

## **Sustainable Food Policy**

The University of Exeter recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. We will 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.

Our policy will apply to all the University managed and operated catering outlets at Streatham and St Luke's campus.

### **Specifically, we aim to:**

#### **1. Sourcing:**

- 1.1. Promote a procurement ethos of buying locally to support UK producers from the South West Region.
- 1.2. Ensure that sustainability criteria are included in specifications to suppliers and used in the award of all contracts.
- 1.3. Give preference to products and services that can be manufactured, used and disposed of in an environmental and socially responsible way.
- 1.4. Work with our suppliers to Increase our range of Marine Stewardship Council (MSC) accredited sustainable fish.
- 1.5. Maintain our Fairtrade status and continue to promote the Fairtrade principles.

#### **2. Environment:**

- 2.1. Use only fresh, free-range, locally sourced eggs in our catering offer.
- 2.2. Minimise the quantity of bottled water consumed at the University by reducing the use of disposal cups; providing free access to drinking water via watercoolers; and supplying freshly filtered tap water in jugs during business meetings.
- 2.3. Provide a broad range of produce from sustainable resources in the catering outlets and on hospitality menus.
- 2.4. Our waste oil is collected in an approved manner and converted into bio diesel by our supplier for use in their vehicles.
- 2.5. Cardboard from delivery packaging is all recycled and we actively encourage further work being done by suppliers to reduce packaging at source.
- 2.6. Our food packaging for sandwiches, salads and fruit pots prepared on site and by our nominated supplier is biodegradable, compostable or recyclable.
- 2.7. Continue to work closely with our suppliers to further our sustainable food agenda.
- 2.8. Ensure that our food waste is collected for anaerobic digestion by our nominated waste contractor.

### 3. Society:

- 3.1. Showcase seasonal produce throughout our menu development.
- 3.2. Communicate our aims and commitment to serving sustainable, regional food to our customers.
- 3.3. 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.
- 3.4. We will actively engage and work towards a sustainable food framework.

#### To allow us to meet our aims we will:

Objective	Completion date	Success Performance Indicator	Evidence
Work with our partners to reduce the impact of our business on the environment	On Going	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 clients business	Reports from our suppliers evidence environmental & sustainability progress
Actively introduce regional farmers, growers, producers and butchers to our wholesale partners	On Going	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	On Going	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.	On Going	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 a 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	On Going	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 menu's will include seasonal produce where possible	On Going	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
Non meat dishes are being promoted as part of a balanced diet, increasing the range of vegetarian options available	On Going	All our catering outlets will supply excellent quality non meat dishes and available alternatives. Where possible additional non meat dishes will be made available.	Copies of menus and marketing material

<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.	<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>On Going</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>On Going</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>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
Report to University senior management on progress of our objectives on an annual basis.	<b>April 2019</b>	Annual report on progress by policy holder to sustainability advisory group	Sustainability advisory group meeting minutes record progress or further actions to be undertaken to achieve policy goals
Review the sustainable food policy annually	<b>Annually September 2019</b>	Policy reviewed and supported by Sustainability Advisory Group	Meeting minutes demonstrate the groups support for the policy
We will actively engage and work towards a number of sustainable food frameworks. For example, Sustainable Restaurant Association, The Good Egg Award and The Soil Association.	<b>To be achieved by March 2019</b>	Operational practices will be reviewed, documented and submitted to the relevant organisations.	Relevant framework criteria