

# Fairtrade Policy

## Summary

This policy ensures that the University supports and promotes Fairtrade products, which helps small-scale farmers in developing countries. The policy aims to make Fairtrade products available across campus, raise awareness among students and staff, and maintain the university's Fairtrade accreditation, contributing to sustainability and social equality.

Control information:	Control detail:
<b>Owner</b>	Director of Procurement, Finance Services
<b>Author</b>	Director of Procurement, Finance Services
<b>Sponsor</b>	Chief Financial Officer, Senior Team
<b>Approved by</b>	Fairtrade Steering Group
<b>Responsible area</b>	Finance Services
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<b>Related information</b>	<a href="#">Procurement Policy and Procedures</a> <a href="#">Responsible Procurement Plan</a>

# Contents

Fairtrade Policy.....	1
1. Updates to this policy .....	4
2. Introduction .....	4
3. Scope.....	4
4. Definitions .....	4
5. Responsibilities .....	5
6. Procurement and sale of Fairtrade products on campus .....	5
7. Raising awareness and engagement.....	6
8. Fairtrade Steering Group .....	6
Membership of steering group:.....	7
9. Commitment to obtaining and maintaining Fairtrade University accreditation .....	7

## 1. Updates to this policy

- 1.1. This policy has been updated to align to the new University of Bristol policy template.

## 2. Introduction

- 2.1. 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.
- 2.2. Sourcing fairly traded goods is a key deliverable of the University's [Responsible Procurement Plan](#).

## 3. Scope

- 3.1. 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.

## 4. Definitions

- 4.1. **Fairtrade:** A movement aimed at helping producers in developing countries achieve better trading conditions and promote sustainability.
- 4.2. **Procurement:** The process of obtaining goods and services, typically for business purposes.
- 4.3. **Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their own needs.
- 4.4. **Social impact:** The effect of an activity on the social fabric of the community and well-being of individuals and families.

4.5. **Fairtrade University status:** Accreditation given to universities that meet certain criteria for supporting and promoting Fairtrade products.

4.6. **Fairtrade Steering Group:** A group responsible for overseeing the implementation and progress of Fairtrade initiatives within the university.

4.7. **Fairtrade Fortnight:** An annual event that promotes Fairtrade products and raises awareness about the benefits of Fairtrade.

## 5. Responsibilities

5.1. **Director of Procurement:** Oversees the implementation and adherence to the Fairtrade Policy. Chair of the Fairtrade Steering Group, responsible for setting goals and ensuring the policy's success.

5.2. **Fairtrade Steering Group:** Ensures the Fairtrade Policy is implemented across the university. Meets four times a year to set goals and targets for improving Fairtrade product availability and awareness. Communicates goals and targets to relevant schools and divisions. Reviews the Fairtrade Policy every three years to ensure commitments are met and updated.

5.3. **University Catering Team:** Uses Fairtrade products where possible in university-operated cafes, restaurants, and bars. Commits to replacing non-Fairtrade stock with Fairtrade products as soon as feasible.

5.4. **University Shops and Retail Outlets:** Ensures Fairtrade products are available for sale in all university-operated shops

5.5. **Student Union and Societies:** Engages with and supports the university's Fairtrade initiatives. Participates in campaigns to increase Fairtrade consumption and awareness.

## 6. Procurement and sale of Fairtrade products on campus

6.1. Fairtrade products will be made available for sale in all University-operated shops.

6.2. Fairtrade products will be made available in all University cafes/restaurants/bars.

6.3. Fairtrade products will be used by the University's catering team where possible.

- 6.4. 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.
- 6.5. The provision of Fairtrade products in these outlets will be reviewed by the Fairtrade Steering Group termly.
- 6.6. 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.

## **7. Raising awareness and engagement**

- 7.1. The University will campaign for increased Fairtrade consumption within the University. These campaigns will include but not be limited to:
- a. Educating staff and students within the University as to the existence of this policy and the purposes and reasoning behind our adherence to it.
  - b. Raising awareness of the Fairtrade mark and prominently displaying fairly traded items.
  - c. Holding events to make Fairtrade part of the Bristol "culture".
  - d. 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.
  - e. 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.
  - f. Fairtrade promotional materials will be displayed throughout the University's food and retail outlets.

## **8. Fairtrade Steering Group**

- 8.1. 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.

8.2. 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.

8.3. 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.

Membership of steering group:

- a. Director of Procurement (chair)
- b. Head of Net Zero Carbon and Sustainability
- c. Head of Catering
- d. Head Chef
- e. Representative of the Cabot Institute
- f. Students Union Representative
- g. Student Societies and elected officers

**9. Commitment to obtaining and maintaining Fairtrade University accreditation**

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