

Owner:	Fairtrade Steering Group
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Approved by:	Fairtrade Steering Group/Vice Chancellor
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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 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 forms part of BU's Environmental Management System and its implementation is part of BU's contribution to achieving the UN Sustainable Development Goals.
- This Policy aims to ensure BU adheres to the five 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 Fairtrade Steering Group membership includes SUBU, Chartwells, Faculties, 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 Fairtrade and sustainability feature as part of the evaluation of supplier tenders.
- This policy is supported by the University Executive team.

3. LINKS TO OTHER BU DOCUMENTS

**Bournemouth University Sustainability Policy
Fairtrade Steering Group Terms of Reference**

4. Policy

- 4.1 Fairtrade will be promoted to academics for inclusion in curricula and student project work to help BU graduates develop their appreciation of the global perspective on trade and its impact on people's well-being.
- 4.2 Fairtrade products will be made available for sale in all University and SUBU retail outlets. 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.
- 4.3 Fairtrade options will be provided at all University and departmental meetings served by the University's Catering Service and at SUBU meetings. Staff who provide for themselves (e.g. in offices) will be encouraged to purchase Fairtrade products.
- 4.4 The University and SUBU will procure Fairtrade uniforms for staff and students where possible, taking into account value for money, availability and quality standards.
- 4.5 The University and SUBU will explore the purchase of other Fairtrade products as they become available.
- 4.6 The University and SUBU will raise awareness about the Fairtrade brand with staff and students and engage with staff and students to increase Fairtrade consumption within the University.
- 4.7 The University will work with local authorities and community groups to promote the sale of Fairtrade products in the local economy.
- 4.8 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.
- 4.9 The Fairtrade Steering Group will co-ordinate the submission of the biennial Fairtrade University Status Renewal to the Fairtrade Foundation.

5 REFERENCES AND FURTHER INFORMATION

5.1 Review

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

6 APPENDICES

None