FAIR TRADE POLICY

We support Fair Trade as part of our business, through the following:

(Please tick at least one from each of the three following categories to qualify).

Procure and Supply Fairtrade

☐ Staff and customers have access to Fair Trade refreshments

☐ Kitchens are stocked with Fairtrade tea and coffee

☐ Vending machines stock Fairtrade drinks and snack bars

☐ The cafeteria serves Fairtrade tea and coffee and Fair Trade snacks

☐ Fairtrade tea and coffee is available in meetings and offered to visitors.

☐ We will always request Fair Trade refreshments (including tea, coffee, sugar, juice, bananas, biscuits and wine) when using outside venues or using external caterers.

Promote Fair Trade

☐ We will feature Fair Trade in our communications materials (promotional materials including website, leaflets, newsletters, menu, annual report and in-house publications).

☐ We will celebrate and promote Fair Trade at least once a year. For example in Fairtrade Fortnight.

☐ We will display Fair Trade resources for staff who are interested in learning more

☐ We will look at other ways to introduce or extend Fair Trade into our business practice, such as a greater range of food products or uniforms.

Support Fair Trade

☐ Staff will have the opportunity to learn about global issues and the positive difference that Fair Trade makes and are aware of the range of Fair Trade products available.

☐ We will support our local Fair Trade group by attending meetings and events when possible.

☐ We will appoint a Coordinator who is responsible for our Fair Trade policy.
NOTES

1 Fairtrade and Fair Trade

• Where you see the FAIRTRADE mark, this means that independent auditors have certified the product. For more information visit fairtrade.org.uk.
• Fair Trade or Fairly Traded means a wider process of ethical trading, that may not have used official certification methods.

2 For help finding a supplier, take a look at our Procurement Guide on our website: www.fairtradewales.com/getinvolved/business. If you need any further help, please contact us.

3 Ways to celebrate Fairtrade Fortnight could include:

• Adding a note to your company Email signature to raise awareness
• A stall selling products in the foyer or canteen or trialing a ‘special dish’

4 Please send a copy of your policy to: Ffion Storer Jones, Fair Trade Wales, Temple of Peace, Edward Vii Ave, Cathays Park, Cardiff CF10 1AP or email to business@fairtradewales.org.uk

5 If you need help publicising your new policy contact Ffion Storer Jones. Publicising your policy will help raise your role and add value to your brand. Suggested ways of doing so are:

● Get in touch with your local Fair Trade group. They can be found on the Fair Trade Wales website. They could mention you in the local Fair Trade guide, or you could help your town or city maintain Fair Trade status
● Feature your commitment in your internal communications/ newsletter or intranet
● Write a press release to tell local people or your sector about your commitment
● Promote it on your website
● Refer to your policy in your Annual Report and if you have any corporate social responsibility documents or triple bottom line accounting

For any questions, further information or help starting a Fair Trade business, contact Ffion Storer Jones
Call 029 20821056 Email business@fairtradewales.org.uk www.fairtradewales.org.uk