

Fair Trade Policy

Section 1 - Background and Purpose

(1) To promote Fair Trade at La Trobe and ensure the University retains its registration as a Fair Trade University by encouraging the purchase and use of Fairtrade certified products across the organisation.

Preamble

(2) La Trobe University is committed to social and environmental responsibility in its objectives, as outlined in its [Strategic Plan](#). Registration as a Fair Trade University is one expression of that commitment.

(3) The Policy encapsulates the University's response to its registration commitments. The procedures provide practical guidelines for the areas in which the responses are to be implemented.

(4) While oversight of the Fair Trade Policy rests with the Chair of the Fair Trade Steering Committee, all organisational units across all campuses of the University are responsible for its implementation.

General

(5) All organisational units of the university should look to purchase and utilise Fairtrade certified product options whenever practicably possible.

(6) The Fair Trade Steering Committee will provide the University community with information and advice on the types of Fairtrade products which should be utilised in place of non-Fair Trade options.

(7) An organisational unit that considers a specific Fairtrade certified product option does not meet their needs, are required to make a case to the Procurement Director. These cases may need to be forwarded to the Fair Trade Steering Committee for consideration and final resolution.

Section 2 - Scope

(8) This Policy applies to all schools, campuses, divisions and organisational units of the University.

(9) This Policy applies to the supply of tea, coffee, cotton and other products (where Fairtrade alternatives are available).

Section 3 - Policy Statement

(10) Fair Trade is a growing international movement which ensures that producers in developing countries get a fair deal. This means a fair price for their goods. The [Fair Trade Association](#) of Australia and New Zealand (FTAANZ) has developed an initiative called Fair Trade Communities, which recognises groups that actively support and promote Fairtrade certified products. These community groups include universities.

(11) La Trobe University is committed to social and environmental responsibility in its objectives, as outlined in its [Strategic Plan](#). Accreditation as a Fair Trade University, with oversight by a Fair Trade Steering Committee, is one

expression of that commitment.

(12) As a Fair Trade University, only Fairtrade Certified tea and coffee will be served at University-hosted meetings. All University organisational units that make tea, coffee and other refreshments available to staff and visitors, will provide only Fairtrade Certified products. The University will also strive to introduce other Fairtrade Certified products as they become available.

Section 4 - Procedures

Beverages

(13) All tea, coffee and hot chocolate which is purchased using University funds must be Fairtrade certified. Only Fairtrade certified tea and coffee is to be served at University meetings.

(14) Organisational units may purchase Fair Trade tea, coffee and hot chocolate through the University's contracted supplier which can be found on the procurement website. The University's contracted supplier(s) will only supply La Trobe University departments with Fairtrade certified tea, coffee and hot chocolate supplies.

Cotton

(15) Organisational units that require staff and students to purchase cotton products or that provide cotton products (such as uniforms, promotional t-shirts, sport shirts, University bags etc) must use Fair Trade/fair labour cotton whenever possible.

(16) The University will research suppliers of Fair Trade cotton products and will make information available to staff and students of the University through the Fair Trade Steering Committee and other channels of communication with the University community.

Sports Equipment

(17) Organisational units that require staff and students to purchase sports equipment or that provide sports equipment must use Fair Trade equipment whenever possible.

(18) The University will continue to research suppliers of Fair Trade sports equipment and will make information available to staff and students of the University through the Fair Trade Steering Committee and other channels of communication with the University community.

Other Items

(19) There are many other Fairtrade certified products available within Australia, including Fairtrade stationery, chocolate, nuts, sugar, handicrafts, soaps, cosmetics etc.

(20) University organisational units are required to regularly review the products that they routinely purchase for their departments and investigate whether Fairtrade alternatives exist for these products.

(21) Where Fairtrade alternatives exist organisational units are expected to purchase the Fairtrade certified options whenever practicably possible.

(22) The University will continue to research suppliers of all types of Fair Trade products and will make information on these available to staff and students of the University through the Fair Trade Steering Committee and other channels of communication with the University community.

Section 5 - Definitions

(23) For the purpose of this Policy and Procedure:

- a. Fair Trade: An alternative trading system which ensures producers in poor countries get a fair price for their goods (one that covers the cost of production and guarantees a sustainable livelihood).
- b. Fairtrade Certified: This is the labelling system administered by the Fairtrade Labelling Organisations International (FLO) and Fairtrade Labelling ANZ. It refers to products such as coffee, tea and chocolate which have been certified by Fairtrade Labelling ANZ as meeting internationally recognised Fairtrade standards and carry the Fairtrade Label on their packaging.
- c. University meetings: Any meeting where there is representation across the institution.

Status and Details

Status	Historic
Effective Date	11th October 2016
Review Date	11th October 2017
Approval Authority	Vice-Chancellor
Approval Date	11th October 2016
Expiry Date	5th July 2022
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