

<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0360.00</b>	
Title:	<b>Fairtrade</b>		
Subject Group:	<b>3 Financial, Administrative, Human and Physical Resources</b>		
Chief Executive Approval:	Date of Approval: <b>7 April 2014</b>	Effective Date:	<b>7 April 2014</b>
Previous Policy No:	<b>n/a</b>	Review Date:	<b>As required</b>
Contact Authority:	<b>Director: Sustainability</b>	Status:	<b>CURRENT</b>

**Purpose** Otago Polytechnic is committed to operating in a sustainable manner and in its pursuit of social and ethical sustainability has identified the need to purchase products that provide a fair return to growers. The Polytechnic has registered with Fairtrade as a Fairtrade University (Polytechnic). The registration with Fairtrade comes with commitments and as part of the response to those commitments Otago Polytechnic will demonstrate its social and environmental responsibility, by ensuring that when there are Fairtrade products available that these are purchased.

**Compliance** Fair Trade University (Polytechnic) registration commitments  
[http://www.fairtrade.org.uk/get\\_involved/campaigns/fairtrade\\_universities/about\\_fairtrade\\_universities.aspx](http://www.fairtrade.org.uk/get_involved/campaigns/fairtrade_universities/about_fairtrade_universities.aspx)

The five goals for Fairtrade Universities are specified at  
[http://www.fairtrade.org.uk/includes/documents/cm\\_docs/2008/u/uni.pdf](http://www.fairtrade.org.uk/includes/documents/cm_docs/2008/u/uni.pdf)

**Policy** The policy applies to any area purchasing products for use in the Polytechnic where there is a Fair Trade alternative.

1. Fairtrade certified tea and coffee will be served at Polytechnic meetings, major hospitality events (e.g. Open Days and Graduation).
2. Fairtrade tea, coffee and hot chocolate will be purchased through the Otago Polytechnic's contracted supplier
3. Otago Polytechnic will sell as many Fairtrade products as is feasible in all campus cafes, restaurants, and shops.
4. New suppliers will be asked to provide Fairtrade options for all relevant products when tendering.
5. The **Fairtrade alternative (if applicable) will be the product of choice**
6. A **Fairtrade Steering Group**, consisting of Otago Polytechnic staff volunteers coordinated by Director: Sustainability, will manage the implementation of the policy and promote awareness of Fairtrade within Otago Polytechnic and externally. The steering group have the following progress goals:
  - 6.1. Hold or support an event during Fair Trade Fortnight (held in May each year), such as a Fair Trade morning tea.
  - 6.2. The group will encourage the incorporation of other Fair Trade products into the organisation such as Fairtrade Certified™ chocolate, cotton, sports balls, and fair trade gifts and crafts from fair traders endorsed by Fair Trade Association (see World Fair Trade Organization (WFTO) & Fair Traders of Australia (FToA).



- 6.3. Where fundraising opportunities arise, a range of fair trade products that are recognised by the Fair Trade Association should be used.
7. The Fairtrade Steering Group will meet at least once a semester to reflect on progress made and to decide how best to achieve further minimum requirements and/or progress goals.
8. Otago Polytechnic will display Fairtrade promotional material on noticeboards and in all places where Fair Trade products are sold on campus.
9. All staff and students will be actively encouraged to support the Fairtrade Policy.

**Procedures** Staff responsible for the purchase and supply of tea, coffee and drinking chocolate will ensure that they purchase Fairtrade products.

**Related Policy, Forms and Documents** CP0013 Procurement and Purchasing Policy

  
**Approved by Chief Executive**  
**Date: 7 April 2014**

