



UC San Diego

Policy & Procedure Manual

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HOUSING AND FOOD SERVICES

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UC SAN DIEGO FAIR TRADE UNIVERSITY POLICY

I. POLICY

In addition to the [UC Office of the President \(UCOP\) Sustainable Practices Policy](#), UC San Diego, in 2009, made the decision to promote social responsibility by demonstrating a commitment to the principles of Fair Trade. This is achieved through working towards a goal of offering selected fairly traded products throughout the main campus. By making a commitment to promote fairly traded products, UC San Diego supports livable wages, humane working conditions, and guarantees against the use of child labor.

In cooperation with [Fair Trade USA™](#) and other fair trade labeling organizations, UC San Diego has earned the status of a “Fair Trade University.” To this end, UC San Diego adopts the following practices:

II. PRACTICES

A. Exclusively Fair Trade USA™ Products

At every self-operated campus foodservice operation location where the following products are sold or served, the following products must carry a Fair Trade USA™ label or equivalent certification or verification (including but not limited to Equal Exchange, Fair For Life, Fairtrade International (FLO), or as defined by the UCOP Sustainable Practices Policy) labels:

1. Coffees, including caffeinated, decaffeinated, and espressos, served brewed hot or iced or sold in packages.
2. Teas, including caffeinated, decaffeinated, brewed hot or iced or sold bagged and loose packaged, but excluding teas sold prepared and prepackaged in bottles or from vending machines or beverage stations.
3. Sugars, including granular, raw cane, brown sugar, powdered sugar, demerara, molasses, and sucanat, sold or served in bulk or in individual packets.

UC San Diego agrees to work toward the goal of implementing this policy with respect to contracted foodservice operations on the main campus upon contract renewals and requests for proposals for foodservice operators.

B. Fair Trade USA™ Product Options

At every self-operated campus foodservice operation location where the following products are sold or served, at least one of the products shall carry a Fair Trade USA™ label or equivalent verification/certification (as defined by the UCOP Sustainable Practices Policy) as an option available for consumers:

1. Solid, pure chocolate products for retail sales in bars and bulk, excluding confections; and
2. Ice Cream Pints: At least one variety made with Fair Trade USA™ ingredients. If provider offers flavor in two versions, one certified, vendor will only offer certified version.

UC San Diego agrees to work toward the goal of implementing this policy with respect to contracted foodservice operations on the main campus upon contract renewals and requests for proposals for contracted foodservice operators.

C. Information and Advertising

1. Official [Fair Trade USA™](#) certified labels or equivalent labels (as defined by the [UCOP Sustainable Practices Policy](#)) shall be displayed in the immediate and visible vicinity where products are served and/or sold. All [Fair Trade USA™](#) certified labels or equivalent products will be given equal or greater shelf and display priority with similar goods (e.g: Fair Trade chocolate bars will be placed alongside non-fair trade chocolates or given greater visibility).
2. Signage shall be displayed by main entrance or cashier informing customers that the foodservice operation offers Fair Trade Products. Signage can be obtained through the Fair Trade Advisory Committee or the Student Sustainability Collective.

D. Employee Training

1. Student representatives from the Fair Trade Advisory Committee will assist with initial training and develop programs for future trainings in order to sustain continued education.
2. All employees of applicable campus foodservice operations will be provided training materials from the Fair Trade Advisory Committee or the Student Sustainability Collective on the benefits of Fair Trade and availability of the Fair Trade products provided by that particular operation.

E. Continued Collaborative Effort

Contracts and Purchasing

The Fair Trade Advisory Committee will guarantee student input during discussions regarding changes or additions to the Fair Trade Policy as it relates to Fair Trade food and beverage contracts and Requests for Proposals. The Chair of the Fair Trade Advisory Committee will ensure that this policy is provided to purchasing and contracting to be included in all appropriate Requests for Proposals and contracts.

F. Fair Trade Advisory Committee

1. Membership

Committee shall include:

- 3 Graduate students appointed by the Graduate Student Association
- 2 students appointed by the Student Sustainability Collective
- 1 undergraduate student appointed by the Associated Students President
- 1 student who resides on campus appointed by Inter College Residents Association (ICRA)
- 1 student representative appointed by the Co-Op Union
- 1 University Centers representative appointed by the Director of University Centers
- 1 representative from Housing, Dining, and Hospitality
- 1 representative from the Bookstore

- 1 representative from Real Estate
- 1 Staff representative from the Sustainability Resource Center

If an unrepresented entity applies for a position on the Fair Trade Advisory Committee, said committee can create a new seat to represent the applying entity with a two-thirds majority vote.

2. Duties and Powers

- a. The committee shall meet at least twice a quarter
- b. The Advisory Committee will ensure the University Fair Trade Policy is upheld and advanced
- c. The Advisory Committee shall advise and make recommendations to the University on issues related to the Fair Trade Policy, including its administration
- d. The Committee shall determine the organizations that can be viewed as acceptable in terms of verified or certified criteria
- e. The Advisory Committee will conduct research into new Fair Trade products.
 - I. This research work shall be carried out by the Fair Trade intern and a Fair Trade Policy subcommittee, whose membership will have a student majority and will be appointed by the Advisory Committee.
 - II. The intern shall be unpaid, and appointed by a subcommittee of the Fair Trade Advisory Committee student representatives and the Fair Trade Advisory Committee Chair.
 - III. The intern's responsibilities include:
 1. Chairing the Fair Trade Policy subcommittee,
 2. Updating the Fair Trade website with findings of the Policy subcommittee,
 3. Collaborating with the Fair Trade Advisory Committee Chair,
 4. Working with the Fair Trade Advisory Committee student representatives of the Student Sustainability Collective to ensure that the UC San Diego Fair Trade Policy is upheld and advanced.
- f. The Advisory Committee shall post an annual report on the [UC San Diego Fair Trade](#) website stating the status of Fair Trade at UC San Diego. This report will also be sent to:
 - I. The Chancellor's Office
 - II. Vice Chancellor and Chief Financial Officer
 - III. Vice Chancellor, Student Affairs
 - IV. Vice Chancellor, Resource Management & Planning
 - V. The Associated Students
 - VI. The Graduate Student Association
 - VII. UC San Diego Real Estate
 - VIII. Fair Trade USA™
- g. Educational Materials:

At a minimum:

 - I. "Take one" pamphlets on the benefits Fair Trade as offered by [Fair Trade USA™](#)

II. Posters if requested by foodservice operators

III. [UC San Diego Fair Trade](#) website

h. Collaboration

I. The Advisory Committee shall provide recognition to foodservice operators who have reached levels of compliance with respect to the Fair Trade Policy, as determined by the Advisory Committee.

II. The Advisory Committee shall be responsible for maintaining a positive, collaborative relationship with foodservice operators in order to share questions and information between the two groups

G. Growth

1. Contracts

UC San Diego agrees to work toward the goal of implementing this policy with respect to contracted foodservice operations on the main campus upon contract renewals and requests for proposals from foodservice operators.

2. New Products

a. The Fair Trade Advisory Committee will determine if a Fair Trade USA™ or verified product can feasibly replace a non-certified or verified product.

b. As new Fair Trade USA™ or verified products become available on the wider market, they shall be made available as options at foodservice operations on the main campus until such a time as they can replace the non-certified or verified items

3. New options must be confirmed by the Committee.

H. Initiation

Upon the implementation date of the Fair Trade University Policy, all new contracts to be negotiated or to be renewed after that date for self-operated foodservice operations and contract foodservice operations will meet or exceed the above criteria.

This policy can be changed with a two-thirds majority vote of the Fair Trade Advisory Committee members at two consecutive meetings.

III. REVIEW HISTORY

2018-06-28 - Policy reviewed by Issuing Office no substantive changes at this time. Technical edits include grammar.

2021 -03-10 - The policy was routinely reviewed (3 year review). Minor and technical updates included: updated web links, minor titling updates, UCOP reference updates, minor grammatical changes.