

## Sustainable Food Policy

The University of Exeter recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. We strive to incorporate environmental and social considerations into our product and service selection process. We recognise that it is our responsibility to encourage our suppliers and contractors to minimise negative environmental and social effects associated with the products and services they provide. We will also strive to ensure that regional suppliers are not discriminated against in the procurement process and specifications.

The Sustainable Food Policy has been developed by the University of Exeter catering team with the input from Head of services, facilities, eventing and sustainability. The policy reflects the principles of the University's Procurement strategy, sustainability goals, and climate emergency recommendations along with commitments contained within the Fairtrade policy.

Providing healthy, seasonal, local and responsibly sourced food for staff, students and visitors is critical to the University's drive to uphold its reputation as a responsible institution. The University's catering outlets, services and products need to reflect its core values and provide opportunities into the wider institutional culture and practice, supporting positive experiences of living, working and learning at the University of Exeter for students, staff, partners and visitors.

Our policy will develop and evolve with crucial input from Heads of Service, Sustainability Team and Fairtrade Representatives. Our policy will apply to all the University managed and operated catering outlets on Streatham and St Luke's campus.

### With this in mind we will seek to implement the following:

#### Sourcing

Promote a procurement ethos of buying locally to support UK producers from the South West Region.

Ensure that sustainability criteria are included in specifications to suppliers and used in the award of all contracts.

Give preference to products and services that can be manufactured, used and disposed of in an environmental and socially responsible way.

Work with our suppliers to increase our range of Marine Stewardship Council (MSC) accredited sustainable fish.

Maintain our Fairtrade status and continue to promote the Fairtrade principles.

To achieve and maintain a minimum of a 2-star accreditation in the SRA - Sustainable Restaurant Association.

#### Environment

Use only fresh, free-range, locally sourced eggs in all catering outlets.

We will provide free access to drinking water in our catered outlets so water bottles can be refilled. We will also supply freshly filtered tap water in reusable glass bottles during business meetings.

To only use PLA or compostable cups in all our outlets.

Provide a broad range of produce from sustainable resources in the catering outlets and on hospitality menus.

Our waste oil is collected in an approved manner and converted into bio diesel by our supplier for use in their vehicles.

Cardboard from all delivery packaging is recycled and we actively encourage further work being done by suppliers to reduce packaging at source.

Reduce deliveries on campus by restricting all outlets to 3 deliveries per week.

Our food packaging for items prepared on site is biodegradable, compostable or recyclable.

We work closely with our suppliers to further our sustainable food agenda.

Our food waste is collected for anaerobic digestion by our nominated waste contractor

#### Society

Showcase seasonal produce throughout our menu development

Communicate our aims and commitment to serving sustainable, regional food to our customers.

Engage clients, stakeholders and students on a quarterly basis by showcasing our new products and actively seeking feedback before new menus are finalised.

Raise employee awareness of relevant environmental and social effects of purchasing through appropriate training, guidance and relevant product information to staff members to allow them to select sustainable products and services.

We will actively engage and work towards a sustainable food framework.



To allow us to meet the aims of our policy, we will work towards the following actions:

Objective	Completion date	Success Performance Indicator	Evidence
Work with our partners to reduce the impact of our business on the environment.	<b>Achieved and On Going</b>	General programme of supplier engagement initiated, with senior manager involvement.  Targeted supplier engagement programme in place, promoting continual sustainability improvement. Two-way communication between procurer and supplier.  Suppliers recognise they must continually improve their sustainability profile to keep the client's business.	Reports from our suppliers' evidence environmental & sustainability progress.
Actively introduce regional farmers, growers, producers and butchers to our wholesale partners.	<b>Achieved and On Going</b>	Regional farmers, growers, producers and butchers listed in our wholesaler catalogues and brochures.	Copy of catalogues / brochure displaying products listed.
Purchase from companies which support the sustainable food policy and actively demonstrate their commitment to the wider environment and sustainability issues.	<b>Achieved and On Going</b>	Our key food commodity suppliers will hold (or willing to gain) accreditation demonstrating their commitment to sustainable food sourcing.  Sustainable procurement will be included in competencies and selection criteria for all food supplier selection.	Copies of a tender.
Wherever possible, purchase from suppliers in the South West of England in the first instance.	<b>Achieved and On Going</b>	Our business decisions relating to food purchasing and routes to market will consider the impact of such decisions on the local communities and the environmental benefits of local sourcing.	Copies of the tender document and reports from suppliers will demonstrate produce provenance.
Continue to support British and local sourcing of ingredients to maximise the flavour and taste, support the UK farming industry, and ultimately reduce food miles.	<b>Achieved and On Going</b>	Management information from our key food suppliers demonstrates the source of our produce to support the objective.	Reports from our suppliers demonstrate the source of our products i.e. Devon; South West; UK; Other.



All new menus will include seasonal produce.	<b>Achieved and On Going</b>	Menus demonstrate the use of seasonal products. Management information from suppliers confirm that our teams are purchasing the correct product for the season.  Suppliers asked to communicate seasonal product availability.	Copies of menus.  Supplier management information will demonstrate the products purchased in the correct season.
No-meat dishes are being promoted as part of a balanced diet, increasing the range of vegetarian options available.	<b>Achieved and On Going</b>	All our catering outlets will supply excellent quality no-meat dishes and available alternatives. Where possible additional no-meat dishes will be made available.	Copies of menus and marketing material.
All menus will consist of at least 50% vegetarian, vegan or plant-based meals.	<b>September 2020</b>	All new menus will be written to contain at least 50% vegetarian, vegan or plant-based meals.	Copies of menus and marketing material alongside MCR data.
All counter hot food will have vegetarian, vegan or plant-based meals as the first choice on the customer journey, increasing a healthier uptake and highlighting the choice first before meat dishes are viewed.	<b>September 2020</b>	Sales data through MCR along with chefs' feedback on portion amounts used and created.	Food ordering amounts alongside data from MCR.
All menus in our catered areas will have all vegetarian, vegan or plant-based meals written first with all meat dishes further down.	<b>September 2020</b>	Meal consumption measured though in-house teams.	Copies of menus from areas and marketing.
To only use PLA or compostable cups in all our outlets.	<b>September 2020</b>	To introduce as part of the tender process and remove all other options from our online catalogue.	Sales reports, ordering amounts and tender requirements.
<b>Poultry:</b> All poultry will be sourced from the South West of England wherever possible and will be Red Tractor Farm Assured or sourced from suppliers who can demonstrate an equivalent welfare standard.	<b>Achieved On Going</b>	Management information from suppliers & copies of accreditation certificates held.	Certificate, invoice or letter from supplier confirming that all fresh poultry supplied to the University are sourced from Red Tractor Farm Assured or sourced from suppliers who can demonstrate equivalent welfare standard.



<b>Meat:</b> All meat will be sourced from the South West of England wherever possible and will be Red Tractor Farm Assured or sourced from suppliers who can demonstrate an equivalent welfare standard.	<b>Achieved On Going</b>	Management information from suppliers & copies of accreditation certificates held.	Certificate, Invoice or letter from supplier confirming that all fresh poultry supplied to the University are sourced from Red Tractor Farm Assured or sourced from suppliers who can demonstrate equivalent welfare standard.
<b>Fish:</b> All fish and seafood will be sourced as ethically as possible, and the University will only purchase from suppliers with sustainable policies in place, no fish will be ordered from the "Fish to avoid list" as recommended by MSC.	<b>On Going</b>	Management information from suppliers & copy certificates of accreditation held.	Certificate. Invoice or letter from supplier confirming that all fresh fish supplied to the University are sourced from the MSC sustainable fish list.
<b>Eggs:</b> All fresh eggs will be free range and sourced from the South West Region.	<b>Achieved On Going</b>	Management information from suppliers & copy certificates of accreditation held.	Certificate. Invoice or letter from supplier confirming that all fresh eggs supplied to the University are sourced from free range chickens.
<b>Milk:</b> All milk will be sourced from the South West region and will be Red Tractor Farm Assured.	<b>Achieved On Going</b>	Management information from suppliers & copy certificates of accreditation held.	Certificate. Invoice or letter from supplier confirming that all milk supplied to the University is sourced from the South West region.
Develop key performance indicators (KPI) and evaluation criteria to measure our suppliers' progress against set key contract performance indicators.	<b>Sep 2020</b>	All our key food suppliers will report quarterly on environmental and sustainable initiatives and standards being delivered by their company. If applicable KPI's will be put in place against measurable items e.g. Co2.	Account reviews, quarterly meetings, intelligence reports, market reports and account management information will demonstrate performance.
Clearly specify the role that purchasing officers will play in the identification and selection of sustainable products and services.	<b>Aug 2020</b>	Sustainable procurement will be Included in competencies and selection criteria for all food supplier selection.	Copies of a tender.
Improve our communication to our customers through the use of product information and awareness campaigns.	<b>Achieved On Going</b>	Clear marketing initiatives in place to communicate our sustainable, Fairtrade and ethical food sourcing.	Marketing material e.g. posters and table talkers along with information about how we support fair-trade fortnight and other regular specialty weeks through-out the year.
Review the sustainable food policy.	<b>Achieved and Annually</b>	Policy reviewed and supported by Sustainability Advisory Group.	Meeting minutes demonstrate the groups support for the policy.



<p>We will achieve a minimum of a 2-star accreditation from the Sustainable Restaurant Association.</p>	<p><b>Achieved July 2019 and reviewed annually</b></p>	<p>Operational practices will be reviewed, documented and submitted to the relevant organisations.</p>	<p>Relevant framework criteria.</p>
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