



MEETINGS AND EVENTS CATERING POLICY – PUBLIC VERSION

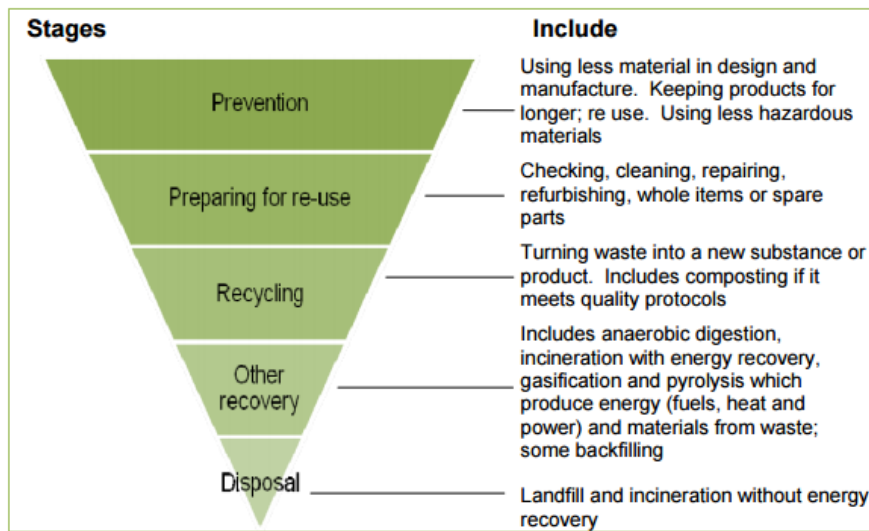
OUR LIVEWELL PRINCIPLES

- All food provided must exceed the WWF Livewell principles wwf.org.uk/livewell.
- All food provided must be meat-free.
- At least half of main dishes must be vegan (i.e. they must not contain or be made using any animal products).
- The remainder must be ovo-lacto vegetarian (i.e. they may contain dairy and eggs).
- If requested, mains may contain seafood provided it meets the requirements under 'responsible sourcing criteria' below. In those instances, no more than one fifth of mains may contain seafood, with the remainder being vegan (at least 50%) and vegetarian. For example, of six sandwiches, one may include seafood, three will be vegan and two will be vegetarian.
- Whole and minimally processed foods are preferred. We will seek to use low fat non-sweetened dairy products, minimum butter, mayonnaise, salt and sugar and choose whole grains rather than refined grains.

MINIMISING WASTE

- The waste hierarchy must be followed to ensure that our behaviour is consistent with our mission to reduce wasteful consumption and pollution. This also applies to food and drink purchased.
- We provide only the amount of food necessary for the number of attendees at an event or meeting.
- Reduce packaging where possible and seek packaging that is recycled and recyclable.
- Work with caterers to ensure that we do not over order or use garnishes (which are often wasted).
- Work with suppliers to ensure that alternatives to single-use plastic can be found which meet our restrictions.
- Plans should be made for any leftover food, either by giving it away to staff on-site, or agreeing with caterers, event staff or a local service or charity, to give food away afterwards.
- Food must never be sent to landfill and must always be reduced, reused, or processed via a designated food bin.

The Waste Hierarchy:



Source: www.gov.uk

RESPONSIBLE SOURCING CRITERIA

FOOD

CATEGORY	REQUIREMENTS	DETAILS
Biscuits	<ul style="list-style-type: none"> • should be Fairtrade and/or Soil Association Organic where possible. • If buying own-brand supermarket biscuits, check the palm oil scorecard beforehand to see whether that supermarket is sourcing palm oil sustainably. 	
Chocolate	<ul style="list-style-type: none"> • must be Fairtrade and/or Soil Association Organic certified. • Alternatively other Organic certifications are accepted, and Rainforest Alliance accepted when Fairtrade/Organic is not available. 	Chocolate is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure chocolate is ethically and responsibly sourced (and certified).
Eggs (including those used or contained within recipes or ingredients)	<ul style="list-style-type: none"> • <u>must be</u> free range • and preferably Soil Association Organic and/or RSPCA Assured 	
Fish and seafood	<ul style="list-style-type: none"> • Opt for low footprint species like mussels, sardines, mackerel and plant-based seafood like seaweed. • Caught seafood must be at least Marine Stewardship Council (MSC) certified • Farmed seafood should be at least Aquaculture Stewardship Council (ASC) certified where possible. • Seaweed does not need to be ASC certified but checks should be done to ensure the farm is acting sustainably. 	<p>MSC: the blue MSC logo on fish and shellfish means that the products can be traced back to the fishery, and the fisheries are environmentally better managed. See www.msc.org/ to find certified suppliers.</p> <p>ASC: the turquoise ASC logo on farmed fish and shellfish means that the products have been responsibly farmed. See http://www.asc-aqua.org/ for more information.</p>
Fruit and vegetables	<ul style="list-style-type: none"> • should be seasonal where it's produced and certified Organic whenever possible. • Bananas must be Fairtrade and/or Organic. • Where applicable, other fruit and vegetables should also be Rainforest Alliance and/or Fairtrade certified. • Look for GM free produce. 	

<p>General food rules</p>	<ul style="list-style-type: none"> • Food should be as healthy as possible; use low fat unsweetened dairy products, minimum butter, mayonnaise, salt and sugar and whole grains rather than refined grains whenever possible. If using the traffic light labels, opt for most green and amber labelled food. Guidelines for nutritional information and traffic light labels found here. • The purchase of ingredients should support local producers/suppliers as much as possible, whilst meeting our other requirements. • Products containing endangered flora or fauna species (according to CITES) are not acceptable. • Look for GM-free food and produce. 	
<p>Honey</p>	<ul style="list-style-type: none"> • Should be Soil Association Organic or Fairtrade • Should be as local as possible • If sourced from a small-scale farmer where Fairtrade or Organic certification isn't available, ensure that it is sourced from a supplier that uses organic gardening methods (no pesticides), and promotes and protects biodiversity and bee welfare. 	
<p>Palm oil (food containing)</p>	<ul style="list-style-type: none"> • must be RSPO (Roundtable on Sustainable Palm Oil), with a strong preference for segregated or identity preserved material. 	<p>The UK consumes an average of 1.1 million tonnes of palm oil a year – requiring 1.16 million hectares of land. Nearly 2/3s palm oil imported into the UK is from Indonesia and Malaysia - where producing palm oil has a high risk of causing deforestation and negative social impacts including forced labour and corruption. WWF was a founding member of the RSPO, to ensure sustainable sourcing and production of palm oil globally.</p>

Dairy alternatives (e.g. cheese, yogurts)	<ul style="list-style-type: none"> should be unsweetened and at minimum fortified with calcium and B12. If possible, opt for products fortified with iodine and vitamin D as well. 	
Meat alternatives	<ul style="list-style-type: none"> should contain a source of protein such as beans, pulses, mycoprotein, or eggs, as one or more of the ingredients and should follow recommendations in fat, saturated fat and salt outlined by SafeFood. 	
Soy (food containing) This includes direct use of soy e.g. soy oil, plant-based meat alternatives, and where possible indirect use of soy such as that used in animal feed for fish, dairy and egg products i.e. soybean meal	<ul style="list-style-type: none"> must be RTRS or ProTerra certified if not available then other certification schemes for soy such as those specified under the FEFAC soy sourcing guidelines should be sought) 	In 2019, only 27% of the soy consumed in the UK was certified as deforestation and conversion-free. The average European consumer 'eats' around 60kg of soy each year - mostly indirectly through the animal products they eat, for example chicken, pork, salmon, cheese, milk and eggs. WWF was a founding member of RTRS to ensure sustainable sourcing and production of soy globally.
Sugar	<ul style="list-style-type: none"> must be Fairtrade and/or Soil Association Organic 	Sugar is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure it is ethically and responsibly sourced (and certified).

DRINKS

CATEGORY	REQUIREMENTS	DETAILS
Beer and cider	<ul style="list-style-type: none"> must be either produced in the UK, Soil Association Organic and/or Fairtrade. Must be vegetarian Cans are preferred over glass bottles. Plastic bottles must be avoided. If catering for a large event a returnable or recyclable metal keg is preferable – please contact local suppliers 	

	who could supply and reuse the keg.	
Dairy milks	<ul style="list-style-type: none"> • Must be organic and as local as possible 	
Milk alternatives	<ul style="list-style-type: none"> • should be either oat or soya. • Alternative milk must be Soil Association Organic, and soya milk must be RTRS or ProTerra certified. • should be unsweetened and at minimum fortified with calcium and B12. • If possible, opt for products fortified with iodine and vitamin D as well. 	Oat or soya are the preferred milks as they have the lowest overall environmental impact (emissions, water and land management).
Soft drinks	<ul style="list-style-type: none"> • should contain no added sugar or minimal sugar • should be provided in as minimal packaging as possible. • If smoothies or fruit juice is provided, serving size should not exceed 150ml. 	
Tea (including herbal) and coffee	<ul style="list-style-type: none"> • must be Fairtrade certified and/or Soil Association Organic. • Rainforest Alliance accepted when these are not available. 	Coffee is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure it is ethically and responsibly sourced (and certified).
Water	<ul style="list-style-type: none"> • must be tap water; we will not accept or serve bottled water. 	
Wine	<ul style="list-style-type: none"> • must be either produced in the UK, Fairtrade and/or Soil Association Organic. • Must be vegetarian. • Bottles should be sealed with real cork stoppers, and these should be FSC certified wherever possible. • If non-cork stoppers are the only option, these should be recyclable screw caps. 	Cork: Cork comes from the bark of the cork oak tree (Quercus Suber) which renews itself after harvesting. Commercial exploitation is environmentally friendly, as no trees are cut down. Cork oak forests in Spain and Portugal provide livelihoods for local farmers and support wildlife including the rare Iberian Lynx.

OTHER/PACKAGING

CATEGORY	REQUIREMENTS
Crockery, cutlery, glasses and packaging.	<ul style="list-style-type: none">• must be reusable whenever possible
Deliveries	<ul style="list-style-type: none">• Orders should be delivered together wherever possible to minimise transportation emissions.
Disposable items	<ul style="list-style-type: none">• If disposable items are unavoidable, the Single-Use Plastics Policy must be followed, which stresses the use of natural alternatives such as FSC-certified wooden items before biodegradable/ compostable items made using natural materials (these must not be made from bioplastics).
Napkins	<ul style="list-style-type: none">• <u>must be</u> 100% recycled and/ or FSC certified (in line with the Paper, Timber and Print Products Purchasing Policy).
Packaging	<ul style="list-style-type: none">• Packaging should be minimised as much as practically possible
Single-use plastics	<ul style="list-style-type: none">• must not be used, such as cling film. Other types of packaging should contain recycled material and/ or be recyclable - preferably both.
Wooden items (such as wooden cutlery)	<ul style="list-style-type: none">• <u>must be</u> 100% recycled and/ or FSC certified (in line with the Paper and Timber Products Purchasing Policy).