

Fairtrade Policy

POLICY SCHEDULE	
Policy title	Fair Trade Policy
Policy owner	Director of Procurement
Policy lead contact	Director of Procurement
Approving body	Delegated
Date of approval	Approved version – 5 June 2021
Date of implementation	5 June 2021
Version no.	2.1
Related Policies, Guidelines and Procedures	Procurement Policy and Procedures
Review interval	Every 3 years, or following any significant change in circumstances
Further info contact	Rob Logan, Director of Procurement

1. Policy Statement

- 1.1. University of Bristol support the ethos, values and ambition of Fairtrade and fairly traded produce. The University is committed to sourcing, using, selling and promoting such products through our retail outlets and appropriate events and activities. Fairly traded goods can positively impact on the University's commitments to sustainability, equality, and social impact by supporting small-scale farmers in developing countries. This policy will be communicated throughout the University, and efforts to support Fairtrade will be strongly encouraged.

2. Scope

- 2.1. The policy relates to the University's procurement, catering, communication, engagement, research, teaching and wider collaboration. Our commitment is to achieve and uphold Fairtrade University status, supporting approaches in a holistic way, committed to fairly traded produce, not only Fairtrade.

3. Procurement and sale of Fairtrade products on campus:

- Fairtrade products will be made available for sale in all University-operated shops
- Fairtrade products will be made available in all University cafes/restaurants/bars
- Fairtrade products will be used by the University's catering team where possible
- Where this is not possible, for example to purchasing constraints and long-term contracts, there is a commitment to replace existing stock as soon as it is possible.
- The provision of Fairtrade products in these outlets will be reviewed by the Fairtrade Steering Group termly

- Fairtrade options will be provided at all University and departmental meetings served by the University's Catering Service and, where staff provide for themselves (e.g., in offices), encourage staff through campaigning to purchase Fairtrade foods.

4. Raising awareness and engagement:

- The University will campaign for increased Fairtrade consumption within the University. These campaigns will include but not be limited to:
 - Educating staff and students within the University as to the existence of this policy and the purposes and reasoning behind our adherence to it.
 - Raising awareness of the Fairtrade mark and prominently displaying fairly trade items
 - Holding events to make Fairtrade part of the Bristol "culture".
- The University commits to continuously engaging and supporting Student Union Societies and individuals who wish to aid with the improvement of Fairtrade strategy and policy within the University.
- The University commits to annually supporting Fairtrade Fortnight. This will increase awareness and understanding of Fairtrade and fairly-traded goods throughout the University staff and student body.
- Fairtrade promotional materials will be displayed throughout the University's food and retail outlets.

5. Fairtrade steering group:

- There will be a University Fairtrade Steering Group to ensure implementation of this policy with the following membership and terms of reference. This steering group will meet 4 times a year to set goals and targets to improve the availability of Fairtrade products at the University, and to increase awareness of the importance and impact of Fairtrade and fairly-traded goods. These goals and targets will be communicated to all relevant Divisions to ensure progress in line with this Policy.
- There will be an open invitation for interested staff and students to attend these meetings or feed into the group by email. Requests to attend should be communicated in advance via the Chair.
- The Fairtrade Policy will be reviewed annually by the Fairtrade Steering Group to ensure the University is meeting and updating its Fairtrade commitments.
- The Steering Group will produce a yearly report for the Fairtrade Foundation.

6. Membership of steering group:

- Director of Procurement (chair)
- Head of Sustainability
- Head of Catering
- Catering Sustainability Champion
- Students Union Representative
- Student Societies and elected officers

7. Commitment to obtaining and maintaining Fairtrade University accreditation:

- The University of Bristol commits to becoming an accredited Fairtrade University by 2022.
- The University will continue to strive to increase its engagement with Fairtrade by becoming a 1-star Fairtrade University by 2024, 2-star Fairtrade University by 2026, and a 3-star Fairtrade University by 2028.