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Fairtrade Policy

- 1. Scope and Purpose:** The University of Exeter Commercial, Residential and Campus Services Directorate and the Students' Guild (Student Union) assign great importance to the University's duty within the international community, and will therefore commit to supporting, using and promoting Fairtrade within all the retail and catering outlets on campus. This policy aims to ensure that the University of Exeter adheres to the 5 goals stipulated by the Fairtrade Foundation for achieving and maintaining Fairtrade University status.

- Goal 1** Sign a Fairtrade policy.
- Goal 2** Fairtrade products including food and Fairtrade cotton are made available in all outlets.
- Goal 3** Fairtrade products are served at all events.
- Goal 4** Campaigns are run on campus.
- Goal 5** Establish a Fairtrade Steering Group.

- 2. Key Responsibilities:** The Fairtrade Steering Group includes membership from across all relevant areas of the University. Its members have responsibility for overseeing the implementation and monitoring of this policy.
Procurement has a key role in ensuring that Fairtrade 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.

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- 3. Education:** It is recognised by the University that there is an important educational as well as an ethical justification for supporting and promoting Fairtrade at the University of Exeter. The University of Exeter's core business is the generation and dissemination of knowledge, which specifically includes Climate Change and Sustainable Futures. This aligns with our commitment to sustainable development and education for sustainable development.
- 4. Fairtrade Steering Group:** The Fairtrade Steering Group has been set up to implement the Fairtrade policy. This group will meet once a term to continuously monitor and improve the University's commitment to Fairtrade and ensure effective policy management. The membership of this group shall include representatives from the UoE Catering & Retail Services

and any other interested parties. The Fairtrade terms of reference for this group are as follows:

- The Fairtrade Steering Group shall meet once a term.
 - The Fairtrade Steering Group shall ensure the University Fairtrade Policy is upheld.
 - The Fairtrade Steering Group shall consider all University wide campaigns to further enhance our commitment to Fairtrade.
5. **Sale of Fairtrade Products:** The University will sell, and encourage other vendors licensed to use its premises' to sell as many Fairtrade products as is reasonable in all shops, dining rooms/cafes and other outlets on campus.
Where it is not feasible (for reasons of price, product availability or contractual obligations) for Fairtrade products to be sold, the University is committed to working towards an acceptable solution. The University will feed back 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.
6. **Procurement:** Where feasible (unless for reasons of price, product availability or contractual obligations) the University will adopt a Fairtrade First principal when procuring items where there is a Fairtrade alternative available.
7. **Promotion:** The Catering and Retail team will campaign for increased Fairtrade consumption within the University. These campaigns will include but not be limited to:
- An annual Fairtrade communication plan will be put together to ensure that we are proactive in our approach to promoting Fairtrade.
 - Educating staff, students and visitors 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 through articles and other appropriate material in internal publications.
 - We will promote the Fairtrade Mark on menus and on notice boards, promoting commitment to Fairtrade Foods.
 - The Fairtrade Mark will also be displayed in every place where Fairtrade foods are sold.
 - 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, and on the staff portal etc.
 - The University will continue to invite Fairtrade organisations on to campus to further extend the University's promotional work.
8. **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 Fairtrade.
9. **Reporting:** The Fairtrade Steering Group will assist with the biennial Fairtrade University Status Renewal (renewal required after the first year and then biennially). Group members will provide statistics and information about Fairtrade activities upon request and will provide an annual report regarding these activities to the Environmental and Climate Emergency.



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