

Is your workplace Fairtrade yet?

Start your working day with a cup of Fairtrade coffee and you could be helping coffee farmers in Ethiopia, East Timor or Ecuador build a better future for their families and their communities.

It's easy to **help growers in the developing world work their way out of poverty**, simply by switching to Fairtrade coffee and tea in your workplace. With a growing range of high quality, competitively priced Fairtrade products to choose from, it's not surprising that more and more workplaces are choosing to make a difference.

Offering Fairtrade products in your workplace is an **easy and effective** way to show staff and customers that **your organisation cares about people**.

Why not use Fairtrade products in your vending machines, your cafeteria, your office kitchen and serve Fairtrade coffee and tea in meetings?

Five Simple Steps

1. Find out more

Does your organisation buy coffee beans, instant or ground coffee? Does your workplace provide black tea, green tea or herbal teas? Do you have a coffee machine or a vending machine? Does your workplace prefer to buy its coffee and tea from the supermarket, stationery supplier or does it prefer to order online?

2. Tell your workmates about Fairtrade

Use our free leaflets to raise awareness about Fairtrade amongst your colleagues (email fairtrade@oxfam.org.nz to order). Write a short article about Fairtrade for your work intranet or newsletter.

3. Identify the decision maker

Who is in charge of ordering the coffee and tea for your workplace? It could be your office manager, team administrator or a catering manager. Ask them to buy Fairtrade products for your workplace.

Use our promotional materials and the information on our website to explain why your workplace should switch.

4. Find out where to buy Fairtrade products for your workplace

A range of Fairtrade tea, coffee and drinking chocolate is available from supermarkets, online and through office supply companies. You might find that your existing supplier offers a Fairtrade range.

As the taste, price and quality of Fairtrade products vary, try a few until you find one that meets your needs. You could even organise a Fairtrade tea and coffee tasting session for your workmates.

Visit www.oxfam.org.nz for a list of companies who can supply Fairtrade products for your workplace and contact them to ask about pricing and ordering information.

5. Become a Fair Trade Workplace

Join the growing number of Fair Trade workplaces around the country. Visit www.fairtrade.org.nz to find out more.

Don't forget to let staff know that your workplace has taken the progressive step of switching to Fairtrade.



**Find
out
more**

www.oxfam.org.nz
www.fairtrade.org.nz