



University of
St Andrews

Fairtrade policy

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Scope (applies to)	Staff and students
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Purpose	University of St Andrews is committed to sustainable purchasing and to supporting Fairtrade

Contents

1. Statement	2
2. Purpose	2
3. Scope / jurisdiction	2
4. Roles and responsibilities	2
5. Procedures	2
6. Signatories.....	4
7. Version control.....	4

1. Statement

- 1.2 In line with its Sustainability Strategy, the University of St Andrews is committed to sustainable purchasing and to supporting Fairtrade. The University will strive to be a Fairtrade University and will work with the Fairtrade Foundation to formalise that status.

2. Purpose

- 2.1 The purpose of this document is to recognise the University's commitment to fairtrade. The University will support the Fairtrade Foundation's University's accreditation scheme that recognises the important work that University's do to support and engage its community on Fairtrade.

3. Scope / jurisdiction

- 3.1 This policy relates to food sustainability and procurement as well as engagement activities that are carried out across the University.

4. Roles and responsibilities

- 4.1 The process of achieving and maintaining Fairtrade status will be co-ordinated by a Fairtrade Steering Group which will report to the University's Sustainable Delivery Team on a yearly basis.
- 4.2 The Steering Group will work to develop these goals and will submit a report to the Fairtrade Foundation every two years for renewal of the Fairtrade status.

5. Procedures

5.1 Sale and Offer of Fairtrade Products

5.1.1 Fairtrade Food

Fairtrade food will be made available for sale in all University shops and used in all University cafes, restaurants, and bars. Where this is not currently possible (for example, due to purchasing constraints, long-term contracts, and cost-of-living constraints), there will be a commitment to start using Fairtrade foods in these establishments as soon as it becomes feasible to do so.

5.1.2 Fairtrade Products

The University will endeavour to broaden the range of Fairtrade products that it is able to support and to offer.

We will continue to work with our suppliers to review and expand the range of Fairtrade products available and that we can use within the University and the University Shop.

We will also continue to use fairly traded products such as the Just Trading Scotland Malawian rice and will investigate further options for use of fairly traded products such as lentils.

5.2 Hospitality

Fairtrade beverages will be provided at all University meetings served by the University's Central Catering Services. Where staff provide their own refreshments for meetings, they will be encouraged through publicity and campaigning to purchase Fairtrade tea and coffee.

All coffee, tea and sugar used within all of our catering sites are Fairtrade and we will ensure this continues.

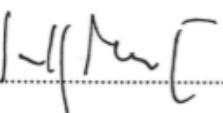
5.3 Promotion

The University will proactively ensure that its internal processes allow Fairtrade and ethical aspects to be considered and promoted.

The University will work closely with the Student Association and students to campaign for increased Fairtrade consumption within the University. This will include, but will not be limited to, promotional events during Fairtrade Fortnight, display of Fairtrade materials on noticeboards and where food is sold, articles in University and Student Association publications, and information on the University website.

The University will also work with the St Andrews Fairtrade Town Group in offering support, joint promotion and positive and pro-active engagement. The Steering Group will increase outreach to the St Andrews community, encouraging shops to engage more with and stock fair trade products, especially those used most often by students (i.e. Tesco).

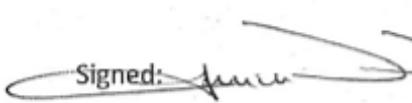
6. Signatories

Signed:  Principal and Vice Chancellor Date: 17. 8.2023

Signed: *Alexander Clark* Sustainability Services Manager Date: 17. 7.2023

Signed: *Watson E Bell* Commercial Manager Date: 18. 7.2023

Signed:  Catering Manager Date: 18. 7. 2023

Signed:  Director of Procurement Date: 18. 7. 2023

7. Version control

Version number	Purpose / changes	Document status	Author of changes, role and School or unit	Date
2	Updating policy in line with new policy format	Published	Sustainability Manager	20/08/2025

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.