

**Draft of List of Evidence,
(for new/updated criteria for accommodation establishments)**

Please note that all documents & other information submitted should, wherever possible, be in electronic format rather than printed on paper

1. Management

1.1 & 1.2: provide copies of published policies & philosophy documenting environmental & sustainable management, detailing specifically to all bullet points on this section of the assessment form

1.3: statement from your auditor to the effect that your financial records are up to date & that historical records are kept & available

1.4: dated copies of receipts & or agreements showing the longevity of supplier relationships & evidence that names of suppliers are detailed in your financial records

1.5: dated copies of guest feedback from guest book entries, electronic or website feedback etc.

1.6: name of dedicated employee & date from when customer feedback was effectively recorded & collated

1.7 & 1.8: statement to this effect & copies of all current printed & electronic promotional material

1.9: motivation reflecting evidence of sustainability, to the level for which sustainability is actually achieved

1.10: copy of environmental impact assessment & copy of environmental clearance document

2. Conservation

2.1: demonstrate meaningful & active participation in locally relevant monitoring &/or management projects with the neighbouring communities &/or conservancies on key environmental issues, with detailed examples specific to all bullet points on this section

2.3: dated documented evidence of any contribution, in cash &/or kind, to a conservation/social responsibility project that go beyond normal management requirements or initiatives for direct financial returns

2.6: explain how effects on the natural ecosystems & environments are minimised when interacting with wildlife

2.7: provide documented evidence showing agreements &/or partnerships with a registered conservancy &/or neighbouring landowners detailing specifically to all bullet points on this section of the assessment form

2.8: provide details of any fence removal

2.9: provide lists of game species present as well as game census records (if available)

2.10: motivate tolerance policy on detailing specifically to all bullet points on this section of the assessment form

2.11: provide evidence in the form of copies of national &/or international laws/Red List statuses relevant to the species present at your establishment

3. Energy

Option A: motivate the implementation of your policy on energy conservation as per point 1.2

- provide documented & dated proof as to your energy requirements & the utilization of renewable energy to cover 80% of your needs & demonstrate how this is calculated to achieve 80%

or

- provide documented & dated proof as to your energy usage, (in MJ), per-capita, demonstrating that you are below the prescribed limits

Option B

3.1: motivate the implementation of your policy on energy conservation as per point 1.2

3.3: provide dated, historical records

3.5 & 3.6: provide dated, historical records

3.7 & 3.8: motivate & detail how this is calculated to achieve 90%

3.10 & 3.11: motivate & detail how this is calculated to achieve 90% & 80% respectively

3.14: provide detail on wood/fuel types & from where they are sourced

4. Water

Option A: motivate the implementation of your policy on energy conservation as per point 1.2

- provide documented & dated proof as to your water usage to show usage of less than 100 litres per person per day, including staff & demonstrate how this is calculated

Option B

4.1: motivate the implementation of your policy on water conservation as per point 1.2

4.2: provide details of all water sources used

4.3: provide dated historical records

4.5: explain &/or provide information from hydrology reports (if available)

4.6: provide detailed & dated records

4.7: provide detailed & dated records

5. Waste, Pollution & Sewerage

5.1: motivate the implementation of your policy on waste, pollution & sewerage as per point 1.2

5.2: provide dated historical records detailing type & amounts of different types of waste

5.4: motivate & provide details of your system for low impact waste disposal

5.6: provide details of staff training

5.11: which dump site do you use & motivate how toxic waste is dealt with

5.13: provide details regarding the construction of your sewerage disposal system & the fencing of oxidation ponds

5.14: provide details in relation to the distance of sewerage disposal to location of water sources

5.16: signed statement to this effect

5.18: detail usage of any hazardous materials/chemicals, motivate reason for use with detail on handling, storage & disposal & relate to the health & safety policy as per point 1.2 & demonstrate knowledge of the law in this respect.

5.19: if applicable, provide details of training & dated records of use for any toxic products

5.24: state policy on greenhouse gas omissions

6. Building, Landscaping & Roads

6.1: motivate the implementation of your policy on building, landscaping & roads as per point 1.2

6.2: how did you ensure this & what measures were taken to preserve the historical, cultural & natural environment

6.3: provide copy of the EIA

6.5: 6.7: details & documentary evidence as to the source & type of building materials used

7. Staff, Health & Safety

NB: Personal & private staff information should be deleted from any documents submitted to Eco-Awards

7.1: motivate the implementation of your policy on staff, health & safety as per point 1.2

7.4: provide an example copy of a contract

7.5: provide example of staff payslip

7.6: statement to this effect & summary of any staff training on policies & procedures

7.7 - 7.11: include details regarding these requirements & your compliance therewith in staff policy

7.12: statement to this effect & documentation regarding workers committee

7.13 - 7.14: submit relevant & dated extracts from the file to show compliance

7.15: copy of policy on discrimination/section in staff policy covering this & records of any actions taken/evidence

7.16: statement to this effect

7.17: submit a copy of the written policy & relevant dated extracts from disciplinary file

7.18 - 7.19: provide copies of written policies (or sections included in staff policy on child labour & sexual harassment)

7.20: provide relevant documentation

7.21: provide copy of assessment plan

7.22: documented evidence of training, formal or informal with particular emphasis relating to all bullet points in this section

7.23: statement to this effect & details of training spend verses per-annum payroll costs

7.24: provide examples of staff who have been promoted through this scheme

7.25: evidence of interns

7.27: statement to this effect covering all bullet points in this section & documented evidence to include copies of written health safety policy & certificate of fitness

7.28: names of appointed H&S staff & documentary evidence of H&S committee

7.30: documented evidence of annual training

7.31: names of first aid trained staff indication level of training (provide certified proof)

7.32: dated extracts from the accident book

7.33: statement to this effect

7.34: copy of policy document

8. Guiding

8.1: motivate the implementation of your policy on guiding as per point 1.2

8.2: provide a summary of activities offered

8.3: written details of training & dated timetable of when training is given

8.4: written details of training & dated timetable of when training is given & details of which recognised education body is utilised

8.5: provide details of any environmental awareness components included in guide training & provide evidence & motivation that Eco-Awards objectives & goals are included

8.6: provide details of any training components on protected cultural sights & indicate training & compliance with the National Heritage Act

9. Social Responsibility

9.1: motivate the implementation of your policy on social responsibility as per point 1.2

9.2: provide dated, historical records

9.3: details & dated history of donations

9.4: analyse, submit written strategy & motivate how negative impacts have been reduced or mitigated

9.6: provide details of code-of-conduct & a motivation on how your cultural exchange activities assist local communities in both the long & short term

9.7: provide dated documentation/minutes of community meetings & details of employee training in this area. Details of any conflict & steps taken to rectify

9.8: demonstrate knowledge of legal issues in this regard & motivate responsible procurement of items

9.9: explain how do you do this & how you facilitate & promote local products & services

9.11: provide details of training programme with syllabus & supporting documentation

9.12: provide comprehensive list of any sites that have historical, archaeological, cultural or spiritual importance & support with documented proof of consultations regarding identification of & permission to have access. Provide comprehensive list of all historical & archaeological artefacts in your possession & support with documented proof of ownership. Motivate responsible trade in these items

9.13: provide evidence of communication to guests regarding the relevance of these sites

11. Legal & NTB Compliance

If establishment is **not** NTB registered then the following evidence will be required:

Points 10.1 - 10.9, point 10.11 & points 10.13 - 10.16: provide copies of all registration documents, permits, licenses, policies & certificates, & where applicable, copies for each individual vehicle & each individual staff member are required.

10.10: please state in writing what these requirements are met

10.12: signed statement to this effect