**Plastic Free Hotels Policy Template**

*A policy helps clarify to your team and stakeholders what you're trying to achieve and outlines everything clearly so there is no misunderstanding. This document provides you some wording which you can choose and alter to suit your hotel. This document can form a standalone policy or be included in your existing policy under the relevant section.*

**Purpose/Explanation**

To ensure that plastic-free principles are applied to the management and operations of the [hotel name], within the scope of this Policy.

**Scope**

This Policy applies to all components of [hotel name]’s management and operations.

**Mandatory Inclusions**

The Mandatory Inclusions must be complied with for all **hotel management, procurement/purchasing and operations** within the scope of this Policy.

1. Applying the following plastic-free principals into purchasing/procurement of goods and services, management and implementation.
   1. Reusable packaging and food ware will be used for all food and drink supplied or sold on the premises (except drink containers – see b. below).
   2. Single-use plastic water bottles and tetra-pak (carton) water bottles are banned from being sold or provided at the hotel and an alternative water source will be provided.
   3. Other single-use drink containers sold or provided at the hotel (e.g. soft drink, juice etc.) must be provided in either glass bottles or aluminium cans.
   4. No plastic carry or barrier bags will be provided at the hotel. This ban covers any thickness of bag and includes degradable and biodegradable/compostable bags. This ban includes carry bags with or without handles.
   5. Soft plastic wrapping will be eliminated where possible.
2. Applying the following plastic-free principals into hotel event and conference planning and implementation.
   1. All food provided, either catered or by the hotel, will be supplied/provided in reusable containers.
   2. Single-use plastic water bottles and tetra-pak (carton) water bottles are prohibited from events and conferences. An alternative water source will be provided.
   3. Other single-use drink containers sold or provided at the event or conference (e.g. soft drink, juice etc.) must be provided in either glass bottles or aluminium cans. Sufficient recycling facilities and adequate signage will be provided.
   4. Soft plastic wrapping will be eliminated where possible.
   5. Balloons are banned from all conferences and events held at the hotel.
3. Applying the following zero-waste principals into event planning, communication, purchasing/procurement of goods and services, management and implementation.

h. A source-separated 3-bin waste collection system that incorporates a composting stream (food & packaging) with materials sent to the correct processing facility.

i. The setting up of a collection under a container refund scheme.

**Event and Conference Management Requirements and Considerations**

The mandatory plastic-free and zero-waste principles should be considered and demonstrated during:

* Pre-event/conference planning - to incorporate into event planning, contract management, procurement and promotion prior to the event.
* Event/conference set up (bump in and bump out).
* Event/conference implementation - delivering and managing the planned activities during the event and monitoring to ensure compliance with the Policy.

The [Event Organiser] will be responsible for ensuring that [hotel name]’s suppliers/vendors/caterers comply with the mandatory inclusions shown in this Policy.

All relevant staff responsible for planning, managing and implementing components of [hotel name’s] events and conferences must be aware of and adhere to this Policy.

The Policy is to be communicated to [hotel name]’s staff via internal communication channels and incorporated into the staff induction process.

**Review**

This Policy will be reviewed regularly and updated in line with best management practices.