



Cardiff
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University

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Fairtrade Policy

POLICY COVERSHEET

Key Details

POLICY TITLE	<i>Fairtrade Policy (joint Policy Cardiff Metropolitan University and Students' Union)</i>
DATE APPROVED	<i>7th May 2025</i>
APPROVING BODY	<i>Academic Board</i>
VERSION	<i>1.2</i>
PREVIOUS REVIEW DATES	<i>September 2020, June 2022</i>
NEXT REVIEW DATE	<i>March 2027</i>
OUTCOME OF EQUALITY IMPACT ASSESSMENT	<i>* No major change</i>
RELATED POLICIES / PROCEDURES / GUIDANCE	<i>Sustainability Strategy Sustainability Engagement Strategy Environment and Sustainability Policy Sustainable Food Policy Sustainability targets and Carbon Management focus</i>
IMPLEMENTATION DATE	<i>May2025</i>
POLICY OWNER (JOB TITLE)	<i>Sustainability Engagement Manager</i>
UNIT / SERVICE	<i>Environment, Estates & Sustainability</i>
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Version Control

VERSION	DATE	REASON FOR CHANGE
<i>1.0</i>	<i>September 2020</i>	<i>First version</i>
<i>1.1</i>	<i>June 2022</i>	<i>Review, updating reporting Committee and correcting text.</i>
<i>1.2</i>	<i>May 2025</i>	<i>Review, updating reporting Committee and correcting text, include SDG's.</i>

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Fairtrade Policy

(joint Policy Cardiff Metropolitan University and Cardiff Metropolitan Students' Union)

1 Introduction

1.1 Purpose

- 1.1.1 The Fairtrade Foundation exists to ensure a better deal for marginalised and disadvantaged economically developing nations/countries producers and awards a consumer label, the Fairtrade Mark, to products which meet internationally recognised standards of fair trade.
- 1.1.2 Supplying Fairtrade products demonstrates the joint commitment to sustainability of Cardiff Metropolitan University and Cardiff Metropolitan Students' Union.

1.2 Scope

- 1.2.1 Maintaining Fairtrade status creates the opportunity to generate awareness of the University's ethos with potential students and staff. The University and Students' Union assign great importance to their roles within the international community, as Fairtrade is a global issue.
- 1.2.2 The Fairtrade programme supports institutions to embed ethical and sustainable practices through their curriculums, procurement, research and campaigns.
- 1.2.3 In achieving Fairtrade certification, the University and Students' Union have met the following goals;
 - 1.2.3.1 Encouraging staff and students to purchase Fairtrade products for use when at the University.
 - 1.2.3.2 Commitment to campaign for increased Fairtrade consumption on Campus.
 - 1.2.3.3 Continue the Fairtrade Steering Group with staff and students in attendance
- 1.2.4 We will continue to pursue these goals while working to maintain Fairtrade status by working towards Fairtrade Foundation's University Accreditation criteria.
- 1.2.5 This Policy supports Sustainable Development Goal numbers 1; 2; 3; 4; 5; 6; 8; 10; 12; 13; 16 and 17.





1.3 Definitions

- 1.3.1 **Fairtrade Steering Group.** The Fairtrade Steering Group will meet termly to develop, co-ordinate and oversee the implementation of the University's Fairtrade Policy and SMART Action Plan to maintain and achieve Fairtrade University accreditation. The Fairtrade Steering Group will include student population and staff, representatives of the University's Catering and Hospitality section, Sustainability section, the Studio and the Students' Union.
- 1.3.2 **SMART Action Plan.** The Fairtrade Steering Group will co-ordinate and publish a SMART Action Plan. The plan will incorporate operational considerations such as procurement and catering, campaigning and influencing, engagement and communications and will have a strong focus on the measurement and evaluation of all activities. Senior managers and or the governing bodies will endorse it. The Action Plan will cover all mandatory criteria and aim to achieve all realistic aspirational criteria for the accreditation.
- 1.3.3 **Fairtrade Promotion.** The Fairtrade Steering Group will co-ordinate with staff, students and the community to organise publicity events and engagement activities each year. Aiming to ensure that the issue of Fairtrade awareness is maintained and to widen the reach of the University's campaign and encourage students and staff to purchase and search for Fairtrade products. A series of these events will be held during Fairtrade Fortnight and their impacts will be measured and used to inform further Fairtrade campaigns. In addition to Fairtrade Fortnight, one or more innovative campaigns to educate staff, students and the community on Fairtrade will be delivered in partnership with students throughout the year.
- 1.3.4 **Fairtrade Products.** All retail and catering outlets owned by the University and Students' Union will include, and commit to increase, a range of Fairtrade Certified products in the following categories: Tea, Coffee, Sugar, Hot Chocolate and Cocoa, Chocolate, Confectionary or Snacks and Cotton clothing. These products will be promoted to staff and students with up to date and effective Point of Sale (POS) material in all relevant outlets. The POS materials will highlight Fairtrade products and provide information on the benefits of Fairtrade to growing communities.
- 1.3.5 **Fairtrade coffee, tea and sugar** will be served as standard at all meetings hosted by the University and Students' Union and in meeting rooms. Other Fairtrade products where suitable will be available for hospitality. When hospitality is ordered and delivered there will be clear promotional material to show that the products are Fairtrade.

- 1.3.6 **Research and Curriculum.** The Fairtrade Steering Group will carry out relevant scoping activities to inform its Fairtrade work by understanding the extent to which students and staff understand Fairtrade and rate its significance. The outcomes derived from the activities will be used to inform Fairtrade campaigns. Opportunities will be provided to students from any discipline to investigate Fairtrade issues on or off-campus within their course work or dissertations.
- 1.3.7 **Annual Report.** A Fairtrade Progress Report will be published with the re-issue of the SMART Action Plan, referring to tasks and progress made.
- 1.3.8 **Sustainable Development Goals SDG's** - The Sustainable Development Goals (SDGs) are a set of 17 goals that were established in 2015 by the United Nations (UN). The goals are intended to create a more sustainable and equitable world by addressing global challenges.
- 1.3.9 **ISO 14001** The University activities have an impact on the environment, and we are committed to continual improvement of our Environmental Management System (EMS) and to exceed the requirements of ISO 14001. This is supported by the publication and reporting of smart objectives and priorities to deliver the EMS, Sustainability Strategy and Carbon Management Plan with sustainability themed policies.

2 Policy Section

2.1 Fairtrade status

- 2.1.1 The University and Students' Union are committed to supporting, promoting and using Fairtrade goods. To achieve this, they will obtain and maintain Fairtrade status as defined by the Fairtrade Foundation, as laid down by the Foundation at www.fairtrade.org.uk

3 Roles and Responsibilities

- 3.1 The policy is owned by the Sustainability Engagement Manager and Cardiff Metropolitan Students' Union and is implemented by the Fairtrade Steering Group under the direction of the Environment, Estates & Sustainability Committee.

4 Related Policies and Procedures

- 4.1.1 This policy may be read in conjunction with: -
 - 4.1.1.1 Sustainability Strategy
 - 4.1.1.2 Sustainability Engagement Strategy
 - 4.1.1.3 Sustainable Food Policy

5 Review and Approval

- 5.1.1 The policy owners will provide updates of the Fairtrade Policy action plan to the University's Environment, Estates and Sustainability Committee, for monitoring, review and approval.

- 5.1.2 The University will continually encourage members of the University staff and student community and other relevant stakeholders to engage with the Fairtrade Policy by posting the policy on the University webpages located under the Sustainability Policies section and the Students' Union webpages with the appropriate contact details.
- 5.1.3 All members of the staff and student community are welcome to contribute to the annual review of this policy; facilitated by open focus groups.
- 5.1.4 Fairtrade Policy feedback should be directed to: Sustainability Engagement Manager: sustainability@cardiffmet.ac.uk and the Students' Union: studentunion@cardiffmet.ac.uk
- 5.1.5 To monitor the effectiveness of student and staff engagement, all feedback will be reviewed at the Estates, Environment and Sustainability Committee.