

A Fair Trade Procurement Supplement for an Environmentally Preferable Purchasing Policy:

Findings:

Many goods, such as coffee and tea, purchased by [the entity] are not widely produced domestically, and are often sourced from outside the United States. Imported goods produced in a manner detrimental to the environment and/or to workers may cause social and environmental harm capable of regional or global impact. "Fair trade" represents an innovative, market-based strategy that ensures that strict economic, social, and environmental criteria are met during commodity and craft production. Fair trade's principles include guarantees of a minimum floor price, safe working conditions, sustainable soil and water use practices, and funds for community development, as well as prohibitions on child labor, forced labor, and many harmful pesticides and fertilizers. Purchasing certified fair trade goods furthers [the entity]'s commitment to environmental and social sustainability. Additionally, certified fair trade goods are often produced under conditions that make it easier for other environmental standards, such as organic production and rainforest protection, to be met.

Scope:

Coffee, tea, sugar and cocoa shall be procured fair trade certified when purchased by [the entity] for food service, cafes or eateries, offices, events, shops or other venues. In addition, the following certified fair trade goods shall be **preferred when available** by purchasers, either replacing or being offered alongside conventionally-traded items: bananas, chocolate bars, rice, quinoa, honey, artisanal products and crafts.

A Fair Trade Procurement Supplement for a Sustainable Food Policy:

Findings:

Some food commodities purchased by [the entity] are not widely produced domestically, and are often sourced from outside the United States. Imported goods produced in a manner detrimental to the environment and/or to workers may cause social and environmental harm capable of regional or global impact. "Fair trade" represents an innovative, market-based strategy that ensures that strict economic, social, and environmental criteria are met during commodity and craft production. Fair trade's principles include guarantees of a minimum floor price, safe working conditions, sustainable soil and water use practices and funds for community development, as well as prohibitions on child labor, forced labor, and many harmful pesticides and fertilizers. Purchasing certified fair trade goods furthers [the entity]'s commitment to environmental and social sustainability. Additionally, certified fair trade goods are often produced under conditions that make it easier for other environmental standards such as organic production and rainforest protection to be met.

Scope:

Coffee, tea, sugar and cocoa shall be procured fair trade certified when purchased by [the entity] for food service, facilities, cafes or eateries, prepared meals, offices, events, shops or other venues.

In addition, the following certified fair trade goods shall be **preferred when available** by purchasers, either replacing or being offered alongside conventionally-traded food items: bananas, chocolate bars, rice, quinoa, and honey.

Implementation:

Certified fair trade goods shall not replace comparable goods that are locally grown or produced. However, certified fair trade goods bearing an organic or bird-friendly label shall replace these varieties without a fair trade label. Additionally, certified fair trade goods, which adhere to both social and environmental standards, shall be given preference over goods bearing only other sustainable agriculture labels (e.g. rainforest-friendly).

A Fair Trade Procurement Supplement for a Sweatfree Policy:

Findings:

Many agricultural goods purchased by [the entity] have global supply chains, and agricultural workers face violations of wage and safety standards, workplace discrimination, child or forced labor, and impeded freedom of association. "Fair trade" represents an innovative, market-based strategy that ensures that strict economic, social, and environmental criteria are met in commodity and craft production. Purchasing fair trade furthers [the entity]'s commitment to fair treatment of workers, environmental sustainability, and the integrity of the procurement process.

Scope:

Coffee, tea, sugar and cocoa shall be procured fair trade certified when purchased by [the entity] for food service, facilities, cafes or eateries, prepared meals, offices, events, shops or other venues.

In addition, the following certified fair trade goods shall be **preferred when available** by purchasers, either replacing or being offered alongside conventionally-traded items: bananas, chocolate bars, rice, quinoa, honey, artisanal products and crafts.

Supplemental policies: Definitions and Implementation

Definitions

D.1 “Certified fair trade” designates any product that maintains a fair trade certification from, and adheres to the standards of, Fair Trade USA, Institute for Market Ecology’s Fair For Life, or Fairtrade International. In the case of artisan and craft goods, fair trade goods are those made by members of the Fair Trade Federation (FTF). The inclusion of additional certifying organizations shall be considered and proposed by [the entity]’s Fair Trade Advisory Committee/Sustainability Team/Sweatfree Procurement Advisory Group.

D.2 “Covered Goods” means goods available with a fair trade certification that are required to be purchased certified fair trade under this policy. These goods include coffee, tea, sugar, and cocoa. Purchase of fair trade certified bananas, honey, and other products are also encouraged by this policy.

D.3 a. “Coffee” includes caffeinated, decaffeinated coffees and espresso, purchased packaged or brewed to serve hot or iced, excluding coffee drinks sold in vending machines or bottled.

b. **“Tea”** includes caffeinated and decaffeinated tea, loose leaf, in tea bags or brewed hot or iced, excluding tea sold in vending machines and prepackaged bottled teas.

c. **“Sugar”** includes granular, raw cane, brown sugar or powdered sugar, sold, provided or served in bulk or in individual packets.

d. **“Cocoa”** includes hot or cold beverage chocolate or cocoa in packets. Purchase of Fair Trade certified chocolate bars and candies may be considered, but is not required.

Scope and Implementation

S.1 Covered Goods shall be purchased in fair trade varieties through the use of:

- (1) Commodity contracts and service agreements where food or other covered products are supplied, and/or
- (2) City purchase cards (P-cards).

This policy will be included in any relevant bid solicitation. In the case of existing contracts with food commodity or service providers, this policy will be implemented in full upon contract extension or renewal. Purchasing agents shall work with existing contractors to adopt compliance if contracts containing covered products exceed one year.

S.2 In the case of a certified fair trade product’s unavailability, a compliance waiver may be granted for that product by [an official with procurement oversight], following consultation and written input from the Fair Trade Advisory Committee/Sustainability Team/Sweatfree Procurement Advisory Group. “Unavailable” certified fair trade products are defined as those that are not on the market, fail to perform adequately, or would require a cost increase greater than 15%.