

DET Hotel Classification System Sustainability Requirements (Examples of filled Documentation Templates)



Reference No: DET-CSP-M-01

Version No: 03

Issue Date:17/7/2024

Document Classification:

- Public
- For Official Use (FOUO)
- Confidential

**DET Hotel Classification System
Sustainability Requirements & Documentation**

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Requirement 1: Management Approach التوجهات الادارية Template Sustainability Management Policy



Sustainability Management Policy

Smarta Hotel strives to be a sustainable organization, sustaining the natural environment on which our business operations depend, and considering long-term environmental and social impacts of all the projects and operations for which we are responsible.

To achieve this vision, *Smarta Hotel* will implement a sustainability strategy to demonstrate a positive economic, environmental and social impact from all our activities.

Smarta Hotel's leadership is committed to continually improving its sustainability performance.

Smarta Hotel will comply with all sustainability related legislation, regulation and other requirements.

Smarta Hotel will measure and report its sustainability performance against nationally, and where relevant, internationally, sustainability standards.

Smarta Hotel will manage its operations according to the Dubai Sustainable Tourism (DST) system requirements, and specifically address the following issues:

1 Compliance, Staffing & Training

- 1.1 Report environment performance through the DST Carbon Calculator on a regular frequency, preferably monthly
- 1.2 Comply with all Dubai Sustainable Tourism and Dubai Supreme Council of Energy regulations, guidelines and directives.
- 1.3 Certify staff by Dubai Economy & Tourism and establish a committee to manage sustainability initiatives.
- 1.4 Train employees and educate guests on sustainability initiatives.
- 1.5 Produce events, conferences and business meetings that minimize waste and conserve energy and water.

2 Energy

- 2.1 Implement a systematic energy efficiency plan and continually improve energy efficiency performance.
- 2.2 Control energy use with building management systems to optimize energy use.
- 2.3 Strive to use energy efficient transportation for movement of guests and employees.

3 Water

3.1 Implement a systematic water conservation plan and continually improve water consumption performance.

3.2 Strive to reduce water consumption by reusing guest towels and linens

4 Waste

4.1 Implement a systematic waste management plan to minimize disposal to landfill and food waste, encourage recycling, and encourage reuse of materials.

4.2 Strive to reduce waste from guest toiletries.

5 Air Quality

5.1 Improve indoor air quality by making 75% of guest rooms are non-smoking.

6 Purchasing

6.1 Implement a purchasing management plan which gives preference to sustainable, local, fair-trade and environmentally -friendly goods and services

6.2 Only purchase food products free from endangered or protected fish, seafood or other species.

7 Local Community

7.1 Support social and community development and environmental conservation initiatives.

8 Annual Objectives & Targets

8.1 Establish an action plan for continuous improvement of sustainability performance, including:


Objective Target Evaluation

	Objective	Target	Evaluation
8.1.1	Adhere to all DET sustainability regulations and administrative orders	0	Number of DET penalties/fines related to sustainability
8.1.2	Adhere to all other government sustainability regulations and administrative orders	0	Number of DSCE/DEWA/DM, etc. penalties/fines related to sustainability

9 Action Plan

	Relevant Issues	Objectives/targets	Actions	Responsible Employee
9.1	Compliance, Staffing & Training	All employees to receive annual training on Smarta Hotel's sustainability plan and their specific responsibilities	Schedule 4 trainings in 2023-2024 to cover all employees and their specific responsibilities (housekeeping, engineering, etc.)	Nour Saleh
9.2	Energy	Reduce energy consumption by 5% in 2023 vs 2024	Install an automated lighting system and air conditioning control that minimizes energy use and monitor energy consumption.	Nawar Ali

	Relevant Issues	Objectives/targets	Actions	Responsible Employee
9.3	Water	Reduce water consumption by 5% in 2023 vs 2024	Replace water fixtures in all hotel's rooms and facilities with low-flow models and monitor water consumption.	Nawar Ali
9.4	Waste	Reduce the quantity of waste sent to landfills by 50% in 2023 vs 2024	Install paper, metal and plastic recycling bins to segregate waste and monitor recycling rates with information from waste contractor.	Nawar Ali
9.5	Air Quality	Improve air quality by increasing the percentage of non-smoking rooms from 75% to 90%	Convert rooms from smoking to non-smoking in phases to ensure a suitable cleaning and refurbishment process	Nawar Ali
9.6	Purchasing	Increase the purchase of sustainable, local, fair-trade and environmentally-friendly goods and services by 5% in 2023 vs 2024	Create a purchasing management plan that incorporates sustainability criteria into the purchasing decision-making process Purchase all the soap used in the guest rooms compliant with the criteria identified in the purchasing management plan	Ayman Khaled
9.7	Local Community	Carry out 4 CSR initiatives and activities in 2023-2024	Plan and carry out one CSR initiatives per quarter during 2023-2024 that involve guests and employees	Ayman Khaled

Signature: 

Name: Nadeen Saif

Title: General Manager

Date: 30-September-2023

Version number: 2.0

Issued on 30-September-2023

Requirement 2: Performance Metrics مقاييس الأداء

Establishments must use the DST Carbon Calculator to document implementation of the DET Hotel Classification System requirements.

The hotel can show their submissions history/records on the online system. Alternatively, they can show their results on the Carbon Calculator's Dashboard as proof of submission.

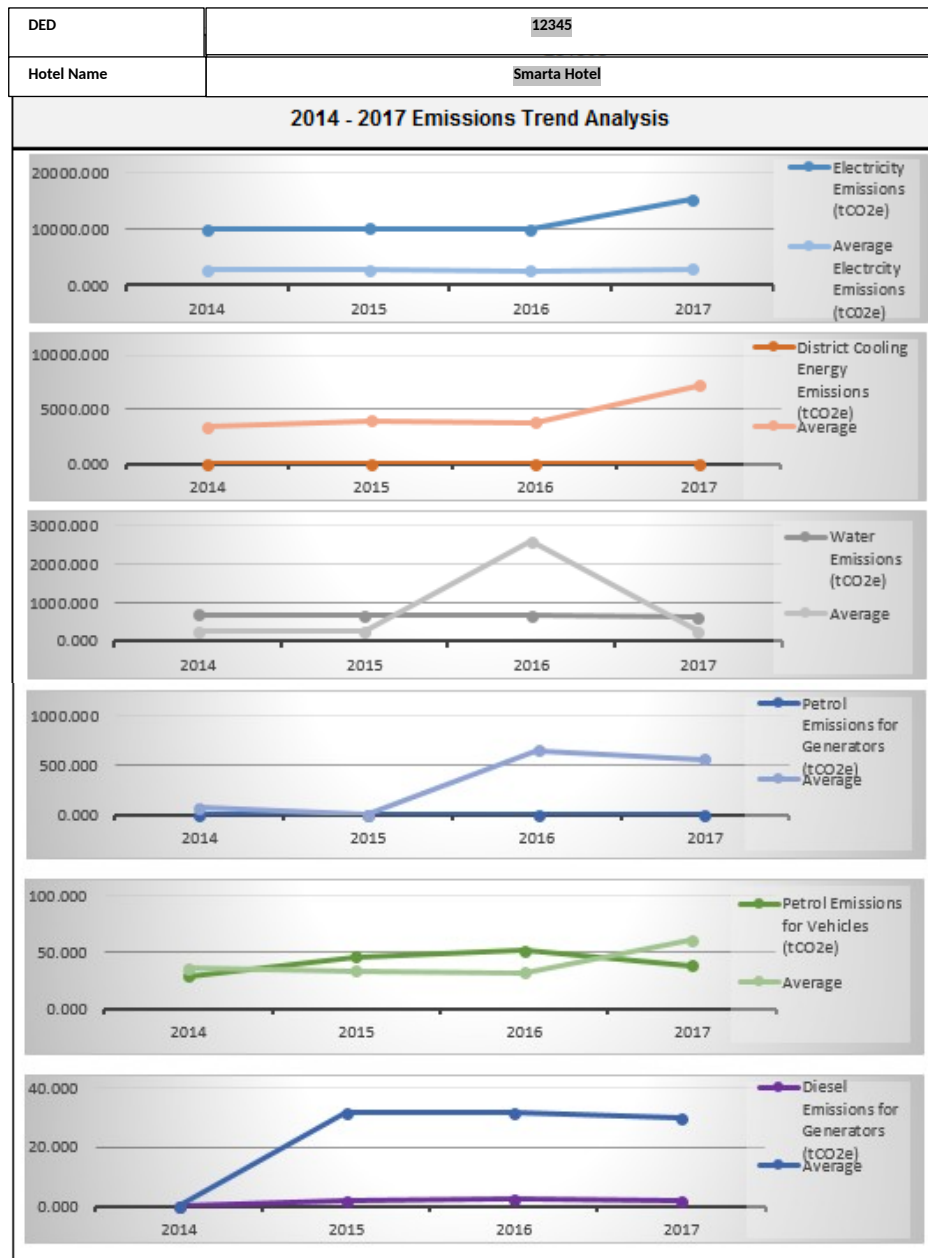


Image 1. Snapshot of the digital dashboard that monitors the hotel's GHG emissions performance

Requirement 3: Sustainability Personnel Training تدريب الموظفين على الاستدامة

Establishments must retain the Dubai Sustainable Tourism Certifications for the Sustainability Champion, and evidence of training program materials. Establishments must clearly designate the trained staff on its sustainability committee roster.



Requirement 4: Sustainability Committee Template Sustainability Committee Roster

Smarta Hotel Sustainability Committee Roster

FIRST NAME	LAST NAME	POSITION/TITLE	DEPARTMENT	EMAIL	ROLE
Nadeen	Saif	General Manager	Executive Office/Operations	Nadeen@smartahotel.com	Sustainability Champion; meeting organizer
Nawar	Ali	Senior Manager*	Facility Services	Nawar@smartahotel.com	Meeting facilitator; energy/water/waste initiatives
Nour	Saleh	Senior Manager*	Human Resources	Nour@smartahotel.com	Meeting facilitator; training/regulatory initiatives
Rabab	Mujib	Housekeeping Manager	Housekeeping	Rabab@smartahotel.com	Waste monitoring
Ayman	Ahmad	Lead Engineer	Engineering	Ayman@smartahotel.com	Energy/monitoring
Suzan	Mike	Director of Event Management	Executive Office, Events	Suzan@smartahotel.com	Purchasing monitoring
Priya	Kumar	Operations Manager	Executive Office	Priya@smartahotel.com	Carbon Calculator data; annual goal review; purchasing monitoring
Alex	Stone	Director of Communications/PR	Communications/PR/Guest Relations	Alex@smartahotel.com	Local community initiatives
Yahia	Sherif	IT Manager	Information Technology	Yahia@smartahote.com	Guest education initiatives

* Certified by Dubai Sustainable Tourism and/or trained for sustainability management. Certifications for both employees are enclosed:



Template Sustainability Committee Meeting Agenda



Sustainability Committee Meeting Agenda

Date of Meeting: 21/03/2023

Meeting location: Meeting Room A

Participants

NAME	POSITION/TITLE	DEPARTMENT	EMAIL	ROLE IN COMMITTEE	SIGNATURE
Nadeen Saif	General Manager	Executive Office/Operations	Nadeen@smartahotel.com	Sustainability Champion; meeting organizer	
Nawar Ali	Senior Manager	Facilities services	Nawar@smartahotel.com	Meeting facilitator; energy/water/waste initiatives	
Nour Saleh	Senior Manager	Human Resources	Nour@smartahotel.com	Meeting facilitator; training/regulatory initiatives	
Rabab Mujib	Housekeeping Manager	Housekeeping	Rabab@smartahotel.com	Waste monitoring	

Items discussed in the agenda (tick as appropriate):

1. Compliance, Staffing & Training

a. Guest feedback	
b. Compliance matters	
c. Training schedule	x

2. Events

a. Planning	x
b. Materials	
c. Monitoring	
d. Reporting	

3. Energy

a. Planning	
b. Lighting	
c. HVAC equipment	
d. Greenhouse gases emissions	
e. Renewable sources	
f. Building energy audit	
g. Other significant energy issues	
h. Building Management System	
i. Transportation	x
j. Monitoring	
k. Reporting	

4. Water

a. Planning	
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5. Waste

a. Planning	
b. Disposal to landfill	
c. Recycling	
d. Reuse	
e. Public Areas	
f. Food & Beverage	
g. Events	
h. Rooms & Bathrooms	
i. Monitoring	
j. Reporting	

6. Air Quality

a. Non-compliance issues	
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7. Purchasing

a. Planning	
b. Sustainable supplier criteria	
c. Sustainable supplier evaluation	
d. Sustainable Purchasing Costs	
e. Paper Products	
f. Cleaning Supplies	
g. Pest Control	
h. Food & Beverage	
i. Hazardous Materials	
j. Endangered or protected species.	

b. Plumbing fixtures	<input checked="" type="checkbox"/>
c. Water using equipment	<input checked="" type="checkbox"/>
d. Cooling towers	<input type="checkbox"/>
e. Swimming pools / Spa	<input type="checkbox"/>
f. Landscape and irrigation	<input type="checkbox"/>
g. Pest control	<input type="checkbox"/>
h. Wastewater	<input type="checkbox"/>
i. Laundry	<input type="checkbox"/>
j. Other significant water issues.	<input type="checkbox"/>
k. Towels and linen reuse program	<input type="checkbox"/>
l. Monitoring	<input type="checkbox"/>
m. Reporting	<input type="checkbox"/>

k. Monitoring	<input type="checkbox"/>
l. Reporting	<input type="checkbox"/>

8. Local Community

a. Planning	<input checked="" type="checkbox"/>
b. Volunteering	<input type="checkbox"/>
c. Donations	<input checked="" type="checkbox"/>
d. Financial Contributions	<input type="checkbox"/>
e. Partnerships	<input type="checkbox"/>
f. Monitoring	<input type="checkbox"/>
g. Reporting	<input type="checkbox"/>

9. Carbon emissions and data

a. Electricity	<input type="checkbox"/>
b. cooling energy	<input type="checkbox"/>
c. water	<input type="checkbox"/>
d. petrol in generators	<input type="checkbox"/>
e. petrol in vehicles	<input checked="" type="checkbox"/>
f. diesel in vehicles	<input type="checkbox"/>
g. refrigerants	<input type="checkbox"/>
h. refillable CO2 gas in fire extinguishers	<input type="checkbox"/>
i. LPG	<input type="checkbox"/>
j. waste sent to landfill.	<input type="checkbox"/>

Summary of discussion points:

- Each member of the committee will nominate one staff member to undergo the DET certified training from their respective departments
- The first CSR event for 2024 will be held during the first day of Ramadan where we will place food fridges outside the hotel
- All water fixtures in the hotels rooms and facilities will be replaced to high-efficient fixtures
- A total of 4 electric vehicles will be purchased in September 2023 to contribute towards reducing the amount of petrol used in vehicles

Proposed date of next meeting: 21/May/2024

Requirement 5: Compliance to Government Initiatives الالتزام بالمبادرات الحكومية

Template Compliance to Government Initiatives

Smarta Hotel Circular Inventory and Action Plan

Sending Entity /Circular ID #	Establishment Recipient Name	Recipient Department	Topic	List of establishment implemented actions to comply with circular requirements
DTCM/ OUT/ 2017/00002 96	Smarta Hotel	Executive Office/Operations	Circular concerning the environmental performance of hotel establishments in Dubai	<ol style="list-style-type: none"> 1. Provided DET with the requested data through the Tourism Dirham platform related to Carbon Calculator for 2023-2024 broken down to monthly basis 2. Trained one staff member on how to input data on a monthly basis 3. Reporting all data required on a monthly basis 4. Developing a consolidated report on an annual basis to educate staff on the hotel's performance and develop reduction measures accordingly





(Retain or attach all circulars)

Requirement 6: Employee Training تدريب الموظفين

Training Attendance Sheet:

Training date: 5/February/2023

Training title: **First annual training on the hotel's sustainability plan and the employees' specific responsibilities**

NAME	POSITION/TITLE	DEPARTMENT	EMAIL	ROLE IN COMMITTEE	SIGNATURE
Nadeen Saif	General Manager	Executive Office/Operations	Nadeen@smartahotel.com	Sustainability Champion; meeting organizer	
Nawar Ali	Senior Manager	Facilities services	Nawar@smartahotel.com	Meeting facilitator; energy/water/waste initiatives	
Nour Saleh	Senior Manager	Human Resources	Nour@smartahotel.com	Meeting facilitator; training/regulatory initiatives	
Rabab Mujib	Housekeeping Manager	Housekeeping	Rabab@smartahotel.com	Waste monitoring	

Requirement 8: Green Events الفعاليات المستدامة

Template Green Event Checklist

Green Event Checklist

In support of our sustainability management policy, **Smarta Hotel** will strive to produce sustainable event, conference and business meetings at our property.

Smarta Hotel offers the following green meeting services to event, conference and business meeting planners:

		Status
1	The establishment has an individual certified via training and verified by Dubai Tourism with responsibilities for producing green events.	x
2	The establishment communicates its sustainability and green events commitment to event planners and event attendees.	x
3	The establishment uses electronic tools for registration, check-in and event agendas. Any printed materials use post-consumer/recycled or FSC paper. Notepads, pens, flip charts and similar supplies are available only upon request.	x
4	The establishment provides transportation options for bus, train, walking, shuttle, etc. to attendees in pre-event communications.	
5	The establishment collaborates with the event planner to include a sustainability session or track in the meeting agenda.	
6	The establishment sources a commonly used service or product from a sustainable, local, fair trade or environmentally preferable supplier.	x
7	The establishment provides cleaning services for the event that use environmentally preferable products and practices.	
8	The establishment provides waste measurement data for specific events, including volumes of waste and recycled materials.	x
9	The establishment engages event attendees to conserve energy use.	x
10	The establishment regulates temperatures by for unoccupied meeting spaces.	x
11	The establishment regulates lighting for unoccupied meeting spaces.	x
12	The establishment provides energy measurement data for specific events.	x
13	The establishment engages event attendees to conserve water use.	
14	The establishment provides water usage data for specific events.	x

		Status
15	The establishment uses china, ceramic, glass or equivalent tableware for all food and coffee service, and does not use disposable tableware.	
16	The establishment provides water refill service , and does not provide single use plastic water bottles.	
17	The establishment provides fair trade coffee, tea and sugar during events.	x
18	The establishment supports a community local charity/non-profit or similar organisation by donating surplus event materials or food.	
19	The establishment offers event attendees the opportunity to volunteer with a community project.	
20	The establishment collects feedback from the event organizer on the green event planning and delivery activities.	x

Template Green Post-Event Report

Green Post-Event Report

Event Title	DETBoard Game Training Event
Event Type	One-day workshop
Event Contact (name, number, email)	
Establishment Contact (name, number, email)	DET - 600 555559
Event Dates	24-July-2023
Total Attendees	50
Total Room Nights	2

ENERGY

Total Electricity Consumed	100	kWh
% Renewable	0	%
% offset with carbon credits	0	%

WASTE & RECYCLING

Total Waste Generated	50	kg.
Quantity Composted	0	kg.
Quantity Recycled	0	kg.
Quantity Reused/Donated	0	kg.
% of Total Waste diverted from landfill	0	%
Total Waste per Attendee	1.0	Kg/person

WATER USE

Total Water Used	350	liters
Water use per attendee	7.0	Liters/ person

Community

Donated event materials 0 kg.

Project Volunteers 0 hours

Notes:

Requirement 9: Energy Management Plan خطة إدارة الطاقة Template Energy Management Plan



Energy Management Plan

In support of our sustainability management policy, *Smarta Hotel* will implement a systematic energy management plan addressing lighting and air conditioning as well as transportation, and continually improve the energy performance of our property.

This plan follows the Mean/Lean/Green energy management hierarchy outlined below:

1. Mean: the avoidance of using energy when not necessary
2. Lean: the use of energy efficient products and services, and design for energy efficient performance improvement.
3. Green: the use of renewable energy

Smarta Hotel will aim to implement the following measures to improve energy performance considering the hierarchical approach whereby the measures in the Mean section are preferred to the measures in the Lean section and those are preferred to the measures in the Green section.

Mean

- Lighting
 - Promote natural daylight and install lighting sensors, e.g. daylight, motion, etc.
- Monitoring
 - Continuous monitoring of energy use (electricity, natural gas, diesel/petrol, etc.) for evaluation and formulation of energy improvements.
- Building Performance
 - Use automated lighting systems and air conditioning controls that minimize energy use, e.g. default off systems,
 - Perform periodic building audits, at least every 5 years, to continually improve energy performance.
- Transportation
 - Promote walking, cycling, shuttles and public transport for guests and employees.

Lean

- Lighting
 - Replace lights in the facility to LED.
- Equipment

- Replace old and/or inefficient mechanical equipment (heating/ventilation air conditioning (HVAC), refrigeration systems, and any similar equipment, etc.) to more efficient energy saving equipment.
- Replace pumping, pool/spa, and related water equipment to efficient products.
- Replace office and electronic equipment (computers, printers, copiers, televisions, refrigerators and any similar equipment) to energy efficient products according to Emirates Standardization Energy Labels guidelines.
- Transportation
 - Encourage and/or provide clean or resource efficient transportation methods for guests and employees such as hybrid and electric cars.

Green

- Renewable Sources
 - Install renewable energy sources such as solar electricity and solar hot water.
 - Purchase energy from renewable sources or carbon credits
- Transportation
 - Encourage and/or provide clean or resource efficient transportation methods for guests and employees such as using biodiesel powered cars.

Objectives & Targets

Smarta Hotel will aim to separately meter energy in areas with a high energy consumption and has established the following reduction objectives and targets for energy consumption:

	Objective	One Year Target	3 year Target	Evaluation
1.1	Adhere to all DET regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.2	Adhere to all other government regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.3	Reduce total energy consumption	5% from 2023 baseline	30% from 2023 baseline	DST Carbon Calculator
1.4	Amount of trips done using sustainable transportation	5% of the total annual trips	20% of the total annual trips	Sustainability champion/committee

General Manager Signature:
Name: Nadeen Saif
Title: General Manager
Date: 30/September/2023
Signature:



Responsible Staff Signature(s):
Name: Nawar Ali
Title: Senior Manager
Department: Facilities services
Date: 30/September/2023
Signature:



Name: Rabab Mujib
Title: Housekeeping manager
Department: Housekeeping
Date: 30/September/2023
Signature:



Updated (*Smarta Hotel* 30/July/2023)

Requirement 12: Water Management Plan خطة إدارة المياه Template Water Management Plan



Water Management Plan

In support of our sustainability management policy, **Smarta Hotel** will implement a systematic water management plan addressing plumbing fixtures, water using equipment, particularly cooling towers, swimming pools and spas, landscape and irrigation, pest control, wastewater, laundry or other significant water issues, and continually improve the water performance of our property.

Smarta Hotel will aim to implement the following measures to improve water performance considering the hierarchical approach whereby the measures in the Elimination/Reduction section are preferred to the measures in the Reuse/Recycling section.

Elimination/Reduction

- Fixtures
 - Replace plumbing fixtures with efficient products, e.g. low flow taps, showerheads, dual flush toilets, waterless urinals, etc.
- Landscape & Irrigation
 - Plant landscape grounds and gardens with native or drought tolerant species
 - Install smart irrigation practices, e.g. timers, drip irrigation, etc.
- Laundry
 - Offers guests the option to reuse linens and towels with clearly visible signs in rooms and bathrooms.

Reuse/Recycling

- Recycled water
 - Use recycled water sources such as reclaimed water, e.g. Treated Sewage Effluent (TSE), or recycled grey water, for other suitable purposes.
- Alternative sources
 - Install condensate and/or rainwater collection systems

Objectives & Targets

Smarta Hotel will aim to separately meter water in areas with a high water consumption and has established the following reduction objectives and targets for water consumption:

	Objective	One Year Target	3 Years Target	Evaluation
1.1	Adhere to all DET regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.2	Adhere to all other government regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.3	Reduce total water consumption	5% from the 2023 baseline	30% from the baseline	DST Carbon Calculator
1.4	Linens and towels reuse participation	5% of the total number of linens and towels used	20% of the total number of linens and towels used	Sustainability champion/committee

General Manager Signature:

Name: Nadeen Saif

Title: General Manager

Date: 30/September/2023

Signature:



Responsible Staff Signature(s):

Name: Nawar Ali

Title: Senior Manager

Department: Facilities services

Date: 30/September/2023

Signature:



Name: Rabab Mujib

Title: Housekeeping manager

Department: Housekeeping

Date: 30/September/2023

Signature:



Updated (*Smarta Hotel* 30/July/2023)

Requirement 14: Waste Management Plan خطة إدارة النفايات Template Waste Management Plan



Waste Management Plan

In support of our sustainability management policy, **Smarta Hotel** will implement a systematic waste management plan addressing waste from public areas, food & beverage, conferences, rooms & bathrooms, hazardous materials or other significant waste issues and will ensure all waste disposal has no adverse effect on the local population or the environment as well as continually improve the recycling and reuse performance of our property.

This plan follows the Reduce/Reuse/Recycle waste management hierarchy outlined below:

1. Reduce: the avoidance of generating waste whenever possible
2. Reuse: the use of discarded materials in other suitable uses
3. Recycle: the use of renewable energy

Smarta Hotel will aim to implement the following measures to improve waste management performance considering the hierarchical approach whereby the Reduce measures are preferred to the Reuse measures and those are preferred to the recycling measures

Smarta Hotel will implement the following strategies to manage waste:

Reduce

- Public Areas
 - Reduce the use of paper in offices, guest rooms and meeting rooms.
- Food & Beverage
 - Use reusable food service items, biodegradable disposable service items, and minimize single-use packaging.
- Conferences & Events
 - Minimize waste when producing conferences and events.
 - Use water filters instead of plastic bottles
- Rooms & Bathrooms
 - Reduce waste from toiletries such as shampoos, soaps, shower caps etc. by dispensing in bulk or recyclable packages.

Reuse

- Conferences & Events
 - Reuse stationery

- General management
 - Donate discarded furniture, linens, blankets, towels and toiletries to registered charities
 - Donate discarded IT equipment, after deleting all hotel data, to registered charities

Recycle

- Public Areas
 - Provide clearly labeled recycling bins with pictures or text in multiple languages to enable guest and staff recycling.
- Food & Beverage
 - Compost food waste.
 - Give away used oil to companies that produce biodiesel
- General management
 - Contract the waste collection service with a waste company that offers recycling services
 - Request construction and retrofit contractors to recycle the waste generated during construction and demolition activities.

Smarta Hotel will properly dispose of all hazardous materials, including pesticides, paints, swimming pool disinfectants, and cleaning materials.

Objectives & Targets

Smarta Hotel will aim to monitor the total amount of waste generated, recycled and composted, particularly for food waste and waste from events, and has established the following reduction objectives and targets for waste generation:

	Objective	One Year Target	3 Years Target	Evaluation
1.1	Adhere to all DET regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.2	Adhere to all other government regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.3	Establish baseline waste inventory	1 waste audit per annum	1 waste audit per annum	DST Carbon Calculator Waste inventory
1.4	Reduce total waste to landfill*	5% from the 2023 baseline	30% from the baseline	Sustainability champion/committee

*Amount of waste sent to landfill divided by the total amount of waste generated.

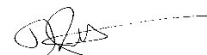
General Manager Signature:
Name: Nadeen Saif
Title: General Manager
Date: 30/September/2023
Signature:



Responsible Staff Signature(s):
Name: Nawar Ali
Title: Senior Manager
Department: Facilities services
Date: 30/September/2023
Signature:



Name: Rabab Mujib
Title: Housekeeping manager
Department: Housekeeping
Date: 30/September/2023
Signature:



Updated (Smarta Hotel 30/July/2023)

Requirement 17: Purchasing Management Plan خطة إدارة المشتريات Template Purchasing Management Plan



Purchasing Management Plan

In support of our sustainability management policy, *Smarta Hotel* will implement a systematic purchasing management plan addressing cleaning supplies and hazardous materials and prevents waste.

This purchasing plan gives preference to sustainable, local, fair trade and environmentally friendly goods and services as well as suppliers, products and services that minimize negative impacts on the environment and society.

Smarta Hotel will implement the following strategies to manage purchasing:

Supplier Evaluations

- Evaluate and select vendors according to sustainable, local, fair-trade and environmental criteria.
- Communicate the contents of the purchasing plan to current and prospective vendors, and transition towards selecting vendors, products and services according to their sustainability performance

Sustainable Purchasing Costs

- Continually evaluate products and services for sustainable, local, fair-trade and environmental attributes.
- Maintain cost records of all purchases, and increase the cost of sustainable purchases in relation to the cost of non-sustainable purchases.

Paper Products

- Purchase toiletries, paper towels, facial tissues and toilet paper with internationally recognized ecolabel or green certification.

Cleaning Supplies

- Purchase cleaning, dishwasher or laundry products with internationally recognized ecolabel or green certification.

Pest Control

- Utilize non-toxic pest control products that minimize the use of hazardous materials, including pesticides.

Food & Beverage

- Purchase food and beverages with nationally recognized ecolabel or green certification.
- Purchase food products free from endangered or protected fish, seafood or other species.

Hazardous Materials

- Maintain an inventory of all hazardous, toxic, or VOC materials, including records of proper storage, use, handling, and disposal.
- Continually evaluate hazardous materials for sustainable or environmental preferable alternatives.

Objectives & Targets

Establish objectives and targets for purchasing management including:

	Objective	One Year Target	3 Years Target	Evaluation
1.1	Adhere to all DET regulations and administrative orders	All	All	DSCE/DEWA penalties/fines
1.2	Adhere to all other government regulations and administrative orders	50%	All	DSCE/DEWA penalties/fines
1.3	Sustainable versus non-sustainable costs	10%	30%	Sustainability champion/committee
1.4	Use of endangered or protected fish, seafood or other species.	0	0	Sustainability champion/committee

General Manager Signature:

Name: Nadeen Saif

Title: General Manager

Date: 30/September/2023

Signature:



Responsible Staff Signature(s):

Name: Nawar Ali

Title: Senior Manager

Department: Facilities services

Date: 30/September/2023

Signature:



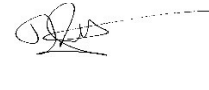
Name: Rabab Mujib

Title: Housekeeping manager

Department: Housekeeping

Date: 30/September/2023

Signature:



Updated (Smarta Hotel 30/July/2023)

Requirement 19: Local Communities المجتمعات المحلية Template Local Communities Initiatives



Local Communities Initiatives

In support of our sustainability management policy, *Smarta Hotel* supports initiatives for social and community development as well as environmental conservation initiatives through the following:

1 Donations

	Description of donation	Amount (AED)	Recipient	Documentation
1.1	Food	1,000 AED	Ramadan fridge	Press release
1.2	Books	1,000 AED	Al Awir Public School	Receipt

2 Volunteering

	Description of activity	Amount (hours)	Recipient	Documentation
2.1	Tree planting	4 hours	Al Awir Public School	Press release
2.2	Beach clean up	8 hours	Jumeirah Public Beach	Press release
2.3				

3 Financial Contributions

	Description	Amount (AED)	Recipient	Documentation
3.1	Donation	1,000 AED	Migratory Birds Foundation	Press release
3.2				
3.3				

4 Partnerships

	Description of partnership	Recipient	Documentation
4.1	Carbon Offsets	Dubai Carbon Centre of Excellence	Press release
4.2			
4.3			

Updated (Smarta Hotel 30/July/2023)