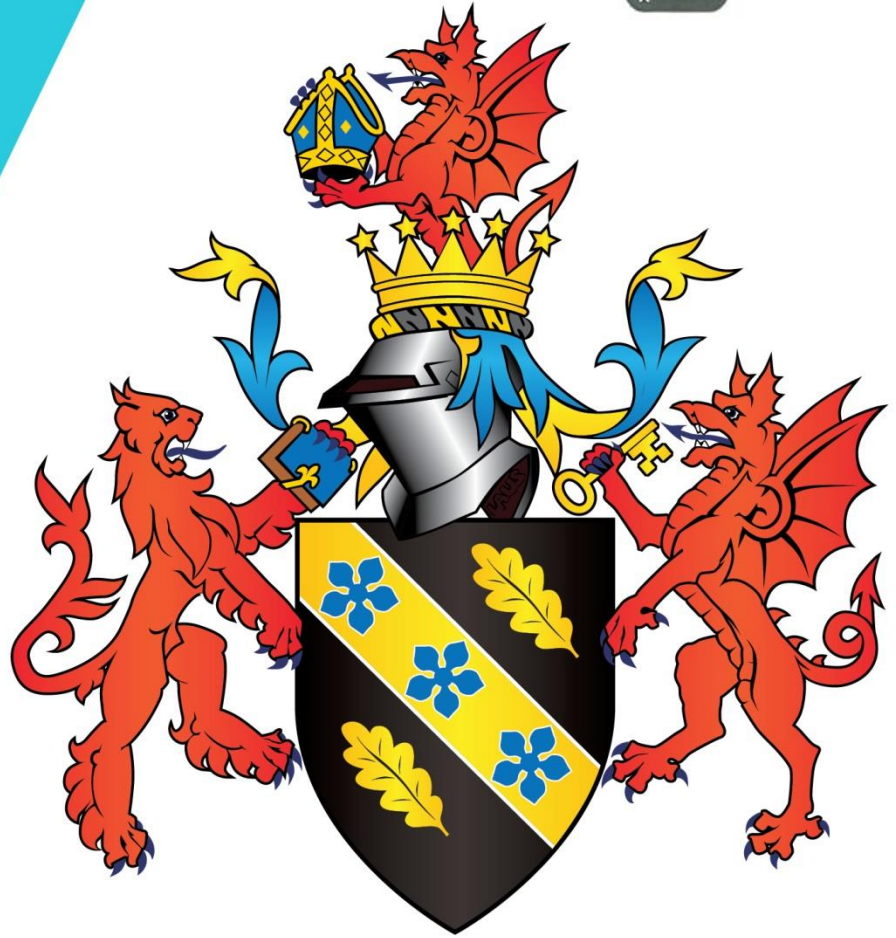




Prifysgol Cymru  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David



UNDEB MYFYRWYR  
Y DRINDOD DEWI SANT  
TRINITY SAINT DAVID  
STUDENTS' UNION



# Fairtrade Policy

Version 2.0



## Contents

1.0	Introduction.....	2
2.0	Purpose .....	2
3.0	Scope .....	2
4.0	Policy.....	2
5.0	Monitoring and Review .....	3
6.0	Links to other policies / procedures .....	4
7.0	Resource Implications .....	4
8.0	Impact Assessment .....	4
9.0	Document version control.....	5



## 1.0 Introduction

Fairtrade is about fair and better prices, decent living and working conditions, local sustainability, and fair terms of trade for farmers and workers in the developing world. The Fairtrade Foundation, with its partners, keeps these principles by regularly inspecting its suppliers and checking contacts and trade items.

The University of Wales Trinity Saint David (UWTSD) and associated Students' Union (TSDSU) understands the value of fair trade and commits to supporting those in local, national and international communities by using fairly traded products wherever possible and raising awareness within the University community of trade justice issues.

## 2.0 Purpose

This Policy outlines UWTSD and TSDSU's commitment to Fairtrade and highlights the key 5 goals as outlined by Fairtrade Foundation. It is not a statutory duty nor is it to address a legal duty. It is to provide guidance to both staff and students with regards to implementing the principles of Fairtrade.

## 3.0 Scope

The scope of this policy is to ensure the supporting of Fairtrade within the University and to help address the following areas:

- Encouraging staff and students to buy Fairtrade products where possible.
- Annually participate in Fairtrade Fortnight
- Support local and regional Fairtrade initiatives
- To raise awareness and understanding of the Fairtrade mark and Fairtrade University Recognition.
- Displaying information and resources relating to Fairtrade in areas where products are sold and on the respective organisational websites Publishing articles and further information about Fairtrade in relevant University and Students' Union publications, such as newsletters.
- Working with academic staff to incorporate related theories and Fairtrade case studies into teaching, where appropriate.
- Actively encourage all members of the University and Students' Union to support the Fairtrade policy

## 4.0 Policy

The University will ensure that Fairtrade products will be made available in all retail and catering outlets on the University's campuses, including those of the Students' Union. Where this is not immediately possible (for reason of price, product availability or contractual obligations), there is a commitment to introduce or replace stock as soon as possible. The Students' Union will also ensure that (where possible) all staff, volunteer, and officer uniform is sourced from Fairtrade cotton manufacturers.

The University and associated Students' Union will ensure that Fairtrade is provided at all meetings and hospitality events as well as meetings. Where staff provide for



themselves (e.g. in offices) they will be encouraged, through campaigning, to purchase Fairtrade products:

#### **4.1. Sale of Fairtrade and World Fairtrade Organisation Products**

Fairtrade products will be made available in all retail and catering outlets on the University's campuses, including those of the Students' Union. Where this is not immediately possible (for reason of price, product availability or contractual obligations), there is a commitment to introduce or replace stock as soon as possible.

The Students' Union will also ensure that (where possible) all staff, volunteer and officer uniform is sourced from Fairtrade cotton manufacturers.

#### **4.2 Hospitality**

The University and associated Students' Union will ensure that Fairtrade is provided at all meetings and hospitality events as well as meetings. Where staff provide for themselves (e.g. in offices) they will be encouraged, through campaigning, to purchase Fairtrade products.

#### **4.3. Promotion**

The University and Students' Union will work together to deepen the understanding and increase awareness and consumption of Fairtrade products across the institution. This work will include, but not be limited to:

- Encouraging staff and students to buy Fairtrade products where possible.
- Annually participate in Fairtrade Fortnight.
- Support local and regional Fairtrade initiatives.
- To raise awareness and understanding of the Fairtrade mark and Fairtrade.
- Displaying information and resources relating to Fairtrade in areas where products are sold, on the respective organisational websites and on noticeboards around the University campuses.
- Working with academic staff to incorporate related theories and Fairtrade case studies into teaching, where appropriate.
- Actively encourage all members of the University and Students' Union to support the Fairtrade policy.

#### **5.0 Monitoring and Review**

There will be a University Fairtrade Steering Group to ensure implementation of this policy. The membership and terms of reference will be subject to amendment, but shall always include at least two members of the student body, a representative member of the Students' Union and at least three members of University staff (at least one of which should represent Operations and/or Catering). The Steering Group will meet at least once a term to implement this policy, which will be reviewed and updated (where appropriate) on an annual basis.



## 6.0 Links to other policies / procedures

- Environmental Policy
- Sustainability Strategy
- Sustainable Procurement Policy
- Sustainable Food Policy

These policies are available on the [UWTSD internet site](#).

## 7.0 Resource Implications

Implication	Detail
Finance	Increased cost of buying products.
Staff	None identified.
Assets	None identified.
Partners	None identified.
Timescales	This Policy will be reviewed on an annual basis and the next review will take place in May - October 2016
Leadership	The responsibility of leadership for this policy is the responsibility of the Executive Head of Business Services and the Chief executive of the TSDSU.

## 8.0 Impact Assessment

Implication	Impact Considered (Yes/No)	Impact Identified
Legal	Y	None identified.
Contribution to the Strategic Plan	Y	This supports the University with their progress to imbed sustainability within University life both for staff and for students.
Risk Analysis	Y	The policy may lead to increased financial resource implications due to the increased purchasing price of fair trade products.
Equality	Y	This Policy is available in different formats to allow for sight difficulties or levels of language understanding.
Welsh Language	Y	This Policy will be made available in Welsh and English.
Environmental and Sustainability	Y	This policy will form part of the sustainability framework followed by the University.
Communication/ Media / Marketing	Y	This policy will be placed onto the intranet and the internet once the reviewed. Links to these will also be circulated to the various faculty Administrators for distribution.



**Policy author(s):**

- Jane Davidson - Pro-Vice Chancellor (Engagement and Sustainability)
- Vandana Sahai - Executive Head of Business Services
- Rhys Dart - Chief Executive of TSDSU

**9.0 Document version control**

Version No:	Reason for change:	Author:	Date of change:
1	Approved by the VC.	JD/VS	July 2014
2	Removal of phrasing from section 2:Hospitality:-  'to include perishables provided in rented rooms'	JD/VS	30.06.15
2	Considered by Sustainability Committee 30.06.15 – no further change required.		Considered by Sustainability Committee 30.06.15 – no change required.
2	Considered by SMT 10.09.15 – no further change required.		Considered by SMT 10.09.15 – no change required.
	Considered at Resources Committee		no change required.
	Considered at Council		no change required.
3	Revisions to role and institutional titles	VS / RD	26.10.16

**Current status of Policy:** Approved

**Is the Policy applicable to:** HE

**Date ratified:** 18<sup>th</sup> November 2016

**Date effective from:** 18th November 2016

**Policy review date:** October 2017

**For publication:** on UWTSD website.

