

<b>Owner:</b>	Fair Trade Steering Group
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## Fair Trade Policy and Procedure

### 1. SCOPE AND PURPOSE

- This policy and procedures are applicable to all Bournemouth University Staff Suppliers to BU, and the Students' Union at Bournemouth University
- This policy and procedure must be followed by any BU staff procuring or consuming goods or services either on our site or working off-site in the service of Bournemouth University.
- This policy aims to ensure BU adheres to the 5 goals stipulated by the Fairtrade Foundation for achieving and maintaining Fairtrade University Status
  - *Setting up a Fairtrade Steering Group*
  - *Creating a Fairtrade Policy*
  - *Selling Fairtrade products on campus*
  - *Providing Fairtrade refreshments at meetings*
  - *Organising Fairtrade Campaigns*

### 2. KEY RESPONSIBILITIES

- The Fair Trade Steering Group includes membership from across all relevant areas of the University, including; the Faculty of Management, SUBU, Chartwells, Academic Representation, Student Representation, Procurement, Marketing & Communications, and Sport BU. Its members have responsibility for overseeing the implementation and monitoring of this policy, led by the Sustainability Team.
- Procurement has a key role in ensuring Fair Trade and sustainability feature as part of the evaluation of supplier tenders.
- This policy is supported by the University Executive team. Support from the top of the organisation downwards is imperative as Fairtrade goods may not always be the cheapest on offer.

### 3. LINKS TO OTHER BU DOCUMENTS

**Fairtrade Steering Group Terms of Reference**  
**Bournemouth University Fairtrade Communications Plan**

**Bournemouth University Sustainable Food Policy**  
**Bournemouth University Environmental Policy**  
**Bournemouth University Sustainable Procurement Policy**

## **Policy**

### **4 POLICY**

#### 4.1 Education

It is recognised by the University that there is an important educational as well as an ethical justification for supporting and promoting Fair Trade at Bournemouth University. This aligns with our commitment to sustainable development and education for sustainable development. Recognising the fact that we advocate a global perspective and sustainability within the curriculum, it is important that the University supports sustainable development when it conducts its business.

#### 4.2 Steering Group

A Fair Trade Steering group has been set up to implement the Fair Trade Policy. This group will meet a minimum of three times per year to continuously monitor and improve the University support for Fair Trade. Membership and responsibilities of the Fair Trade Steering Group are outlined in the FTSG Terms of Reference.

#### 4.3 Sale of Fairtrade Products

The University will itself sell, and will work to ensure its fair trade partners\* and other vendors licensed to use its premises sell, as many Fairtrade products as is feasible in all shops, dining rooms/cafes and other outlets on campus. Where it is not currently feasible (for reasons of price, product availability or contractual obligations) for Fair Trade products to be sold, the University is committed to ensuring this happens as soon as is feasible. The University will feedback any relevant information regarding issues of quality/availability to the Fairtrade Foundation in order to assist with the feasibility of procuring such products in the future.

#### 4.4 Procurement

Hospitality:

The University will serve Fair Trade beverages (e.g. tea and coffee, including sugar) at all internal meetings and hospitality events (e.g. open days), with a commitment to increasing the use of Fair Trade products as it becomes possible to do so. Fair Trade Juice is also available as part of the hospitality menu.

Uniforms:

The University will continually monitor the availability of Fair Trade uniforms for staff and students. Already purchasing Fair Trade uniforms for cleaning staff the University will also consider Fair Trade certified uniforms for Sport BU, Student Reps and Reception staff, as and when they become available and quality standards are achieved.

Other:

The University is committed to assessing suppliers on a number of areas, including environmental impact; ISO 14001 accreditation, membership of appropriate professional bodies, conformity to all relevant legislation, etc.

The University and its fair trade partners\* are committed to using other fairly-traded products as they become available subject to appropriate value for money requirements being met.

#### 4.5 Promotion

The University will promote Fairtrade on campus via the following methods:

An annual Fair Trade communication plan will be put together to ensure that we are proactive in our approach to promoting fair trade.

Fair Trade promotional materials will be displayed on University interactive media boards.

Fairtrade information will be available at the point of sale of Fairtrade goods in all outlets including shops, cafes and dining rooms.

Articles and other appropriate material about Fair Trade will be published in student newspapers, on the University website, staff intranet, student portal and in other appropriate publications, such as the University prospectus.

A series of promotional events will be run during Fairtrade Fortnight each year. The steering group is responsible for organising these events, which will be promoted across the University (in appropriate publications, on the website, on the staff portal etc.).

The University will continue to invite Fair Trade organisations on to campus to further extend the University's promotional work.

The Fair Trade Steering Group will assist any Events Management Students wishing to provide a Fair Trade event on campus as part of their course programme.

#### 4.6 Staff and Student Support

Details of this policy will be communicated throughout the University and all members of the University will be actively encouraged to support Fair Trade.

Staff and students will be welcome to join the Fair Trade Steering Group

Staff and students can contact the Fair Trade Steering Group with ideas and feedback via the dedicated Fairtrade e-mail [fairtrade@bournemouth.ac.uk](mailto:fairtrade@bournemouth.ac.uk)

#### 4.7 Reporting

Reporting will be led by the Sustainability Team. The Fair Trade Steering Group will assist with the biennial Fairtrade University Status Renewal. Group members will provide statistics and information about Fair Trade activities as required.

## Procedures

5 Purchasing procedures – Procurement Manual.

## General

### 6 REFERENCES AND FURTHER INFORMATION

#### 6.1 Review

The policy statement will be reviewed by Fair Trade Steering Group on an annual basis.

#### 6.2 Fair Trade Partners\*

The University refers to Bournemouth University and its partners in achieving Fairtrade University status, including the Students' Union, and Chartwells who have worked together in developing this policy

### 7 APPENDICES

None