

## Fairtrade Policy

POLICY SCHEDULE	
<b>Policy title</b>	Fair Trade Policy
<b>Policy owner</b>	Director of Procurement
<b>Policy lead contact</b>	Director of Procurement
<b>Approving body</b>	Delegated
<b>Date of approval</b>	29 November 2024
<b>Date of implementation</b>	9 December 2024
<b>Version no.</b>	3.1
<b>Related Policies, Guidelines and Procedures</b>	<a href="#">Procurement Policy and Procedures</a> <a href="#">Responsible Procurement Plan 2024-2030.pdf (bristol.ac.uk)</a>
<b>Review interval</b>	Every 3 years, or following any significant change in circumstances
<b>Further info contact</b>	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 subsidiaries, and efforts to support Fairtrade will be strongly encouraged.
- 1.2. Sourcing fairly traded goods is a key deliverable of the University's [Responsible Procurement Plan](#).

### 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 goods.

### 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 ('Source') 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 Schools and 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 every three years by the Fairtrade Steering Group to ensure the University is meeting and updating its Fairtrade commitments.

#### **6. Membership of steering group:**

- Director of Procurement (chair)
- Head of Net Zero Carbon and Sustainability
- Head of Catering
- Head Chef
- Representative of the Cabot Institute
- Students Union Representative
- Student Societies and elected officers

#### **7. Commitment to obtaining and maintaining Fairtrade University accreditation:**

- The University of Bristol commits to retaining accreditation as a Fairtrade University.