

FAIRTRADE POLICY STATEMENT

Sheffield Hallam University and Hallam Union of Students acknowledges the importance of our role within the world, and therefore we commit to supporting, using and promoting Fairtrade products.

1. STEERING GROUP

A Fairtrade Steering group will be set up to implement this policy. This group will meet a minimum of once each academic term to continuously monitor and improve the university support for Fairtrade.

2. SALE OF FAIRTRADE PRODUCTS

The University and Hallam Union will sell as many Fairtrade products as is feasible in all our catering outlets and shops. Where it is not currently feasible (for reasons of price, contracts, product availability) to sell Fairtrade, the University and Hallam Union is committed to commence the sale of Fairtrade products as soon as it becomes possible to do so.

3. HOSPITALITY

The University and Hallam Union will serve Fairtrade foods (e.g. tea and coffee) at all internal meetings and hospitality events, with a commitment to increasing the use of Fairtrade products as it becomes possible to do so.

PROMOTION

The University and Hallam Union will promote the sale of Fairtrade products by the following methods:

- Fairtrade promotional material will be displayed in all places where Fairtrade products are sold.
- Articles and other appropriate materials about Fairtrade will be published from time to time, in student and staff newsletters and on the university website.
- A series of promotional events will run during Fairtrade fortnight each March.

- The steering group will take responsibility for overseeing the organisation of these events which will be promoted in appropriate University and Hallam union publications.

STAFF AND STUDENT SUPPORT

All staff and students will be actively encouraged to support Fairtrade policy. Details of this policy will be communicated through the University and Hallam Union.

4. REVIEW

This policy statement will be reviewed on an annual basis through the steering group.

Signed.....
Director of Estates and Facilities, Sheffield Hallam University
Date.....

Signed.....
Director of Finance, Sheffield Hallam University
Date.....

Signed.....
President of Students Union, Hallam Union of Students
Date.....

Updated November 2009
Issued by Facilities Directorate

Appendix. **Membership & Terms of Reference**

The steering group will meet once a term to ensure the ongoing commitment of Sheffield Hallam University and Hallam Union to achieve Fairtrade accreditation.

The representatives of the steering group will report back to the members of their respective departments, organisations and societies. This will include (but not be limited to) relevant Senior Management at the University (e.g. Catering manager, procurement etc.), the President of the Students Union, the relevant Students Union staff and representative from the Multi Faith sector.

The group will seek representation from each of the following:

University and Hallam Union Catering Departments
University (and sometimes FD) Marketing Departments
University and Hallam Union of Students procurement Departments
Sheffield City Council Fairtrade Group – (in advisory capacity)

It is the responsibility of this steering group to help the University gain accreditation and then to ensure continuity there after.

Short Term Objectives

- To gain formal accreditation.
- To promote awareness of Fairtrade amongst staff and students.
- To continue the success of Fairtrade fortnight
- To encourage Catering to expand its range of Fairtrade products.
- To introduce additional Fairtrade products as it becomes feasible to do so

Medium Term Objectives

- To review Fairtrade ranges on an annual basis.
- For SHU and Hallam union to work in partnership as a Fairtrade group
- Where appropriate to work with SCC Fairtrade group (for advice and joint management of events etc.).
- To improve our publicity in relation to Fairtrade to Staff and students.
- Work with procurement office to encourage suppliers to support Fairtrade.

Long term objectives

- To use this steering group as a launch pad to consider and advise on other ethical procurement issues