

# Fairtrade Policy

At the University of Leeds, both staff and students are committed to supporting, using and promoting Fairtrade. The Fairtrade Foundation has outlined five goals for a Fairtrade University and our commitment to them is as follows:

1. Fairtrade foods are made available for sale in all campus shops wherever possible. Fairtrade foods will be used in all cafes/restaurants/bars on campus. Where this is not possible, there is a commitment to begin to use Fairtrade foods in these establishments as soon as it becomes possible to do so.
2. Fairtrade foods (for example, tea and coffee) are made available wherever possible through hospitality catering to all Faculties and Corporate Services for use in meetings, with the commitment to increasing the use of Fairtrade foods at meetings as it becomes possible to do so.
3. The University and the Student Union will promote the sale of Fairtrade products via the following methods.
  - Articles and other appropriate material to be included on the University's website and in the student newspaper.
  - Promotion of the Fairtrade Mark will take place in other appropriate publications, such as University Prospectuses and the Reporter. The publications will commit to cover the annual Fairtrade Fortnight in March and to update readers with major developments.
  - Fairtrade Foundation materials displayed on notice boards, in halls and common rooms, promoting commitment to Fairtrade foods.
  - Materials also displayed in every place where Fairtrade foods are sold.
  - The University will commit itself to running a series of promotional events during the Fairtrade Fortnight (March). The steering group in collaboration with other appropriate bodies is responsible for organising this.
4. A Fairtrade Steering Group will meet at least once a term. Its job will be to continuously monitor and improve the University's approach to Fairtrade. The group will include a representative from the following groups:
  - The University Authority
  - Residential and Commercial Services
  - The Student Union Executive
  - An appropriate Student Union Society
5. This policy will be communicated throughout the University, and efforts to support Fairtrade will be strongly encouraged.