

FAIR TRADE POLICY & PROCEDURE

1.0 Scope and Purpose

- This policy and procedure is applicable to all **Eurosource** and Suppliers to **Eurosource**.
- This policy and procedure must be followed by any **Eurosource** staff procuring or consuming goods or services either on our site or working off-site in the service of **Eurosource**.

2.0 Key Responsibilities

- Procurement, Marketing & Communications have a responsibility for overseeing the implementation and monitoring of this policy.
- Procurement has a key role in ensuring Fair Trade and sustainability feature as part of the evaluation of supplier tenders.
- Support from the top of the organization downwards is imperative as Fairtrade goods may not always be the cheapest on offer.

3.0 Policy

3.1 Education

It is recognized by the company that there is an important educational as well as an ethical justification for supporting and promoting Fair Trade. This aligns with our commitment to sustainable development and education for sustainable development. Recognizing the fact that we advocate a global perspective and sustainability within the curriculum, it is important that the company supports sustainable development when it conducts its business.

3.2 Sale of Fairtrade Products

The Company will itself sell, and will work to ensure as many Fairtrade products as is feasible in all dining rooms/cafes and other outlets on locations. Where it is not currently feasible (for reasons of price, product availability or contractual obligations) for Fair Trade products to be sold, the company is committed to ensuring this happens as soon as is feasible. The company will feedback any relevant information regarding issues of quality/availability to the Fairtrade Foundation in order to assist with the feasibility of procuring such products in the future.

3.3 Procurement

Hospitality:

The company will always try serve Fair Trade beverages (e.g. tea and coffee, including sugar) at all internal meetings and hospitality events (e.g. open days), with a commitment to increasing the use of Fair Trade products as it becomes possible to do so.

Signed 

Date: 10/2017

Toby Richards Director

Next Review Date: 10/2018