

Guidelines and Procedures:

Fair Trade Vancouver believes in the ethical and responsible procurement of goods and services whether they be from Domestic or International suppliers and producers. As an advocacy organization that is promoting Fair Trade along with the ethics of responsible trade and behavior, we believe it is necessary to ensure that all members and partners adhere to ethically as well as environmentally responsible behavior. As such Fair Trade Vancouver as an organization shall plan and execute all activities, both internally as well as externally with such concerns in mind.

Fair Trade Vancouver's actions will be mandated to:

- Ensure all products are procured via Fair Trade, or ethically sourced sources (third party certification is required).
- Ensure all behaviors and actions are carbon neutral or possess a minimal carbon footprint in order to address global climate change and reduce our impact upon the environment.
- Ensure that all products procured for organizational use meet FSC requirements, Fair Trade, Locally Sourced and Organic and Zero Waste.
- Ensure that Fair Trade Vancouver is committed to acquiring services—when available—from local businesses, or businesses that are committed to these guidelines.
- Ensure that Fair Trade Vancouver is committed to growing the social economy of Metro Vancouver and Canada by engaging with organizations, and non-profits that are committed to international development and reducing poverty.

Purpose:

To ensure that Fair Trade Vancouver's actions, both organizationally, as well as member behavior, respect the ideals that the Fair Trade system seeks to employ.

Those being:

- *Labor Standards* – Ethical Trading initiative and ILO standards
 - Employment is freely chosen
 - Freedom of association and the right to collective bargaining are respected
 - Working conditions are safe and hygienic
 - Child Labor shall not be used
 - Living wages are paid
 - Working hours are not excessive
 - No discrimination is practiced
 - Regular employment is provided

- UN conventions on human rights shall include the International Covenant on Economic, Social and Cultural Rights (ICESCR), International Covenant on Civil and Political Rights (ICCPR), as well as the following conventions that Canada is a signatory to:
 - International Convention on the Elimination of all forms of Racial Discrimination
 - Convention on the Elimination of all Forms of Discrimination against Women
 - Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment
 - Convention on Rights of the Child

- *Environmental and Social Standards:*
 - Fair Trade Vancouver will commit to the reduction of greenhouse gas emissions in its supply chains and will not knowingly purchase goods or services from companies that actively lobby to undermine progressive climate change policy or push for continued expansion of fossil fuel use.
 - Sustainable Paper and Wood Sourcing: FSC certified as minimum requirement for all materials
 - Zero waste: All decisions made reflect Fair Trade Vancouver's zero waste commitment where all materials will be recycled and food materials to be composted.
 - Local and Organic: The first choice for all foodstuffs and clothing and other materials will be locally sourced and certified organic.
 - Supporting Local Businesses: Any services in which Fair Trade Vancouver seeks to partner with shall be based within Metro Vancouver.

List of preferred certifications:

Fair Trade: FLO-CERT, WFTO, IMO.

Organic: BC Organic, Global Organic Textile Standards.

Sustainable Practices: Forestry Stewardship Council (FSC), Marine Stewardship Council (MSC).