### Stage 1

**Understand impact & dependencies**

1. Review impacts on biodiversity including potential sources of pollution from noise, light, runoff, erosion, and air, water and soil contaminants
2. Review dependencies relating to biodiversity
3. Support hotels in the portfolio to understand key supply chain impacts on nature
4. Identify biologically important areas (with priority habitats and species) which you have hotels in
5. Take stock of the initiatives you are currently doing/have done to protect and regenerate nature

**Set targets**

6. Set company targets, property-level targets for managed hotels, and suggest targets for franchised hotels, to improve management of biodiversity impacts local to the property and remove endangered species from menus

**Take action**

7. Review available guidance to identify relevant actions to reduce negative impacts on biodiversity or support local biodiversity. This should consist of simple behavioural activities and low-cost technical options to be executed in the short-term (e.g. payback in 1 year or less) and a headline plan for longer-term initiatives. This should include giving preference to green cleaning products, giving preference to items which are certified and responsibly sourced, and removing endangered species from menus
8. Determine financial and non-financial resources needed, create a business case and gather required resources
9. Review procurement policies and make them more responsible by giving preference to items which are more efficient
10. Inform employees about nature-related objectives and their role in achieving your targets

### Stage 2

**Understand impact & dependencies**

1. Work with hotel teams to identify priority habitats and species on their properties which they should work to protect and regenerate
2. Identify how brand standards might impact on biodiversity, including on-site requirements, and the products and services you purchase or mandate through your standards
3. Review procurement policies and criteria for environmental aspects
4. Support hotels to set baselines for local biodiversity impacts

**Set targets**

5. Review and strengthen company targets, property-level targets for managed hotels, and suggested targets for franchised hotels to reduce negative impacts on nature, and promote protection and regeneration. Include a goal to remove products which contain endangered or at-risk species or ingredients which cause negative biodiversity impacts

**Take action**

6. Review available guidance to identify and select additional relevant actions to reduce negative impacts on biodiversity or support local biodiversity. You should include finding alternatives for products previously identified as containing endangered or at-risk species, finding alternatives for ingredients which cause negative biodiversity impacts, actions to support local biodiversity conservation at hotel locations (either on-site or in the local area)
7. Develop guidance and a decision tree to support operational staff / site managers to assess whether their actions will impact biodiversity
8. Engage key suppliers to see what their commitments are, share targets set and how they can help achieve goals
9. Engage with local and international actors (municipal governments, NGOs, conservation groups, partnerships, coalitions etc.) to increase the scale of progress achieved
10. Join efforts that advocate for smart economic incentives that support hotel environmental efforts
11. Determine financial and non-financial resources needed, create a business case and gather required resources
12. Update procurement policies to include environmental considerations and develop a supplier code of conduct
13. Update brand standards (and standard operating procedures, if set at Brand level) to reduce the disturbance of local biodiversity and protect endangered species
14. Raise employee awareness of environmental commitments, and their role in achieving them
15. Engage with customers and enable them to make more environmental choices

### Stage 3

#### Understand impact & dependencies

1. Set a biodiversity baseline for all global biodiversity impacts
2. Identify what products and services you purchase and consider potential impacts on nature and opportunities to reduce these impacts

#### Set targets

3. Review and strengthen company biodiversity targets, property-level targets for managed hotels, and suggested targets for franchised hotels. Include targets for procurement of products that are certified, local, reusable and made from recycled content
4. Demonstrate your commitments publicly

#### Take action

5. Review available guidance to identify and select additional relevant actions to reduce negative impacts on global biodiversity through your supply chain and restore local biodiversity. You should include Supporting hotels to restore local biodiversity, mitigation plans for risks in relation to local biodiversity, conscious procurement decisions, incorporation of biodiversity net gain into all future development projects. Plans should be particularly robust for hotels located in sensitive or particularly important natural areas
6. Modify brand standards to include procurement codes which apply to franchisees
7. Engage key suppliers to see what their commitments are, share targets set and how they can help achieve goals
8. Engage with national and international actors (governments, NGOs, conservation groups, partnerships, coalitions etc.) to align plans and increase the scale of progress
9. Determine financial and non-financial resources needed, create a business case and gather required resources
10. Update procurement policies and develop a Supplier Code of Conduct and supplier evaluation process which includes environmental considerations
11. Actively engage your staff and encourage innovation
12. Engage with customers and enable them to make more environmental choices