

# Sustainable Catering Guidelines

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The World Economic Forum is committed to sustainability. Reflecting its Sustainability Policy and Sustainability Strategy 2021, it wants to ensure that food and beverages served at its offices and meetings fulfil this commitment.

These Sustainable Catering Guidelines are informed by impact assessments conducted by the Forum. These have shown that catering accounts for 5-10% of the carbon footprint at Forum meetings and 10% of Forum offices' environmental impact. Meat and eggs, dairy products and beverages (soft drinks and coffee) account for much of this. Social impact assessments have highlighted the risks associated with complex supply chains for certain product categories, as well as specific types of agricultural practices for local communities and workers. Engaging with suppliers and increasing the proportion of local, seasonal and unprocessed products, as well as ethical, certified products are ways to reduce these risks.

This document provides principles, guidelines and management rules applicable to catering services provided by suppliers to the Forum's offices and meetings, and for the Forum's visitors, participants, employees and sub-contractors.

## Principles

The Forum's sustainable catering model is supported by a set of strong principles. It must:



Reinforce environmental sustainability and human health, in line with "Planetary Health Diets"



Support fair working conditions and employee well-being along the value chain.



Supporting food systems that are compatible with the planet's limits for climate change, land use, freshwater use, nitrogen and phosphorus cycling and biodiversity loss.



Create positive value for local communities through engagement with producers or local suppliers.



Fostering physical and mental human health, as well as social well-being.



Create opportunities for engagement in sustainability practices with the Forum's stakeholders.



Be tasty and appetizing, and adapt to customer preferences.



Respond to the findings of Forum environmental and social impact assessment studies.



Produce adequate quantities of food while minimizing loss and waste.



Consider animal welfare in the sourcing of animal products.



Promote local menus and their different cultural context.

## Guidelines

Based on the principles outlined above, the Forum has defined guidelines, which should be implemented as far as possible while also taking into consideration the risks and opportunities associated with each local context.

### Balanced Menus

Menus are prepared by the Forum's catering suppliers and validated by Forum teams against the

following criteria:

- Menus must include diverse and sustainable protein sources. The following ratios should be respected: for every 10 meals served, there should be a maximum of one that includes red meat, three containing white meat, three with fish and three including vegetarian proteins. Where possible, meat should not be served twice in a row to the same participants.

- One vegetarian meal should be served at each Forum meeting and one per week at Forum office restaurants.
- Every meat- or fish-based main course must include a vegetarian alternative including a plant-based protein. Ideally there should also be a vegan version of this option.
- Buffet desserts must include the option of fresh fruit (smoothie, compote or whole fruit).
- Luxury products (red tuna, foie gras, caviar, lobster, truffle) should not be served. Inferior cuts can be proposed.

### Responsible food sourcing

- Meat must come from responsible producers, and either sourced locally or be organic.
- Wild fish and seafood must be either MSC-certified or green/blue-listed under World Wildlife Fund Sustainable Seafood Guides ([http://wwf.panda.org/get\\_involved/live\\_green/out\\_shopping/seafood\\_guides/](http://wwf.panda.org/get_involved/live_green/out_shopping/seafood_guides/)) or 1-2 rated by the Marine Conservation Society (<https://www.mcsuk.org/goodfishguide/search>).
- Farm fish must be ASC-certified (<https://www.asc-aqua.org/what-you-can-do/take-action/find-a-supplier/>).
- Dairy products must be sourced locally or be organic.
- Eggs should be organic or cage-free.
- Fruits and vegetables must be seasonal, locally sourced or organic.
- Cereals (rice, pasta, etc.) and bread should be local, with a wholegrain version offered.
- Chocolate must be organic or ethically sourced.
- Raw or fresh products are preferred over ready-made or frozen products.
- Avoid using ingredients that have been flown into the country. Replace them with local alternatives.

### Avoiding food waste

- Protein must be served in reasonable portions: 120-140g.
- Communication between the Forum and its catering suppliers must cover the number of people to cater for and make it possible to adjust these quantities.
- Catering suppliers must provide solutions to food waste. One possible option is to offer excess food to the Forum's catering staff.

### Sustainable beverages

- Local tap water must be offered to participants, visitors and employees when it is drinkable and of good quality.
- Tea and coffee should be organic or ethically sourced (e.g. Fairtrade).
- Alcohol shall be served occasionally and in reasonable quantities (particularly Champagne) and wines should be local.
- Catering services should not offer drinks in plastic bottles at Forum offices.
- Single-use straws or stirrers must not be supplied.

### Efficient resource use

- Kitchen operations should use eco-friendly cleaning products and make efficient use of energy and water.

### Communication

- Food types and allergens must be highlighted on menus and at buffets, using official Forum icons. If these need to be printed, use recycled or certified paper.
- Avoid using additional branding and logos.

### Food packaging

- Products with little or no packaging should be used. Packaging must be recycled.
- Single-use food containers must be avoided. Compostable, lighter alternatives shall be used when indispensable.

### Staff and working conditions

- Legal requirements for the minimum working age and maximum working hours must be respected.
- Changing and break room facilities will be provided for catering staff employees. They will also be given quicker access to the venue, where needed, and events will be sufficiently staffed. Catering employees are expected to act in a professional manner, be aware of the sustainability guidelines and able to inform others about the food and beverage proposed (notably allergens).

## Management rules

### Responsibilities

- The Forum's Sustainability team is the owner of this document. Forum teams in charge of organizing catering services for Forum offices or meetings are responsible for sharing these requirements with their catering suppliers.
- The catering suppliers contracted by the Forum are responsible for ensuring that menus and ingredients comply with these guidelines and, in the case of any problems, will be expected to inform the Forum swiftly.
- Where catering companies are directly contracted by third parties, efforts should be made to adhere to these guidelines.

### Monitoring and reporting

- Catering suppliers must provide the following information regularly (timetable to be agreed with the Forum): the percentage of different protein sources served, the quantity of food ordered versus consumed, and feedback on the popularity of the different food items served. When required, suppliers must fill out a debrief document provided by the Forum.
- When required, the catering supplier shall provide data for environmental impacts assessment and performance monitoring, and collaborate with the Forum on other sustainable catering projects.
- The Forum defines objectives and targets for improvement in collaboration with its catering suppliers.

### Feedback

- Feedback on these Guidelines should be addressed to [Sustainability@weforum.org](mailto:Sustainability@weforum.org).