

	The PLEDGE on Food Waste		Audit: Sylvan Table   Auditor: Chris Oestereich		Compulsory	POINTS	Compliance			Type of evidence Produced	Auditors' remarks	
	Criteria				BONUS	POINTS	Yes	No	N/A	Type of evidence Produced	Auditors' remarks	
1. PROCESS DOCUMENTATION	Cut on Food Waste Policy	1.1	There is a policy describing the organisation's commitment to food waste reduction				X			Food Waste Policy document	Policy lists the 6 Pillars of the Pledge.	
		1.2	The policy has been signed by top management				X			Pic of policy doc with management signatures.	Viewed original doc on-site.	
		1.3	The policy has been shared with employees					X			Picture of the posted policy.	Updated pic uploaded 7/22/24.
		1.4	The policy has been shared with the customers					X			Screenshot of the website.	Verified at <a href="https://www.sylvantable.com/">https://www.sylvantable.com/</a> .
		1.5	The policy has been shared with food suppliers					X			Screenshot of email	Email announces the property's commitment to The Pledge.
	Food Waste Action plan	1.6	There is an annual action plan describing actions to implement to reduce food waste					X			Submitted food waste prevention report and list of ongoing efforts.	Property is tracking food waste per cover and taking actions to reduce this figure. The measure increased a little this year as they shifted to a higher % of food from their farm (vs. processed food where waste data is not available), but they are working to bring the number back down with multiple efforts.
		1.7	The action plan is setting clear food waste reduction targets					X			The goal is stated with the submission for criteria 1.6	Property is in pursuit of their updated goal of getting food waste/cover down to .30kg by the end of 2024.
		1.8	The action plan is established by the Food Lovers Committee					X				Food lovers committee meets regularly and proposes actions which are tested for feasibility and progress towards goals. They have a variety of ideas they're testing to help further reduce waste, including like ground herbs from their farm.
		1.9	The action plan is reviewed every year					X			Details of action plan review scheduling	Team will review the action plan annually as part of regularly scheduled FLC meetings.
	Key Performance Indicators (KPIs)	1.10	KPIs are used to track financial impact of the program					X			Monthly Financial KPIs Oct-2022-Feb 2023	Traacking shows progress on food cost %.
		1.11	KPIs are updated monthly					X			Monthly Financial KPIs NOV-2023-MAY 2024	Tracking has monthly data through May 2024.
		1.12	KPIs are shared with the top management every month					X			Pic of signed KPIs	Chef signed off on KPIs for Feb 2023
		1.13	KPIs are benchmarked with sister properties/similar industry organisations			2	0			X	N/A	
	Annual report	1.14	There is an annual report describing the food waste reduction achievements					X			Pledge Quarterly Reports for Feb 2024 and May 2024	Report details the food waste that's weighed and then composted. Composting is done on site and goes back into the farm.
		1.15	The annual report is made available on the organisation's website					X			PDF report	The report is shared on the Sylvan Table website.
		1.16	The annual report is communicated to the employees (intranet or during meeting or staff board)					X			Report is shared at daily meetings and via the FLC.	
		1.17	The annual report includes CO2 equivalent calculation					X			Data from waste tracking	Property has diverted 7,285 kg from landfill for composting in 4 months for a 18,212 kg CO2 reduction.
		1.18	The annual report is sent to main food suppliers			1	0			X		
Food Lovers' Committee	2.1	There is a <i>Food Lovers</i> Committee dealing with food waste, composed of managers and employees from kitchen, stewarding and service/F&B					X			List of committee members.		
	2.2	The <i>Food Lovers</i> Committee is meeting once a month					X			List of meetings with minutes.		
	2.3	The <i>Food Lovers</i> Committee keeps minutes of meetings					X			List of meetings with minutes.	Notes discuss ideas to pilot for waste reduction.	
	2.4	The <i>Food Lovers</i> Committee is reporting to the top management					X			List of committee members.	Top management is included on the committee and has a member present at all committee meetings.	
	2.5	Meetings of the Food Lovers Committee are scheduled in advance					X			List of scheduled meetings and pics of signed meeting agendas and the physical calendar posted with the meetings scheduled	Team is meeting monthly until the audit and then quarterly going forward.	

2. EMPLOYEES COMMITMENT	2.6	The <i>Food Lovers</i> Committee members are incentive or recognized when targets are achieved	1	1	X		Explanation of the planned reward.	Committee members will get tickets to a movie or a sporting event if they achieve their targets.
	2.7	Food waste prevention is part of the induction programme			X		Associate Manual	Manual discusses the restaurant's commitment to avoiding food waste and The Pledge.
	2.8	Employees receive minimum two trainings per year on food waste prevention			X		pictures from food waste training.	The submission includes the schedule, training plan, and pics from a recent training session.
	2.9	Storage employees are trained on FIFO practices			X		FIFO policy	Policy statement discusses proper rotation of products and labeling practices.
	2.10	Storage/kitchen employees are trained on proper labeling of goods			X		Labeling policies	Policy shares the details which need to be included when labeling food items, including the product name, date opened, 'kill' date, and initials of the person who prepped/opened it. - Validated on site in 2023. Received pics for verification for 2024.
	2.11	Kitchen employees are regularly trained on knife skills			X		Training schedule, plan, and pictures	The submission includes their scheduled dates, the plan for knife skills training, and pictures from the latest training session.
	2.12	Service Employees are trained to alert Chefs about unpopular items/dishes			X		Screenshot of the POS system with sales reports	Validated on-site in 2023. Discussed multiple ways in which this occurs through ongoing processes. Received pics and updated labeling docs for the 2024 submission.
	2.13	Service employees are trained to offer customers more staple food on demand	1	1	X		Example of butter service	
	2.14	Employees are encouraged to share ideas on how to cut on food waste			X		Pre-shift meeting detail	Staff meets at 4pm for pre-shift meeting that includes discussion of leftovers and portioning, as well as wastes in the kitchen.
	2.15	Employees are offered incentives to help on cutting food waste (idea box..)			X		Description of reward	Property intends to hold an employee appreciation party at the restaurant with food and drinks on memorial day for all employees after their audit.
Awareness rising	2.16	Food waste campaigns are run at the canteen/during employees' lunch every quarter			X		Pre-shift meeting detail	No canteen.
	2.17	There are posters related to the food waste monitoring system			X		Picture of posters	Posters share what goes in each of the color coded bins.
	2.18	There are posters related to non-contamination of bins			X		Pics and posters with criteria 2.17, 3.5 & 3.6	Posters share what goes in each of the color coded bins.
	2.19	A notice board in the staff area is displaying updated information related to food waste			X		Pics of the food waste policy and a poster on The Pledge	The Pledge poster includes tips for food waste reduction.
3. FOOD WASTE MONITORING SYSTEM	3.1	There is a food waste monitoring system in place covering the main kitchen of the restaurant			X		Pic of the weigh station and instructions for use	Reviewed pics and reviewed on site in 2023.
	3.2	Food waste data are recorded daily and in kilograms			X		Food Waste Monitoring Sheets	Tracking sheets record date, type, and amount of waste.
	3.3	Food waste data collected are kept in a digital format			X		Food Waste Monitoring Sheets	Tracking spreadsheets record date, type, and amount of waste.
	3.4	The food waste monitoring system includes a minimum of 2 categories: kitchen organic waste and customer food waste			X		List of categories	Tracking includes the following categories: 1. Table scraps 2. kitchen Scraps 3. Spoilage 4. mistakes/mishaps 5. unused byproducts
	3.5	Bins with specific colors/visual distinctions are used for each category of food waste			X		Pics and color-coded signage	Property has 4 different colored bins to separate waste.
	3.6	There are clear visuals/posters used to identify each category of food waste			X		Pics and color-coded signage	Property has 4 different colored bins to separate waste.
	3.7	Quantity of Food Waste (Kg) per cover is used as the main performance indicator			X		Pic of weighing station with instructions for waste tracking	Food waste/cover is the primary metric. Quarterly report uploaded as evidence.

	Food waste data analysis	3.8	Monthly food waste data analysis is performed				X		Data and calcs	Data for November through May includes covers and total kgs of waste and waste/cover calcs.
		3.9	Yearly food waste benchmarking is implemented	1	1		X		Quarterly Reports showing decrease in food waste to landfill.	
4. FOOD HANDLING BEFORE PREPARATION	Purchasing	4.1	The purchasing policy gives preference to long shelf-life food items and reusable ingredients					X	N/A	A long shelf-life purchasing policy does not fit the property's approach.
		4.2	The purchasing policy gives preference to local, seasonal, fair trade and organic food	3	3		X			10% of produce is grown on-site and 80% comes from within Michigan.
		4.3	Suppliers are requested to vacuum-pack expensive goods such as meat, fish, etc.				X		Pictures of meats in storage	Meats are vacuum-packed in storage
		4.4	A "stock and order" form is used in the food storage area				X		Order Guide	Spreadsheets tracks items and order quantities with par quantities.
		4.5	The Organization monitors the quantity of food purchased in Kilos per cover sold				X		KPIs	Document tracks monthly data and calculates (Data is provided with criteria 3.8)
		4.6	A written policy exists and a procedure is in place to reject products that do not meet the quality and food safety criteria				X		Receiving Policy	Provided the property's rules for receiving products and rejecting anything that doesn't meet standards.
	Receiving	4.7	A thermometer is used upon receiving to measure the temperature of at least one in five food items from each supplier of high-risk food (meat, seafood, dairy)				X		Temp Logs	Submission includes pictures for each of the temperature tracking logs from throughout the property.
		4.8	Temperature sensitive food items are immediately brought to the adapted storage (fridge or freezer)				X		Temp Sensitive Procedure	Provided guidelines for dealing with temp sensitive products.
		4.9	All products are within their "best before" or "use-by" dates				X		Date Guidelines	5 day approach is detailed on the platform and all pics throughout the submission show this being used.
		4.10	Monthly inspection of delivery practices is scheduled and performed by the Executive Chef	1	0			X		No submission
		4.11	Sensitive products are stored separately : Dairy products, cooked meat, raw meats, fish, fruits and vegetables				X		Pictures of storage	Images uploaded on the platform show proper storage as was viewed on site in 2023.
	Storage	4.12	Fruit and vegetables are stored away from condenser units, especially leafy vegetables				X		Pictures of storage	Produce is on a lower shelf, away from condensers.
		4.13	Labels including the contents and expiration dates are used when put to storage				X		Pics of labeling	Food type and production date is on the label
		4.14	Labels indicating date of production/expiry date are used for prepared food				X		Pics of labeling	Food type and production date is on the label
		4.15	Frozen products are labelled with a description of the product and the date it was frozen.				X		Pics of labeling	This criteria is required by the local health department
		4.16	The First In First Out (FIFO) policy is systematically respected				X		FIFO Policy	Provided FIFO instructions used by the property.
		4.17	A computerised stock control system is in use, including stock levels and what stock (prepared and unprepared) is nearing expiry	3	0			X	N/A	
	Equipment	4.18	A Preventive Maintenance Plan including physical temperature check of main food storage equipment's is updated monthly				X		The plan and a picture of the log.	The submissions lists the property's maintenance plan and provides a log of checks for the thermometer calibration log, walk-in cooler for meat, and the main cooler
		4.19	Fridges, freezers, cold rooms seals and curtains are in optimal conditions for insulation				X			Submission includes pics of clean, well maintained cooling equipment and receipts for regular maintenance proving upkeep.
		4.20	Fridges, freezers and cold rooms coils are maintained twice a year	1	0			X		No submission
		5.1	Production charts are used and available, adjusting quantities needed for each ingredient to the number of guests				X	Prep List	Nightly inventory is taken of prepared foods to minimize waste. The prep list is uploaded on the site.	
		5.2	Perishable ingredients are used in multiple dishes throughout the menu				X	Recipe Book	Internal recipe book submitted to show the overlap of ingredients.	

5. FOOD PREPARATION & OFFERING	Mise en place (production planning)	5.3	One "zero waste" dish is offered on the menu, either prepared from food buy-products normally discarded, or served without any transformation (i.e. no off-cuts)	3	2			X	Explanation of their use of chicken, including bones for stock, livers are used for patee, and the hearts and gizzards are used for amuse bouche.	The property explained their aim of creating zero waste dishes throughout their menu and provided pics of gizzards and hearts used in pattee and amuse bouche.	
		5.4	Menu of the day/specials are partly based on food items about to expire					X	Amuse-bouche is different every day, allowing them to prioritize things that need to be used.	Along with the amuse bouche, they also prioritize resource optimization via menu items that allow for vegetables to be subbed daily to avoid waste.	
		5.5	Chefs is following up on reported unpopular items/dishes and acts accordingly					X	This is part of daily sales analysis and this is discussed during the team's daily family meal.	Submission includes a pic of the daily product mix report from their ordering system.	
		5.6	Menus are adjusted to replace frequently wasted or uneaten items or dishes					X	Property changes menus every 2 weeks with popularity and seasonality in mind.	Pics of the schedule and harvest projections.	
		5.7	Uneaten items such as garnishes, side dishes or side serves are changed or removed					X	Pictures of plated meals.	The pictures show meals with no inedible garnishes.	
		5.8	A Menu Engineering System with a Popularity and Profitability Index is used (ref. Kasavana & Smith 1982)	2	0			X	N/A		
		5.9	Prepared food that is not served is kept in proper food hygiene conditions and repurposed					X	Unused foods are used in their family dinners or repurposed as new items.	Pic of the staff enjoying a family dinner with unused foods.	
		5.10	Scales are used to measure out ingredients and portions					X	Pics of scales	Proteins are weighed on digital scales and other foods are portioned with measuring cups and spoons.	
	Portioning and plate waste	5.11	There are special dishes for children with adapted portions					X	N/A	Children's items have not proven popular, so they only offer a buttered noodle dish for kids.	
		5.12	Different portion sizes are offered to allow customers to choose according to their appetite	1	0			X	N/A	The property does not have a buffet.	
		5.13	There are no trays available to clients, only individual plates					X	N/A	The property does not have a buffet.	
	Buffet	5.14	In case of self service, the plates size are appropriate to each station, and no larger than 22cm in diameter					X	N/A	The property does not have a buffet.	
		5.15	Smaller containers or individual servings are preferred to large batches of food					X	N/A	The property does not have a buffet.	
		5.16	Employees refill chafing dishes more frequently with smaller quantities					X	N/A	The property does not have a buffet.	
		5.17	Cooking stations are preferred to pre-prepared dishes (whenever financially practical)					X	N/A	The property does not have a buffet.	
		5.18	30 minutes before end of the service, smaller portions of food are proposed to customers					X	N/A	The property does not have a buffet.	
	6. CUSTOMER ENGAGEMENT	Initiatives to engage clients	6.1	The organisation uses its website to communicate about its initiatives to reduce food waste					X	Website link	The homepage shares their status as a silver level property with The Pledge, as well as it's latest report.
			6.2	The organisation engages with clients at the restaurant about eating responsibly or reducing plate waste					X	Pictures of table tents	Table tents describe The Pledge and encourage guests to avoid wasting food.
6.3			The organisation makes results of its food waste reduction initiatives available to clients					X	Website screenshots	The submission includes screenshots of the website which explains their effort and progress, and shares a link to their report.	
6.4			The organisation organises public disclosure of its result (event, press conference,...)	2	1			X	Pics from the Make Food, Not Waste event.	Property hosted an event that promoted the importance of reducing food waste using donated food.	
6.5			The organisation provides clients with solutions to take food leftovers back home (doggy bags,...)					X	Pics of containers	Property uses compostable take-away containers.	

6		6.6	The organization is integrating questions about its food waste prevention initiative into standard customers' feedback/satisfaction surveys, and results are shared on social media	3	0		X			No submission
7. POST CONSUMER	Options for redistribution and/or transformation	7.1	The organisation offers discounts on food surplus towards the end of the shift	3	0			X		N/A
		7.2	The organisation has contacted local charities and food banks to redistribute food excess			X			Explanation and website link.	Property is connected with Metro Food Rescue, the organisation that accepts food donations and distributes them throughout the Detroit area.
		7.3	The organisation has looked for solutions to redistribute food leftovers for animal feed			X			Description and pictures.	Food leftovers are used to feed chickens.
		7.4	The organisation transforms food leftovers into compost, energy, has an onsite biodigester or has looked for a partner to do so	1	1	X				Validated on-site in 2023. Pics/description provided on the platform.
		7.5	The organisation uses food leftovers to create organic cleaning solutions (Effective Microorganisms)	1	1	X				Validated on-site in 2023. Pics/description provided on the platform.

	Amount
Total Bonus Criteria Points Achieved	11
Total Available Bonus Criteria Points	16
Total Bonus Points Achieved	20.625
Final Score	90.625