

Fair Trade Policy

Section 1 - Purpose

(1) This Policy outlines how Macquarie University will embed Fair Trade products into its business practices whilst also complying with relevant legislation.

Background

(2) Macquarie University (the University) assigns great importance to its role within global society and is committed to making environmentally and socially responsible changes by incorporating sustainability into its actions and practices. While the University has adopted sustainable purchasing through its [Procurement Policy](#), this Policy specifically addresses the concept of Fair Trade products.

(3) The purpose is to allow Fair Trade producers to enjoy a better standard of living. By adopting a Fair Trade policy Macquarie University is making a clear statement towards ethical practices.

Scope

(4) The Policy applies to any staff, student, visitor or contractor who is responsible for purchasing products for the business of the University.

Section 2 - Policy

(5) Macquarie University is committed to supporting, using and promoting Fair Trade products. It will confirm that commitment by:

- a. establishing a Fair Trade Action Group to support, monitor and promote the use of Fair Trade products across the University;
- b. ensuring suppliers are asked to provide Fair Trade options where reasonably practicable for all relevant products when tendering;
- c. selling as many Fair Trade products, as is reasonably practicable, across campus in shops and other outlets. Where it is not reasonably practicable (for reasons of price, product availability or contractual obligations) to sell Fair Trade, the University and its subsidiaries are committed to begin selling Fair Trade products as soon as it becomes reasonably practicable. For every product that is stocked in the University and / or U@MQ/Campus Life outlets, for which there is a Fair Trade alternative, that alternative will also be stocked;
- d. serving Fair Trade foods (e.g. tea and coffee) at all University hosted meetings and major hospitality events (e.g. Open Day, Graduations) with a commitment to increasing the use of Fair Trade products as it becomes possible to do so; and
- e. promoting the sale of Fair Trade products through:
 - i. participation in awareness raising events during Fair Trade fortnight and at other key times throughout the year;
 - ii. displaying Fair Trade promotional material on University noticeboards and in all places where Fair Trade products are sold; and

iii. publishing articles and other relevant material in student communications and in other publications.

(6) All staff and students of Macquarie University will be actively encouraged to support the Policy.

Compliance and Breaches

(7) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

Section 3 - Procedure

(8) Nil.

Section 4 - Guidelines

(9) Nil.

Section 5 - Definitions

(10) The following definitions apply for the purposes of this Policy.

- a. Fair Trade means products that have been produced in an ethically responsible manner. That is, those who produce the products are paid a fair price for the work undertaken. This is in contrast to many products which are made where workers receive remuneration well below the poverty line. Refer to [Fair Trade Australia New Zealand](#) for a more detailed understanding.

Status and Details

Status	Current
Effective Date	22nd February 2021
Review Date	1st April 2021
Approval Authority	Vice-President, Finance and Resources
Approval Date	20th November 2014
Expiry Date	Not Applicable
Responsible Executive	Robin Payne Vice-President, Finance and Resources
Responsible Officer	Natalie Budovsky Chief Procurement Officer +61 2 0418 487 286
Enquiries Contact	Natalie Budovsky Chief Procurement Officer +61 2 0418 487 286