



## **Environmentally and Socially Sensitive Purchasing Policy**

**Section A** Mission Statements and Purpose of a Purchasing Policy

**Section B** Departments Involved

**Section C** Steering Committee Requirements

**Section D** Considerations of the Policy

**Section E** Life Cycle Costs

**Section F** Targets of the Policy/Program (*Property Specific*)

**Section G** Responsibilities of the Steering Committee

**Section H** Purchasing Preferences

**Section I** Environmental Policy Communication

### **Section A: Mission Statement & Purpose**

Mission Statement: Kimpton conducts business in a manner that supports a sustainable world through use of non-intrusive, high-quality, eco-friendly products and services at all of its hotels and restaurants. Kimpton is committed to assessment and evolution of all eco-friendly efforts and continuously embraces new products and practices to further reduce its ecological impact.

Purpose: To ensure that every purchasing decision made at the Hotel considers the impact it will have on the environment and is tailored to minimize such impact. Provide leadership and support to reduce the hospitality industry's environmental footprint. Adopt products and practices that reduce Kimpton's impact on natural resources and the environment – energy, water, waste, IAQ. Communicate our commitment to employees to educate and inspire them into action. Educate our guests/customers and seek support from them. Engage the local community and organizations/partners that are aligned with EarthCare's mission. Provide preferential treatment to suppliers that share environmental values

## **Section B: Departments Involved**

Any department in the hotel that purchases any product or service at any time will be subject to the specifications of this Purchasing Policy.

## **Section C: Steering Committee Requirements**

A steering committee, which includes managers and staff from each department, will be responsible for overseeing the program. The Steering Committee needs to meet at least twice a year to formally review the hotel's purchasing policy. The goal is to incorporate environmental preferences into purchasing targets that are established on a yearly basis. The Earth Care Team will review the purchasing policies and targets and will forward on to be reviewed by the GM and Controller to be sure they are appropriately aggressive and achievable. Final approval will be sanctioned by the GM.

Members of the steering committee include, but are not limited to: Hotel Manager, Restaurant Manager, Chef, Director of Housekeeping, Front Office Manager, Chief Engineer, and Director of Sales

## **Section D: Considerations of the Policy**

When making purchasing decisions the following criteria need to be considered. This list is only some of the considerations that need to be made and is not an exhaustive list:

- How necessary is the product or service?
- Does the product have a long service life?
- Are all the features necessary?
- Is the product free from banned or restricted substances?
- Is the product designed to minimize waste?
- Is the product manufactured with any recycled materials, or does it have a high percentage of post consumer recycled content?
- Is the product rated as energy efficient?
- Is the product reusable or recyclable?
- Is the product reusable, able to be shared or borrowed?
- Is the product manufactured or produced locally?
- Is the product free from hazardous materials that are easy to dispose of?
- Is the product packaged with the intent to minimize waste and with recyclable material?
- Can the product packaging and pallets be returned to the manufacturer or supplier for reuse?

## **Section E: Life Cycle Costs**

It is essential that for each and every purchasing decision being made the purchasing manager takes into account how their decision affects the environment. It is imperative that comparisons are made between life expectancy of the product or service, cost of the product, disposal of the product etc. and then a fully informed decision is made that balances the needs of the business with the environmental impact.

## **Section F: Targets of the Policy/Program**

- All hotel lighting including exterior, back of house, guest rooms and storage space to be 100% CFL or LED by end of 2010.
- All replacement copiers and printers will have energy star rating and double sided copying/printing capabilities by end of 2009.
- All stationary to be at least 30% post consumer waste by end of 2008.
- All future electronic devices purchased either through a full hotel renovation or on an as needed basis will be Energy Star rated. Examples being TV's, alarm clocks, copiers, computers, monitors.
- Architectural paint purchased for use on the property shall not contain heavy metals or toxic organic substances.
- Substances will be researched to ensure that they are free of: Heavy Metals: Antimony, Cadmium, Hexavalent, Chromium, Lead, Mercury and Toxic Organic Substances: Acrolein, Acrylonitrile, Benzene, 1, 2 – Dichlorobenzene, Ethylbenzene, Formaldehyde, Isophorone, Methylene Chloride, Methyl Ethyl Ketone, Methyl Isobutyl Ketone, Naphthalene, Phthalate Esters, Toluene, 1, 1, 1 – Trichloroethane and Vinyl Chloride. Priority will be given to purchasing within these guidelines when possible.
- General Purpose Cleaning Products: less than 10% VOC's by weight.
- Purchases of products with VOC off –gassing potential shall be evaluated and lower VOC products purchased where available. Accepted Green Seal standards for VOC content are: Paints: Interior Flat 50 g/l; Interior Non-Flat 150g/l; Exterior Flat 100 g/l. Exterior Non-Flat 200 g/l: Anti-Corrosive All Finishes 250 g/l
- Additional products to be considered include other building materials, rugs and carpets, furniture and furnishings, laminated products, adhesives, sealants, caulking compounds and office supplies. An exception may be made for limited use architectural paints used in historic areas or high abuse areas if compliant options are not available.
- When dealing with current and new suppliers it is imperative that questions are asked about their policy on taking back reusable packaging and shipping pallets. Given the size of the property and the small amount of pallets shipped to us, more often than not, reusable packaging will be the main priority.

- Priority must be given to suppliers that will take back packaging and pallets. Additionally, it is expected that vendors will be challenged to provide such services and/or expect to be removed from a preferred supplier status and replaced as soon as possible if they do not.
- All batteries, cell phones, CFL's, ballasts and wire clothes hangers to be continually recycled as is the current practice
- All sealants, adhesives and caulking will contain low or no VOCs and have longevity of application
- All generator diesel fuel will be of low sulfur content

## **Section G: Responsibilities of the Steering Committee**

The steering committee will be sure to discuss, review and challenge the following requirements when they meet twice a year:

- Continual education of entire hotel staff, during employee orientations and at department meetings.
- Ongoing revision of environmental products and standards that Green Seal has listed.
- Challenging the process of compliance through review of the Operating Essentials, team members in place and inspection criteria used.
- Notify all departments of any changes in policies and products.

## **Section H: Purchasing Preferences**

It is expected that preferred status will be given to vendors or suppliers that are in line with Kimpton's philosophy of EarthCare. Whenever applicable all new contracts with vendors or suppliers should ensure that environmental provisions are made and adhered to. Trials of environmentally responsible products and services are encouraged to be explored with continued cost-benefit analysis establishing the feasibility of such product and service usage. Green Seal standards will be used as an acceptable requirement and challenging vendors to "green" their businesses will be an ongoing requirement.

## **Section I: Environmental Policy Communication**

Kimpton's environmental program and policies are available to the public on the Kimpton website at [www.kimptonhotels.com/programs/earthcare.aspx](http://www.kimptonhotels.com/programs/earthcare.aspx).

All Kimpton front office, concierge, are trained on this policy by their department heads at departmental and hotel wide meetings.