DOCUMENT TYPE	**P**	
ADMINISTRATIVE	**5**	
FINANCE AND RESOURCES PLANNING	**2**	
FINANCIAL POLICIES	**1**	
NUMBER	**021**	Policy Database Document Reference Number **521021P**

FAIR TRADE POLICY

Purpose/ objectives	To ensure La Trobe University retains its registration as a Fair Trade University by mandating the purchase and use of Fairtrade certified products across the organisation.
Scope/ Application	• This policy applies to all Faculties, campuses, divisions and organisational units of the University • This policy applies to the supply of tea, coffee and other products (where Fairtrade alternatives are available)
Policy Statement	Fair Trade is a growing international movement which ensures that producers in poor countries get a fair deal. This means a fair price for their goods. The Fair Trade Association of Australia and New Zealand (FTAANZ) has developed an initiative called, Fair Trade Communities, which recognises groups that actively support and promote Fairtrade certified products. These community groups include universities. La Trobe University is committed to social and environmental responsibility in its objectives, as outlined in its Strategic Plan. Registration as a Fair Trade University is one expression of that commitment. As a Fair Trade University only Fairtrade certified Tea and Coffee will be served at University hosted meetings. As a Fair Trade University all University organisational units that make available tea, coffee and other refreshments to staff and visitors will provide only Fairtrade certified products.
Supporting Procedures	Fair Trade product procedures
Responsibility for implementation	Director, Financial Operations Manager, Commercial Development
Responsibility for monitoring implementation and compliance	Pro Vice-Chancellor (Sustainability) Secretariat of the Fair Trade Steering Committee (through the Fair Trade Steering Committee)
Status	New policy approved by Senior Management Committee, 27 November 2009, Minute 6.3.2. Revised 31 January 2011 with minor editorial changes, Committee approval not required.
Key stakeholders	La Trobe University Council Vice-Chancellor and members of the Senior Executive Pro Vice-Chancellor (Sustainability)

	Director, Financial Operations Director, Governance, Planning and Policy Unit (for policy implementation) Marketing and Engagement Division University staff and students Businesses on campus Growers of Fair Trade products
Approval Body	Planning and Resources Committee
Initiating Body or person(s)	Fair Trade Steering Committee
Definitions	Fair Trade: An alternative trading system which ensures producers in poor countries get a fair price for their goods (one that covers the cost of production and guarantees a sustainable livelihood). Fairtrade certified: This is the labelling system administered by the Fairtrade Labelling Organisations International (FLO) and Fairtrade Labelling ANZ. It refers to products such as coffee, tea and chocolate which have been certified by Fairtrade Labelling ANZ as meeting internationally recognised Fairtrade standards and carry the Fairtrade Label on their packaging. FTAANZ: Fair Trade Association of Australia and New Zealand. www.fta.org.au University meetings: Any meeting where there is representation across the institution.
Related legislation	None
Related Policy and other documents	Responsible Procurement Policy
Date Effective	27 November 2009
Next Review Date	31 January 2012
Keywords	Fair Trade, certified products, purchasing
Owner/Sponsor	Pro Vice-Chancellor (Sustainability)

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