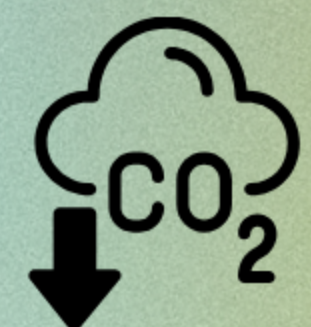REGAL HOTELS
富豪酒店

SUSTAINABLE PROCUREMENT GUIDE

Introduction

This Sustainable Procurement Guide is designed to support departments in integrating sustainability principles into their purchasing decisions. The guide promotes environmentally responsible procurement practices that contribute to resource conservation, waste reduction, energy efficiency, and overall sustainability. By referencing supplier survey scores and specifications outlined within this guide, departments can align their procurement activities with broader organizational goals and commitments to sustainability.

Objective

One of the core objectives of the guide is to encourage departments to prioritize goods and services that meet recognized sustainability certifications and standards. The Guide covers certifications in different environmental aspects, focusing on decarbonization, circular economy practices, energy efficiency, water conservation, and responsible forestry. By selecting products that comply with these specifications, departments reduce their environmental footprint while stimulating market demand for sustainable goods and services, driving positive change across industries.

Focus Areas

Decarbonization

Energy Efficiency and Reduction

Circular Economy and Waste Reduction

Water Efficiency

Responsible Forestry

Sustainable Procurement Scoring System

A key feature of the guide is the scoring system designed to communicate environmental impacts of goods and services to internal users and encourage sustainable procurement. The Purchasing Department will distribute supplier surveys to suppliers by phase and request information on the listed environmental specifications. For each sustainability specification fulfilled, one to three points will be awarded and be counted towards an overall score. The overall score highlights goods or services' relative sustainability performance, and will be shared as soon as available with internal users for their consideration in future purchases. A higher score reflects the added value and impact of more sustainable products. More points will be awarded to environmental specifications that align with Regal Hotels sustainability priority areas (i.e. decarbonization). Departments are encouraged to consider higher-tier sustainable products and services where feasible throughout the procurement process.

Goods and services with certifications demonstrating reduced negative environmental outside the latest Sustainable Procurement Guide would be considered for points by staff responsible for sustainable development on a case-by-case basis.

With this Sustainable Procurement Guide, departments can systematically enhance sustainable purchasing efforts, and progressively develop leadership in environmental stewardship.

Review

The Group will review this Guide from time to time as appropriate, and in any event, once a year.

August 2025

SUSTAINABLE PROCUREMENT GUIDE

Circular Economy and Waste Reduction
UNSDG 12 - Responsible Consumption and Production

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
Wastewi$e Certificate	1X	Other Goods and Services	**Good Level;** successfully implementing **at least 60%** of waste management measures Guidebook for Wastesi$e Certificate: https://www.hkgoc.gov.hk/uploads/2023%20WW-Guidebook_Eng_v1.3.2.pdf	Environmental Campaign Committee and Environment and Ecology Bureau, Hong Kong
	2X		**Excellent Level**; successfully implementing **80%** of waste management measures Guidebook for Wastesi$e Certificate: https://www.hkgoc.gov.hk/uploads/2023%20WW-Guidebook_Eng_v1.3.2.pdf	
China Circular Economy Certification	1X	Electronics, Household and Electrical Appliances / Apparel and Textiles	The certificate promotes resource efficiency, waste reduction and sustainable production through closed-loop systems Regulatory Details: https://www.cqc.com.cn/www/chinese/c/2017-03-09/543458.shtml	China Quality Certification Centre
Hong Kong Green Label Certification – Recycled Content Certification	1X	Other Goods and Services	Both product and packaging partially produced from recycled materials Hong Kong Green Label Certification – Recycled Content Certification: https://www.greencouncil.org/rcc	Non-Profit in Hong Kong
	3X		**Both product and packaging 100% produced from recycled materials** Hong Kong Green Label Certification – Recycled Content Certification: https://www.greencouncil.org/rcc	
Recycled Claim Standard	1X	Apparel and Textiles	Verified recycled material content Policy and Manual: https://textileexchange.org/recycled-claim-global-recycled-standard/	Non-Profit in US
Global Recycled Standard	2X		Min. 20% recycled material content for alignment declaration, and 50% recycled material content for logo usage Policy and Manual: https://textileexchange.org/recycled-claim-global-recycled-standard/	
FSC Recycled	1X	Paper and Wood Products	FSC Recycled label: https://www.youtube.com/watch?v=yyrdOs1eWLs&feature=youtu.be	Non-Profit in Germany
Verification Statement from CNAS-accredited third parties	1X	Other Goods and Services	List of China National Accreditation Service for Conformity-accredited bodies: https://www.cnas.org.cn/ChinaNationalAccreditationServiceforConformityAssessment/FindanAccreditedBody/art/2024/art_ee1118b8b16848e5a476f0ec7d51043d.html	China National Accreditation Service for Conformity
	3X		Product that is **100% made from recycled content** List of China National Accreditation Service for Conformity-accredited bodies: https://www.cnas.org.cn/ChinaNationalAccreditationServiceforConformityAssessment/FindanAccreditedBody/art/2024/art_ee1118b8b16848e5a476f0ec7d51043d.html	

REGAL HOTELS
富豪酒店

Circular Economy and Waste Reduction
UNSDG 12 - Responsible Consumption and Production

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
Product Safety Data Sheet or other biodegradability certifications.	1X	Other Goods and Services	**Parts of the product and packaging are biodegradable**	Available from supplier/ manufacturer
	2X		**Both product and packaging are 100% biodegradable**	As a general rule of thumb, the below raw materials are 100% biodegradable under appropriate conditions: PHA (polyhydroxyalkanoates, also known as bioplastics): Used in packaging and disposable items Bamboo: Used for cutlery, straws, furniture and other products Seaweed: Used in packaging and films, insulation, bricks and fireproof materials Starch-based Films: Used in packaging materials and bags Mycelium: Used to create durable fireproof, non-toxic building materials and packaging Natural Fibers (e.g., Cotton, Hemp, Linen): Used in apparel and textiles	

(Note: the "Certifications and Standards" description column and the materials list appear in adjacent columns in the source; layout preserved as above.)

Responsible Forestry
UNSDG 13 - Climate Action; UNSDG 15 - Life on Land

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
FSC Mix	1X	Paper and Wood Products	**Part of the materials** used come from FSC-certified forest and/ or FSC-controlled wood, which has **no net loss of forest overtime**.	Non-Profit in Germany
Programme for the Endorsement of Forest Certification (PEFC)	1X	Paper and Wood Products	Due diligence program that evaluates deforestation/ forest degradation risks against the EU Deforestation Requirements for the Implementation of PEFC EUDR Due Diligence System: https://cdn.pefc.org/pefc.org/media/2024-07/0c915377-ddb0-4d5f-80cb-c7c0c5cf8ac0/cd2bc00e-fd16-5fa2-a65c-8744942169f8.pdf	International Non-Profit based in Switzerland
FSC 100%	3X	Paper and Wood Products	**All materials** used come from FSC-certified forest with **no net loss of forest overtime**.	Non-Profit in Germany

REGAL HOTELS
富豪酒店

Energy Efficiency and Reduction UNSDG 7 - Affordable and Clean Energy; UNSDG 13 - Climate Action				
Certification	**Score**	**Product Category**	**Certifications and Standards**	**Organizing Bodies**
Energywi$e Certificate	1X	Other Goods and Services	<u>Good Level</u>; successfully implementing <u>at least 60%</u> of energy management measures Guidebook for Energywi$e Certificate: https://www.hkgoc.gov.hk/uploads/2023%20EW-Guidebook_Eng_v1.3.2.pdf	Environmental Campaign Committee, and Environment and Ecology Bureau, Hong Kong
	2X		**Excellent Level**; successfully implementing **80%** of energy management measures https://www.hkgoc.gov.hk/uploads/2023%20EW-Guidebook_Eng_v1.3.2.pdf	Environmental Campaign Committee, and Environment and Ecology Bureau, Hong Kong
Fulfillment of new Building Energy Code 2024 requirements for enhanced energy efficiency [before September 20, 2026]	1X	Electronics, Household and Electrical Appliances	Building Energy Code 2024: https://www.emsd.gov.hk/beeo/en/pee/BEC2021vsBEC2024.pdf	Electrical and Mechanical Services Department, Hong Kong
Product Specifications Catalogue	1X	Electronics, Household and Electrical Appliances	Demonstrate **5% enhancement in energy efficiency** in lighting installations, air conditioning installation and electrical installation, or other electrical equipment and electronics	NA
	2X		Demonstrate **6 - 10% enhancement in energy efficiency** in lighting installations, air conditioning installation and electrical installation, or other electrical equipment and electronics	
	3X		Demonstrate **>10% enhancement in energy efficiency** in lighting installations, air conditioning installation and electrical installation, or other electrical equipment and electronics	
China Energy Conservation Certification (中国节能认证)	3X	Electronics, Household and Electrical Appliances	Items that achieve **Grade 1** under the China Energy Conservation Certification Certification Rules: https://www.cqc.com.cn/www/chinese/cprz/zyxcprz/rzfw/zyjyrzfw/	China Quality Certification Centre
EU Energy Label	3X	Electronics, Household and Electrical Appliances	Items that achieve **Grade A** under the EU Energy Label: https://energy-efficient-products.ec.europa.eu/ecodesign-and-energy-label/understanding-energy-label_en	European Commission
Energy Star	3X	Electronics, Household and Electrical Appliances	Energy Star product catelogue: https://www.energystar.gov/	US Environmental Protection Agency

Water Efficiency UNSDG 14 - Life Below Water				
Certification	**Score**	**Product Category**	**Certifications and Standards**	**Organizing Bodies**
Water Efficiency Labelling Scheme	1X	Water-related Supplies	Items that may participate in the scheme include showers for bathing, water taps, washing machines, urinal equipment, flow controllers and water closets Water Efficiency Labelling Scheme: https://www.wsd.gov.hk/en/plumbing-engineering/water-efficiency-labelling-scheme/index.html	Water Supplies Department, Hong Kong
	2X		Items have participated in Water Supplies Department's Water Efficiency Labelling Scheme achieving **Water Efficiency Grade 1**. Water Efficiency Labelling Scheme: https://www.wsd.gov.hk/en/plumbing-engineering/water-efficiency-labelling-scheme/index.html	
China Water Conservation Certification (中国节水认证)	1X	Water-related Supplies	Certification rules: https://www.cqc.com.cn/www/chinese/cprz/zyxcprz/rzfw/zyjyrzfw/	China Quality Certification Centre
China Water Efficiency Label	2X	Water-related Supplies	China Water Efficiency Label **Grade 1** Policy: https://www.gov.cn/zhengce/2021-12/01/content_5713257.htm	National Development and Reform Commission, Ministry of Water Resources
WaterSense label	2X	Water-related Supplies	Certified to have met US Environmental Protection Agency's performance criteria and is at least 20% more efficient than conventional equivalents WaterSense Products: https://www.epa.gov/watersense/watersense-products	US Environmental Protection Agency
Unified Water Label – Green Rating	2X	Water-related Supplies	Unified Water Label – **Green Rating** Label Guidelines: https://uwla.eu/wp-content/uploads/2023/08/LABEL-GUIDELINES-2023-compressed.pdf Find a Product: https://uwla.eu/find-a-product/	Non-Profit that harmonizes water efficiency labelling across EU, EFTA and EEA markets.

REGAL HOTELS
富豪酒店

Decarbonization
UNSDG 13 - Climate Action

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
Third-party verification on ISO14067	3X	Other Goods and Services	ISO14067: https://www.iso.org/standard/71206.html	ISO – international organization headquartered in Switzerland
Third-party verification on PAS 2050	3X	Other Goods and Services	PAS 2050 Guide: https://ghgprotocol.org/sites/default/files/standards_supporting/GHG%20Protocol%20PAS%202050%20Factsheet.pdf	Non-profit distributing company regulated by the UK Royal Charter
Science-based Target Initiative Commitment	3X	Other Goods and Services	International, verified net zero commitment SBTi: https://sciencebasedtargets.org/ Companies that have committed to SBTi (Food & Beverages): PepsiCo, Kraft Heinz, Campbell Soup Co., Del Monte Foods, lindt & sprüngli Companies that have committed to SBTi (Cleaning): Solenis, Seventh Generation, Azelis	Charity registered in UK, collaboration between CDP, UNGC, WRI and WWF

Others
UNSDG 7 - Affordable and Clean Energy; UNSDG 13 - Climate Action; UNSDG 14 - Life Below Water; UNSDG 15 - Life on Land

Certification	Score	Product Category		Certifications and Standards	Organizing Bodies
Environmental Protection Department's Green Specifications	2X	Other Goods and Services	Meet all **mandatory and desirable** requirements.	The green specification database covers 183 items under 24 product and service categories, listing mandatory and desirable product specifications that encourage improved recyclability, higher recycled content, greater energy and water efficiencies, reduced energy and waste consumption, utilization of clean techs, water consumption reduction, fewer irritating or toxic substances.	Environmental Protection Department in Hong Kong
	3X	Other Goods and Services	Meet all **mandatory and desirable** requirements.	Green Specifications: https://www.eeb.gov.hk/en/susdev/green_procure/green_spec.html The full catalogue is attached with this Sustainable Procurement Guide	Environmental Protection Department in Hong Kong
Hong Kong Green Label	2X	Other Goods and Services / Architectural and Building Materials		Product Catalogue: https://www.greencouncil.org/hkgls4?Category=All&page=2	Non-Profit in Hong Kong

REGAL HOTELS
富豪酒店

Others
UNSDG 7 - Affordable and Clean Energy; UNSDG 13 - Climate Action; UNSDG 14 - Life Below Water; UNSDG 15 - Life on Land

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
Construction Industry Council Green Product Certification	3X	Architectural and Building Materials; Electronics, Household and Electrical Appliances	Certified products are required to meet requirements such as carbon footprint life cycle assessment results, waste management, localization of raw materials, and other innovative additions Certified Products: https://cicgpc.hkgbc.org.hk/certified-products-by-family	Statutory body in Hong Kong
China Environmental Labelling Program (中国环境标志产品认证)	2X	Architectural and Building Materials; Electronics, Household and Electrical Appliances; Fuel and Fuel-Related Products; Paper and Wood Products; Office Equipment; Apparel and Textiles	Certified products are required to meet requirements such as safer chemicals, energy and water efficiency standards, waste management, and biodegradable packaging Certification: http://www.mepcec.com/mobile/rzfw/hjbz/ixhjbz/index.shtml	Ministry of Ecology and Environment, China
Green Seal	2X	Architectural and Building Materials; Sanitary and Laundry Products; Paper and Wood Products; Apparel and Textiles	Certified products are required to meet requirements such as min. recycled content, biodegradability specifications, safer chemical specifications, low-impact manufacturing processes and product performance indicators Standards List: https://greenseal.org/green-seal-standards/standards-list/	Non-Profit in the US

Others **UNSDG 7 - Affordable and Clean Energy; UNSDG 13 - Climate Action; UNSDG 14 - Life Below Water; UNSDG 15 - Life on Land**				7 AFFORDABLE AND CLEAN ENERGY / 13 CLIMATE ACTION / 14 LIFE BELOW WATER / 15 LIFE ON LAND

Certification	Score	Product Category	Certifications and Standards	Organizing Bodies
EU Ecolabel	2X	Architectural and Building Materials Sanitary and Laundry Products Paper and Wood Products Furniture and Gardening Apparel and Textiles	Certified products are required to meet requirements such as safer chemical specifications, biodegradability specifications, certain recyclability specifications, low-impact manufacturing processes, disassembly design and product performance indicators EU Ecolabel: https://environment.ec.europa.eu/topics/circular-economy/eu-ecolabel_en	European Commission