

<b>Owner:</b>	Fairtrade Steering Group
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## Fairtrade Policy

### 1. SCOPE AND PURPOSE

- This Policy is applicable to all Bournemouth University Staff, suppliers to BU, and the Students' Union at Bournemouth University (SUBU).
- This Policy forms part of BU's Environmental and Energy Management System and its implementation is part of BU's contribution to achieving BU2025 and the UN Sustainable Development Goals.
- This Policy aims to ensure BU follows the five themes and mandatory actions stipulated by the Fairtrade Foundation and the National Union of Students (NUS) for achieving and maintaining Fairtrade University Status. The five themes are as follows:
  - *Leadership and strategy*
  - *Campaigning and influencing*
  - *Procurement, retail and catering*
  - *Research and curriculum*
  - *Outcomes*

### 2. KEY RESPONSIBILITIES

- 2.1 The Fairtrade Steering Group membership includes representatives from SUBU, Chartwells, academic Faculties, Procurement, Sustainability and Marketing & Communications and reports to the Responsible and Ethical Procurement Group. Its members have responsibility for overseeing the implementation and monitoring of this Policy, led by the Sustainability Team.
- 2.2 University and SUBU Procurement teams have a key role in ensuring Fairtrade and sustainability feature as part of the evaluation of supplier tenders.

### 3. LINKS TO OTHER BU DOCUMENTS

- 3.1 Bournemouth University Sustainability Policy
- 3.2 Fairtrade Steering Group Terms of Reference
- 3.3 Bournemouth University Sustainable and Ethical Food Policy
- 3.4 Bournemouth University Sustainable Procurement Policy
- 3.5 Bournemouth University Procurement Manual

## 4. Policy

- 4.1 Fairtrade products will be made available for sale in all University and SUBU retail outlets across product categories including, where relevant, confectionery, drinks, health & beauty, savoury snacks, flowers, fruit, and clothing. Where this is not possible, due for example to purchasing constraints, product availability and long-term contracts, there is a commitment to replace existing stock as soon as it is possible.
- 4.2 Fairtrade, trade justice and ethical consumption issues will be promoted to academics and students for inclusion in curricula and student project work to help develop an understanding of the global perspective on trade and its environmental, social and economic impacts.
- 4.3 Fairtrade options will be provided at all University and departmental meetings served by the University's Catering Service and at SUBU meetings. Staff and students will be encouraged to provide Fairtrade products, where applicable, at their events. Staff who provide for themselves (e.g. in offices) will be encouraged to purchase Fairtrade products.
- 4.4 The University and SUBU will explore the purchase of other Fairtrade products as they become available.
- 4.5 The University and SUBU will procure Fairtrade uniforms for staff and students where possible, taking into account value for money, availability and quality standards.
- 4.6 BU and SUBU will promote Fairtrade products at Point of Sale and collate data to report on Fairtrade sales.
- 4.7 The University and SUBU will promote Fairtrade within the procurement process, where appropriate and relevant.
- 4.8 The University and SUBU will raise awareness of the Fairtrade brand with staff, students and visitors through innovative campaigns, social media, web presence and inclusion in inductions and hold a series of engagement events during Fairtrade Fortnight and throughout the year, in partnership with SUBU, Chartwells, staff and students.
- 4.9 The University will collaborate with external organisations to promote the sale of Fairtrade products and support campaigns.
- 4.10 The University and SUBU will share good practice on the promotion and sale of Fairtrade products with other Universities and groups to ensure the brand continues to be promoted effectively.

4.11 The Fairtrade Steering Group will report annually on progress and co-ordinate the submission of the biennial Fairtrade University Status renewal to the Fairtrade Foundation and NUS.

## **General**

### **5. Review**

This policy will be reviewed on a biannual basis by the Fairtrade Steering Group and communicated across the University to encourage all members of the University to support Fairtrade.

### **6. APPENDICES**

None

### **7. SIGNATURE**

Jim Andrews  
Chief Operating Officer  
December 2023