Meetings Berlin closes this gap – at least in Berlin.

With Sustainable Meetings Berlin, we have set ourselves the goal of supporting the sustainable approaches of congress and event service providers and giving you, as an event organiser, a practical and transparent tool for greater sustainability in your event planning. To achieve this end, we have worked together with service providers in this sector to develop a set of criteria taking internationally recognised guidelines as their point of reference. In this way, we are looking to strengthen Berlin as a sustainable congress destination and raise awareness of the possibilities of sustainable event planning. By adopting this approach, together we can successfully ensure that events have a more positive influence on the environment and society over the long term.

Be there. Take advantage of Sustainable Meetings Berlin!

Welcome to Berlin!
Your Marco Oelschlegel

Berlin is
sustainable

Berlin is a sustainable city

Berlin is green

Berlin has much to offer environmentally-aware tourists. The options for travelling to the German capital are steadily becoming greener. For example, for a sustainable and relaxed journey to the city, congress and event participants from within Germany can use the 'DB rail Veranstaltungsticket' (Events and Meetings Ticket). Once in Berlin, with such reasonably priced special offers as the 'Berlin WelcomeCard', it is easy to use the public transport system to move around the city. You can also find self-service public bike hire stations at central locations across Berlin. To use the bikes, only a simple registration is needed before the first hire.

Transport

Berlin's public transport network is ideal for moving around the city. The U-Bahn (tube) and S-Bahn (city railway) form the largest connected urban network of its kind anywhere in Germany, and is supplemented by buses and trams. The city is also a hub for regional and main line trains.

Accessibility in Berlin is an essential element in sustainability as well, supported by an ongoing programme of installing accessible entrances and elevators across the local transport system. The topic of accessibility is also becoming increasingly important for Berlin's tourism and event industry.

Berlin is also growing as a cycling city. Here, the Senate Department for Urban Development and the Environment is actively supporting measures to expand the cycle paths and guidance systems for cyclists. The Traffic Management Centre (Verkehrsmanagementzentrale) and BerlinBrandenburgBike (www.bbbike.de) offer online planners to find the fastest and safest bike routes through the city. Also beneficial are the pop-up bike lanes quickly established and perpetuated during the Corona pandemic.

In addition to public transport, car sharing is also an innovative and popular way of getting around within the city; at www.carsharing-berlin.de you can find more information on all providers within Berlin.

Urban lifestyle

With just under 40% of its total area, Berlin is the greenest city in Europe: over 18% is covered by forest, a further 12% is defined as public green spaces and around 7% of the city area is water. All in all, there are more than 2,500 public green spaces and recreational areas that offer space for rest, sports and entertainment in the middle of the city. Extensive parks and exotic gardens characterise the cityscape, as do the 431,000 trees that line Berlin's streets.

Berlin's green image is also reflected in the city's restaurants and food outlets, including many markets where organic farmers offer regional fruit and vegetables from the surrounding countryside. Bakeries, such as Brotgarten in Charlottenburg, offer a daily range of 30 different types of organic bread. Diverse health food stores, organic supermarkets and ecooutlets sell fair trade and ecologically manufactured products – from cosmetics and leather goods to fashion and furniture.

Green fashion and sustainability are in vogue. The many fairs taking place around the fashion weeks provide trade visitors and buyers with an overview of the latest trends. In the past seasons, 'green fashion and design' have become increasingly important – and events and shows with this focus have long had a firm place in the Berlin Fashion Week.

In Berlin, environmental protection is also a key issue in the reuse of buildings and open areas, as is evident in recently transforming the former airfield at the decommissioned Tempelhof Airport into the city's largest park. Berlin's Olympic Stadium, which dates from 1934, has also won awards in recent years for its sustainable refurbishment and systematic green policies, such as collecting rain water to use in all its toilet facilities.



Business

In Berlin, the number of sustainable companies and business centers is growing. Many startups have also set up in the field of green technology in recent years. For example, research is being conducted in the areas of wind and solar energy, but production is also taking place. With around 420 hectares, the Berlin-Adlershof Industrial Park is one of the largest inner-city development areas in Europe.

The CleanTech Park Marzahn, the largest contiguous industrial area in Berlin, has been developed on a total area of 90 hectares in the northeast of the city. The industrial area offers a location for manufacturing companies in the cleantech sector and includes the areas of environmentally friendly energies and energy storage, energy efficiency, sustainable mobility, recycling management, sustainable water management and raw material and material efficiency.

Tegel Airport will also be repurposed for a research and industrial park for urban technologies and a new residential district with parkland.

Already in operation is the so-called EUREF Campus in Berlin Schöneberg. The approximately 5.5-hectare urban quarter is a symbol of the energy turnaround in Germany and a location for companies from the energy, sustainability and mobility sectors. Since 2008, internationally renowned companies and research institutions have settled on the EUREF Campus. In a close exchange and numerous partnerships, the innovative community of global players, start-ups, and research and teaching institutions develops intelligent solutions for the city of the future. The sustainable and pioneering concept makes the location around a historic Berlin gasometer a unique center for innovative future projects in Europe. As early as 2014, the EUREF Campus was able to meet the German government's 2045 CO₂ climate protection target. With its climate-neutral energy supply, intelligent energy grid, energy-efficient buildings, testing platform for electromobility, and numerous research projects, the campus proves that the energy transition is feasible and affordable. The EUREF Campus attempts to make the issues surrounding the energy transition visible and tangible, to demonstrate approaches to solutions, and to bring together the various players. After all, the implementation of the climate goals is only feasible if business, science, politics and the public continuously exchange new ideas and formulate measures.

E-mobility and the successful coupling of different energy sectors are another focus in Berlin to protect the climate. With an increasing number of electric charging stations, tenant power projects, combined heat and power or micro power plants and photovoltaic systems in the Berlin grid, Berlin is also meeting this contemporary challenge.

You can find a lot more information about the green parts of Berlin here: about.visitberlin.de/en/green-berlin.

Goals for city-compatible, sustainable tourism in Berlin

The Berlin Tourism Plan provides the basis for sustainable tourism compatible with the life of the city. In this process, Berlin is to reposition itself in the long term, preserving the diversity of its neighbourhoods and districts, and ensuring the interests of residents, businesses and visitors are suitably balanced. City compatible tourism aims at harmoniously increasing experience value for visitors as well as life quality for the local population. Such a goal can only be achieved if in future the participation in tourism's success as well as its potential downsides are shared equally across all sectors and spheres of urban society. The key aspects here are the awareness of capacity limits, spatially differentiated development as well as distributing the economic benefits evenly.

Source: Tourism Plan Berlin 2018: <https://www.berlin.de/sen/web/presse/aktuelles-presseschau/artikel.671107.php>, pages 41+42

Berlin's Tourism Plan for the meetings and conventions sector

Berlin is one of the top destinations for MICE tourism (Meetings, Incentives, Congresses and Events) worldwide. The aim is to maintain and sustainably expand this position with and after Corona. In the coming years, the focus should be on opening up new markets and segments as well as target groups in the congress, meetings and trade fair business. To this end, the industry must adapt to the current trends and top issues of this highly dynamic industry - for example, in the areas of health, energy, smart city, fashion and design, startups, including various fields of digitalization (artificial intelligence, financial markets, entertainment, Industry 4.0). By positioning Berlin as a sustainable event metropolis, the aim is to support and promote the goal of climate-neutral business by 2045 in order to support city-compatible, sustainable tourism.

In the MICE tourism sector, for instance, the following lighthouse projects have been identified:

- Expanding the Sustainable Meetings Berlin project to create sustainable services in the conference and congress sector.
- Developing the MEET+CHANGE project run by the Berlin Convention Office of *visitBerlin*.
- Acquiring congresses from the medical, scientific and business sectors.

A climate-neutral city by 2045

The Berlin Energy Transition Act enshrines the climate protection targets and the instruments for achieving them – first and foremost the Energy and Climate Protection Program. Revised in 2020, the law stipulates that the state of Berlin should become climate neutral by 2045. Energy-related carbon dioxide emissions are to be reduced by at least 70 % by 2030 and by at least 90 % by 2040 compared to emissions in 1990. The measures and strategies required to achieve the goals of the amended Berlin Climate Protection and Energy Turnaround Act will be developed as part of the update of the Berlin Energy and Climate Protection Program 2030 (BEK 2030) for the implementation period 2022 to 2026.

Source: <https://www.berlin.de/sen/uvk/en/climate-protection/climate-neutral-berlin-2045>

In the international sustainability ranking for the tourism and MICE industry, the Global Destination Sustainability Index, Berlin 2021 ranks 5th in a worldwide comparison of metropolises. This is the first time Berlin has positioned itself as a sustainable destination and congress metropolis.

Let's go down sustainable paths together with Sustainable Meetings Berlin!

Berlin's roadmap to a sustainable event city

Together with the fundamental values of credibility, transparency and responsibility, sustainability is poised to become the business and social standard. Growing numbers of businesses are integrating eco-friendly and social policies into their mission and vision. They are consciously taking on board a policy of treating their employees with appreciation and respect, and ensuring their business activities save natural resources where possible. The legislator has also now set a legal framework for the company duty of CSR reporting.

This profound change will also have an impact on Berlin as a congress location. The Berlin Convention Office of *visitBerlin* is playing an active part in shaping this development, securing access to knowhow for all actors and supporting them in implementing sustainability in their businesses to help achieve the objective of Berlin as a sustainable event city.

As a business division of Berlin Tourismus & Kongress GmbH (*visitBerlin*), the Berlin Convention Office (BCO) is the official representative of the city of Berlin for major events and the congress, meetings and incentives

sector. Nationally and internationally, the BCO's remit is to market Berlin as a leading global congress destination, consolidate its position and continually develop it further.

The Berlin Convention Office has developed the Sustainable Meetings Berlin initiative to position Berlin as a sustainable congress destination, responding to the changing market conditions and the increased expectations of customers in the areas of sustainability and sustainable events.

The initiative makes it easier for event organisers to plan sustainable meetings, congresses and events. Sustainable Meetings Berlin is based on three main pillars: the platform, certification in the SMB management system and the network.

Platform

The website convention.visitberlin.de/sustainable-meetings-berlin serves both national and international event organisers and event planners as well as partner companies in the event industry as a useful planning and information tool on sustainability in the meeting industry. For this purpose, event service providers in the industry such as agencies, hotels, locations, catering, transport companies, technology providers and other relevant companies are evaluated on the basis of their corporate sustainability and presented accordingly on the website

Certification

This evaluation is based on a demanding catalogue of criteria specially created for the respective service sector.

Network

In addition, the Berlin Convention Office supports networking and exchange among partners through regular working meetings and meetups on sustainability topics.

The supportive accompanying offer, the Sustainable Partner Programme (about.visitberlin.de/sustainable-partnerprogramm), is an aid for all interested parties on the way to the audit. With various offers, such as an individual roadmap workshop or an audit preparation workshop, etc., the participating companies are accompanied step by step up to the audit.

Organising and realising sustainable events requires a holistic and balance view of sustainable activities, ecologically, economically and socially. Of course, this must not be limited to appraising individual events. Instead, it requires firmly anchoring rethinking processes with all relevant actors (employees, suppliers, services and participants). The measures undertaken must be designed so

they can be validated and documented, and so facilitate a constant process of improvement. The objective must be to design an economically successful event which meets ethical and fair standards and has as little environmental impact as possible. (See Riediger/Oblasser – Nachhaltiges Veranstaltungsmanagement mit Strategie / published by Wissenschaft & Praxis).

The Berlin Convention Office has additionally developed its own services, such as MEET+CHANGE, to provide interested event planners with easy access to sustainable event formats. In future, the Berlin Convention Office plans to expand these initiatives and offer other formats – both those emerging from the Sustainable Meetings Berlin programme and those created together with partners in Berlin.

In companies and institutions, social responsibility is a topic steadily growing in importance. At the same time, many companies are also facing increasing structural challenges and fundamental change processes – a process putting new demands on event planners. MEET+CHANGE is responding to these new requirements and needs by promoting the use of spaces in social and cultural institutions in Berlin for corporate workshops and events.

For example

- Strategy presentation in a primary school
- Team building in an inclusive workshop
- Seminar in a family support centre

In promoting these spaces, MEET+CHANGE always respects and meets the needs of the social and cultural facilities and venues. They receive, in turn

- Value-added as a material or monetary donation, deciding themselves on the form this takes
- Social recognition
- Contacts to business and potential cooperation partners and clients

MEET+CHANGE also reflects the BCO values

- Working together with customers to create a new momentum and shape something socially meaningful.
- Steering joint activities and budgets where they are needed and can have a lasting effect.
- Supporting an initiative that gives something back to Berliners.

Sustainable Meetings Berlin

In the four thematic fields of “Governance, Risk & Compliance”, “Business”, “Environment” and “Society”, a total of 62 criteria were compiled for Sustainable Meetings Berlin in a multi-stakeholder process, which describe the sustainability performance of the participating companies. This set of criteria is publicly available in these guidelines in order to comply with the idea of social transparency on the one hand, but also to provide further impetus for improvement from outside. Sustainable Meetings Berlin does not offer checklists, but is a sophisticated tool for greater corporate sustainability and anchors a continuous improvement process in the events industry. It is therefore a helpful management system on the way to becoming an innovative and sustainable tourism and event destination.

Method

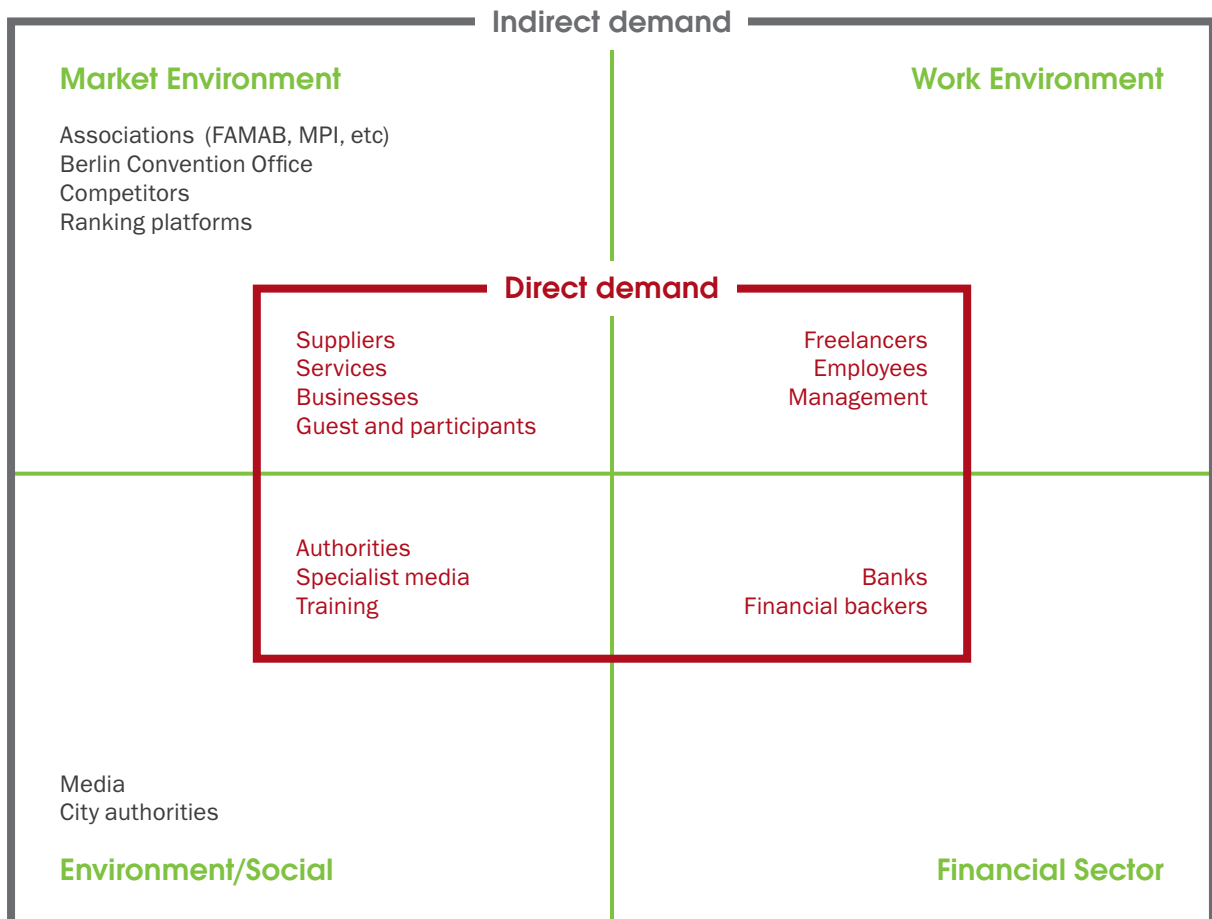
When the multistakeholder process was first initiated, a comprehensive set of topics in sustainability was identified. This process was supported by reference to such internationally recognised guidelines and frameworks as, for example, the EcoManagement and Audit Scheme (EMAS), the ISO 14001 standard, the German Sustainability Code (DNK) and the Global Reporting Initiative (GRI) with the GRI Event Organizers Sector Supplement (EOSS). The aim was to find an open, futureviable management system for a sustainable event sector.

This also considered the current statutory requirements (e.g. GDPR) as well as insights (e.g. participant security) from an extensive stakeholder survey in 2017 including national and international purchasers and event service planners.

As a result, it was possible to identify a total of 57 sustainability issues in four main areas. In followup workshops and telephone interviews with over 30 companies from service sectors, the nature of these topics was more precisely defined. This materiality analysis then reduced the 57 issues to 38 key reporting topics, a method in line with the analysis required by the GRI.

Stakeholder approach and materiality analysis

In the runup to the materiality analysis, the relevant stakeholders were identified for the participating companies and grouped in individual stakeholder universes for each service sector. In the subsequent materiality analysis, this made it possible not just to integrate the insights from the survey but also anticipate the views of stakeholders not surveyed. As a result, there are nine differentiated materiality analyses for agencies, designers, caterers, hotels, event locations, transport, boat tours, and personnel and technological services.



Example: "Agency" stakeholder universe

This analysis reflects the key reporting topics in sustainability in the individual service sectors. In the followup process, individual reporting criteria were assigned to these key reporting themes so that, ultimately, a total of 62 reporting criteria were assigned to 38 reporting topics. Those interested in the details of this process can request all the findings of the materiality analysis in the form of matrices. All materiality analyses can be found in this guide.

Nationally and internationally recognised guidelines and frameworks were again taken as a basis to list the sustainable criteria, in particular, EMAS, ISO 14001, GRI and especially GRI EOSS. In a final step, the selected criteria were placed in four overarching subject categories. Through the individual materiality analyses, it was possible to establish an individual set of these criteria for each service sector.

The value of any given sustainability criterion in a set is determined by the influence of stakeholder concerns and its importance for one own's business. The core criteria, as they are called, have to be reported by participating companies. Here, businesses and services have to meet the set threshold values for these criteria to be listed on the Sustainable Meetings Berlin platform. Each participating company is also under an obligation to provide information on the reporting criteria and can, additionally, adopt other reporting criteria voluntarily in their individual reporting portfolio. In this way, a company can document its particular efforts and successes beyond the required core and reporting criteria.

Reporting process

The participating companies report in four principal themed areas

Governance, Risk & Compliance (GRC)

For responsible and transparent corporate governance, behaviour across all levels of the company must comply with statutory requirements and follow a code of conduct applying to all employees representing stakeholder interests, e.g., shareholders, employees, customers, suppliers and investors. In this area of sustainability, the focus is primarily on a company adhering to mandatory statutory and sectorspecific provisions and regulations, but also looks at how far other vital and, as a rule, self regulatory ethical standards and requirements are met.

Business

In their core business, companies, as a matter of principle, ought to operate successfully in economic terms, yet also demonstrate social and ecological responsibility. Their products and services are to contribute to a sustainable development safeguarding the basis of life for future generations. Companies can demonstrate their responsible approach, an issue increasingly in the public eye, through such means as, for example, transparent cost management and an equitable pay structure.

Environment

This main area considers the environmental management of the participating companies. Environmental management is the section of organisational management concerned with operational and official environmental protection, i.e. with those business activities, products and services which impact the environment. In this area, the key indicators relate to cutting emissions, waste management and the safe treatment of hazardous substances.

Society

Sustainable companies think beyond their own immediate concerns and actively support society in their own surroundings. This main area focuses on a crosssection from a company's smallest unit, e.g., promoting employee potential, to such universally accepted social values as antidiscrimination and diversity management, and corporate involvement in civil society, e.g., donation policy.

Each themed area is assigned a particular number of reporting criteria, determined by the materiality analysis of the particular service sector. Each individual reporting criterion comes with concrete requirements which always follow the same process logic. The sustainability performance is classified in defined steps (20 %, 40 %, 60 % 80 % and 100 %), based on a Continual Improvement Process (CIP). The lowest threshold is defined at 20 %, usually the first step in a sustainability strategy, while 100 % assumes setting, pursuing and updating goals and, in this way, documenting the CIP.

Access thresholds have been defined for core criteria essential for access to the platform. Monitoring the fulfilment of individual criteria takes place in the form of an audit by an independent auditor. The continuing tasks required for each single criterion in a successful audit are documented in groups specifically relating to the four themed areas.

Comply or Explain

The same principle applies to all criteria: comply or explain. This internationally accepted reporting principle enables participants not to comply to individual criteria for a time, or not at all.

To comply with a criterion implies that such compliance is fully reported as part of CIP and the requisite documentation is provided in full for the audit. In this case, the criterion is assessed in full and the participating company is assigned a degree of compliance expressed in per cent and documented.

However, in some cases, a company may be unable to comply with a criterion, for instance, as a result of a company's particular working methods. In such a case, the company has the option of explaining why it does not adhere to this particular criterion.

The following explanations are acceptable:

- The criterion is inapplicable to the organisation's activities. In the audit, evidence of this inapplicability is then checked. The criterion does not flow into the overall evaluation.
- The organisation can credibly show that it began CIP but it could not be concluded in the current audit. In this case, the organisation is given the opportunity of conducting a followup audit of the criterion concerned within 12 months.

All explanations have to be in writing and require the agreement of the highest body in the particular organisation.

Sustainable
Meetings Berlin
Sustainability
Criteria

The 62 Sustainability Criteria of Sustainable Meetings Berlin

The Sustainable Meetings Berlin criteria are regularly reviewed and adjusted. Due to the current recognition process at the GSTC, there will probably also be changes in the criteria set.

Criteria Governance, Risk and Compliance

GRC	G01.01	Governance – Integrating a sustainability strategy	The organisation has a sustainability strategy in place and has integrated it into the corporate strategy. Clear responsibilities are defined. It contains ethical, economic, ecological and social components, and these are communicated transparently.
GRC	G01.02	Governance – Implementing sustainability goals	The organisation has defined qualitative and/or quantitative sustainability goals, implements these targets systematically, monitoring how far they have been realised.
GRC	G01.03	Governance – Sustainable business development management	The organisation regularly analyses the key opportunities and challenges for sustainable business development. These analyses flow into the company's sustainability strategy and risk management.
GRC	G02.01	Compliance – Observing laws and guidelines	The organisation provides clear information on the statutory and sector-specific provisions and regulations that apply to it. It describes compliance processes, and how this is communicated transparently.

GRC	G02.02	Compliance – Integrating a code of conduct	The organisation has a code of conduct and/or binding compliance guidelines in place as well as internal structures to implement them. The guidelines are communicated transparently and integrated in training programmes.
GRC	G02.03	Compliance – Active incident management for breaches of compliance	The organisation operates an active policy of incident management, taking targeted action against conduct in the organisation contravening ethical standards or infringing civil or criminal law. In cases of serious breaches of compliance by a business partner, the business relations with that partner are terminated.
GRC	G03.01	Data Privacy – Ensuring data management meets the statutory requirements	The organisation has a process in place applying the EU's General Data Protection Regulation (GDPR) to customer and participant data.
GRC	G04.01	Corporate culture – Communicating the sustainability vision statement	The organisation has a vision statement with sustainability and social responsibility as essential elements. The sustainability vision statement is communicated transparently.
GRC	G05.01	Transparency – Public sustainability reporting	The organisation has a reporting system in place (annual report or sustainability report) providing information on how far sustainability indicators meet the standards in a recognised scheme, for example, the German Sustainability Code.
GRC	G06.01	Risk analysis – Structured risk management	The organisation operates structured risk management, identifying and evaluating the key risks connected with its business.
GRC	G07.01	Shareholders – Transparent information on shareholder structure and participations	The organisation provides transparent information on its shareholder structure, reporting on ongoing dialogue with its shareholders and the content of such dialogue.

Criteria Society

Society	S01.01	Employee satisfaction – Promoting employee loyalty and motivation	The organisation has set itself the goal of being an attractive employer. It actively takes measures to enhance employee loyalty and motivation. These measures are embedded in an HR plan and are communicated transparently.
Society	S01.02	Work-life balance – Flexible working time models and CSR catalogue	The organisation promotes measures to create a positive work-life balance for the employees. These include, first and foremost, models of flexible working hours and measures to support a positive work-life balance and combine work and family. The organisation has a CSR catalogue of measures for workers not covered by collective bargaining agreements.
Society	S03.01	Occupational health and safety measures – Safeguarding productivity	The organisation complies with all statutory provisions on occupational health and safety, and social protection. Working standards (ILO core labour standards) are complied with. There are, in addition, requisite measures in place to ensure productivity at work.
Society	S04.01	HR strategy – Promoting staff development and training	The organisation has a HR plan in place to foster the development of employees' skills, which thus also serves corporate development. It is a training organisation.
Society	S04.02	HR plan – Strategic HR management	The organisation has HR management and an HR plan in place including skills analysis, resource planning and strategic recruitment. In these areas, sustainability factors also play a role.
Society	S04.03	HR strategy – Appraisal interviews and incentive system in place	In the organisation, appraisal interviews are held at least once a year with all employees and managers. The interviews assess performance, set targets for incentives (bonuses, etc., in particular for sustainable approaches) and request feedback.
Society	S04.04	HR strategy – Incentive system integrating aspects of sustainability	The organisation operates an incentive scheme that also includes sustainability criteria and goals. Employee-related goals for the company's sustainability topics are rewarded.
Society	S05.01	Diversity – Management of diversity and equal opportunities	The organisation has established a process ensuring diversity, equal opportunities and a heterogeneous staff.

Society	S05.02	Diversity – Ensuring the workplace is free from discrimination	The organisation has strategies and structures to identify and prevent discrimination of any kind.
Society	S05.03	Diversity – Integrating not-for-profit organisations	The organisation uses social contracting, obtaining products or services from companies/organisations in the not-for-profit sector.
Society	S06.01	Training and further training – Promoting professional and personal development	The organisation offers further training programmes and promotes the employees' professional training and personal development.
Society	S06.02	Training and further training – Developing skills in sustainability	All the organisation's employees and managerial staff are regularly given specific training in those skills relating to the content, methods and guidelines in the areas of sustainability and CSR (corporate social responsibility).
Society	S07.01	Suggestion scheme – Strengthening sustainable processes	The organisation has a company suggestion scheme. Among other things, the scheme is expressly directed to strengthening and stabilising sustainable processes in the organisation.
Society	S08.01	Co-determination – Integrating employees	Future Development
Society	S09.01	Dialogue – Involving stakeholders' groups	The organisation is in an active dialogue with its stakeholders. It documents and takes into account stakeholder interests, and respects the results of this dialogue. The dialogue raises the stakeholders' awareness of sustainability issues.
Society	S09.02	Dialogues – Mitigation of Impact on local community and cultural heritage	The organization has installed a process, that manages and minimises the impact of its activities on local communities and cultural heritage. To this end, it conducts impact analyses and holds regular stakeholder dialogues – especially with guests – to raise awareness. A complaints mechanism is installed.
Society	S10.01	Accessibility – facilitating participation	On its business premises, the organisation has facilities for people with disabilities or special needs and is accessible.
Society	S11.01	Social commitment – Regulating donations and sponsoring	The organisation is active in supporting non-profit and social organisations, sponsors events and/or makes donations. A clear plan and guidelines are in place for these activities.

Society	S11.02	Social commitment – Supporting company volunteer programmes	The organisation supports the employees' personal commitment in the social area and corporate volunteer programmes. A clear plan and guidelines are in place for these activities.
Society	S12.01	Engagement – Dealing with volunteers	Future development

Criteria Environment

Environment	U01.01	Energy – Use of renewable energies	The organisation is powered by renewable energies or produces the renewable energies itself.
Environment	U03.01	CO2 emissions – Auditing carbon footprint	The organisation audits the carbon footprint of its business activities, products and/or services.
Environment	U03.02	Carbon footprint – Travel management system to cut CO2 emissions	The organisation operates a business travel management system. The carbon equivalents of the individual means of transport are audited and reduced.
Environment	U03.03	Carbon footprint – Mobility management strategies to reduce carbon emissions	The organisation operates a sustainable mobility management system applied internally and externally. Carbon emissions are strategically reduced.
Environment	U03.04	Energy management, energy saving and energy efficiency	The organisation has put energy management processes in place, and these relate to all energy sources (electricity, fuels, etc.).
Environment	U04.01	Carbon footprint – Avoidance of noise, light etc. and emission of harmful substances	The organisation operates a policy of environmental pollution control (noise, light, etc. as well as exhaust gases). This policy includes measurements, authorisations, dialogue and avoidance/reduction.
Environment	U05.01	Waste – Systematic waste avoidance, sorting, and recycling	The organisation operates general and systematic waste sorting and recycling processes for accumulating materials, devices, equipment and waste products. The aim is to introduce a recycling quota.
Environment	U06.01	Environmental management – Environmental management system in place	The organisation has environmental management processes in place.
Environment	U06.02	Environmental management – Increasing energy efficiency of facilities	The organisation has an overall plan to increase the energy efficiency of its electrical facilities and equipment.

Environment	U06.03	Environmental management – Safe treatment of hazardous materials	The organisation audits and analyses the annual amount of hazardous materials. All hazardous substances and materials containing hazardous substances are transferred to waste management facilities safely and in an eco-friendly manner.
Environment	U06.04	Environmental management – Putting green office strategies into place	The organisation takes ecological aspects into account in managing its office organisation. Guidelines exist for the individual areas (hazardous substances, waste, printing, etc). Employees are given training in issues in environmental protection and management as specified in internal guidelines.
Environment	U06.05	Environmental management – Reducing water consumption	The organisation regularly analyses and assesses water consumption, and systematically reduces it. This also includes, for example, approaches to save water.
Environment	U06.06	Environmental management – Eco-friendly furnishings for premises and locations	The furnishings (furniture, textiles, floor coverings, etc.) to equip event locations and business premises are recyclable.
Environment	U06.07	Environmental management – Using eco-friendly consumables	The materials brought into event locations and business premises to enhance their appearance (decorations, paints, floor coverings, etc.) or as supply items (cleaning agents, etc.) are low-pollution, eco-compatible and recyclable.
Environment	U06.08	Environmental management – promoting biodiversity	The organization has analyzed its impact on biodiversity and has taken measures to derived.
Environment	U07.01	Environmental costs – Carbon offset for projects and business activities	The organisation offsets carbon emissions from customer projects and business activities.

Criteria Business

Business	W01.01	Quality – Introducing structured quality management	The organisation has structured processes in place facilitating efficient quality management.
Business	W01.02	Quality – Establishing a structured complaints management procedure	The organisation has a structured complaints procedure in place. The complaints are documented.
Business	W01.03	Quality – Regular dialogue with stakeholders to improve quality	The organisation conducts a dialogue with its stakeholders (in particular, customers). The results flow into the development of products and services. In this process, aspects of sustainability are taken into account.
Business	W02.01	Risks – Established risk analysis of products and projects	The organisation has a process of risk identification and assessment in place.
Business	W03.01	Innovation – Expanding the sustainable service portfolio	The organisation offers sustainable products and services and systematically expands its sustainable service portfolio.
Business	W03.02	Innovation – Sustainable product and innovation management	The organisation is forward-looking in its actions. It has structured innovation projects in place to grow internal sustainability and develop sustainable products and solutions.
Business	W04.01	Security – Establishing a user safety process	The organisation has firmly integrated user safety processes in its workflow and production processes.
Business	W05.01	Performance – Sustainable economic performance	Future development
Business	W06.01	Budget discipline – Structured bid and invoicing management	The organisation has a structured and documented process in place for transparent cost management from bids to commissioning and evaluation. The bids and invoices are itemized in detail.
Business	W07.01	Remuneration policy – Equitable remuneration structure	The organisation has documented remuneration policies and collective bargaining agreements.
Business	W08.01	Suppliers – Aligning the supply chain along sustainable lines	The organisation aligns its supply chain along ecological, social and ethical lines (conserving resources, fair trade, regional preference, effective systems to prevent child labour and promote human rights, accepted labour standards, etc.) and favours these suppliers in the purchasing process.

Business	W08.02	Suppliers – Monitoring sustainability criteria in the supply chain	The organisation monitors the supply chain following defined purchasing criteria and obliges its suppliers to adhere to ecological, social and ethical standards.
Business	W08.03	Suppliers – Hiring of sustainable locations	The hiring of event venues takes sustainability and sustainability criteria into account.
Business	W08.04	Suppliers – Compliance with human rights due diligence	The organization has implemented a human rights due diligence process.
Business	W09.01	Resources – Efficient purchasing of sustainable products and services	In purchasing, there is verifiable evidence of considering resource-efficiency, environmental and social auditing, and the full costs down the entire life cycle of key procured goods and services.
Business	W10.01	Financing – Ecological and ethical financial participation	The organisation aligns its financial participation with ecological and ethical criteria (choice of bank, investments and funding, etc.).
Business	W11.01	Rating & Reputation – Positive Management of Reputation	Future Development
Business	W12.01	Memberships – Transparent information on association memberships	The organisation provides transparent information on its membership of federations and associations (business, sector, not-for profit).

Legal

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