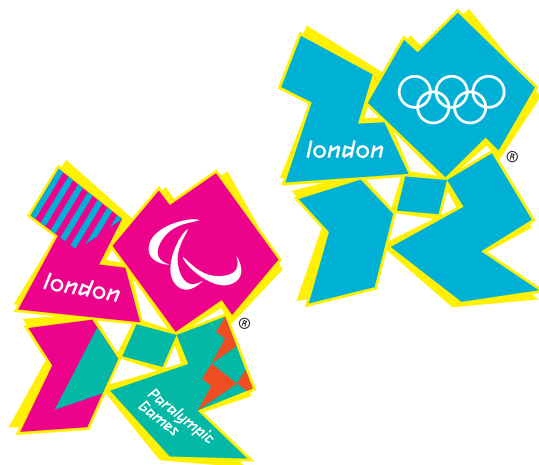


London Organising Committee of the Olympic Games
and Paralympic Games Ltd

LOCOG Diversity and Inclusion Business Charter
First Edition



EVERYONE

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Foreword

Our ambition is to deliver an Olympic Games and Paralympic Games for everyone; diversity and inclusion are central to the success of London 2012. Our vision is to set new standards for best practice in this area, using the power of the Games to inspire lasting change.

The London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) needs great suppliers and partners to help us deliver a great Games. Our Diversity and Inclusion Business Charter ('the Charter') sets out our three specific business objectives for diversity and inclusion:

- To make our own business opportunities accessible to a diverse range of suppliers.
- To encourage organisations to whom we award business to publicise related opportunities to a diverse range of suppliers.
- To ensure that successful bidders are aware of our aims for diversity and inclusion and that they seek to enhance their own performance in this area.

The Charter outlines the methods we will use as we strive to meet these objectives, and also explains how we will track progress. We also outline our diversity and inclusion procurement values: that we are easy to do business with; transparent in our approach thus encouraging open competition; and active in our promotion of diversity and inclusion.

This is the first edition of the Charter and we welcome feedback to help us improve and develop our performance. Please email feedback to diversity&inclusion@london2012.com. Our full Diversity and Inclusion Strategy can be found at london2012.com/publications.

LOCOG is open for business to everyone. Together we will stage a Games for everyone.

Paul Deighton
Chief Executive, LOCOG

Diversity and inclusion objectives for business

Our first objective is to make our own business opportunities accessible to a diverse range of suppliers.

How will this be achieved?

An online marketplace ('CompeteFor') has been created where all businesses can register and where we will place a wide range of business opportunities. CompeteFor can be accessed via the London 2012 Business Network (www.london2012.com/business).

We will signpost UK bidders to third-party organisations to help bidders develop the skills and capabilities required to bid for work with LOCOG. Where required, as part of the wider London 2012 business engagement plans, we will support efforts to target small and medium-sized enterprises (SMEs) and minority-owned businesses* proactively through our ongoing series of road shows, events and presentations across the UK.

How will we track progress?

In addition to monitoring the number of opportunities placed on the CompeteFor website and the diversity of organisations registered there, we will capture information that enables us to measure the number of business opportunities awarded to SMEs and minority-owned businesses.

* SMEs are defined as organisations employing fewer than 250 people. Minority-owned businesses are defined as businesses where the ownership is 51 per cent or more target group-owned, where target groups are defined by ethnicity, gender and gender identity, belief, disability, sexual orientation and age.

Our second objective is to encourage organisations to whom we award business to publicise related opportunities to a diverse range of suppliers.

How will this be achieved?

Our aim is to share the business benefits of the Games across all target groups throughout the UK. In order that benefits are passed down the supply chain, suppliers will be encouraged to use CompeteFor to advertise London 2012-related opportunities arising from business that they undertake for LOCOG.

In addition, we will work with a wide range of organisations to ensure that as many SMEs from as diverse a range of backgrounds as possible are aware of opportunities in the supply chain.

How will we track progress?

We will track the use of CompeteFor by organisations within the first tier of LOCOG's supply chain to advertise their related business opportunities. We aim to highlight a number of case studies provided to us by our suppliers and sponsors, where London 2012-related opportunities have been awarded to minority-owned businesses or SMEs.

Our third objective is to ensure that successful bidders are aware of our aims for diversity and inclusion and that they seek to enhance their own performance in this area.

How will this be achieved?

All key UK-based suppliers and sponsors that have been successful in winning work with LOCOG via a tender process will be asked to use the Diversity Works for London 'Gold Standard Diversity Tool' (or an equivalent benchmarking system depending on sector or location) to measure their diversity and inclusion performance against best practice standards.

We will incorporate diversity requirements into our contracts where appropriate, to encourage best practice among our suppliers.

How will we track progress?

Our diversity and inclusion team will track the suppliers that have registered on a benchmarking system, enabling them to measure improvements in diversity and inclusion performance. We will be able to view the collective performance of some of our key suppliers and sponsors from the time they started working with us through to Games time. This will help demonstrate the positive impact of the Games.

This is a pioneering supplier improvement programme on a UK-wide scale. Our aim is that our key suppliers and sponsors enhance their own diversity and inclusion performance, adding value to their business and helping us deliver our promise of creating Games for everyone.

Procurement values for diversity and inclusion

Here is our promise to any prospective supplier who bids for work with us.

We will:

Be easy to do business with

- Minimise the amount of paperwork that organisations need to complete during the LOCOG tender process.
- Produce a quick and easy-to-understand summary of our Terms and Conditions, available online (or in a suitable alternative format), which avoids the use of jargon.
- Only ask questions once, avoiding the need for bidders to provide the same information at different stages of the procurement process.

Be transparent and encourage open competition

- Publish a schedule of future procurements, as far in advance as possible, so that organisations have time to prepare in advance.
- Clearly state the evaluation criteria to be used for each tender.
- Evaluate supplier responses in a fair and consistent manner to ensure a level playing field for all suppliers who bid for work with us.

Actively promote diversity and inclusion

- Apply our Diversity and Inclusion Business Charter to key suppliers of goods and services, sponsors and any organisations that do business with us.
- Employ the procurement process to assess prospective suppliers in terms of their diversity and inclusion performance and use this as a factor in awarding contracts.
- Make materials available in a suitable alternative format, where reasonably requested.

How your organisation can get involved

The London 2012 Business Network is your one-stop shop to find out how your organisation can get involved in London 2012. It provides access to useful information about doing business with us, details of the business opportunities and listings of future London 2012 events.

The London 2012 Business Network can be found online at london2012.com/business

CompeteFor is a key part of the London 2012 Business Network. It is a free service and is the chosen site of London 2012 for the publication of Games-related business opportunities. It acts as a 'marketplace' for buyers throughout the London 2012 supply chain and potential suppliers. CompeteFor also provides access to business support services: building skills and capacity to ensure that organisations across the UK can access opportunities linked to the hosting of the London 2012 Games.

Organisations should register on CompeteFor to view current London 2012 opportunities and to receive e-mail alerts about new opportunities that are added.

The CompeteFor website can be accessed via the London 2012 Business Network at london2012.com/business

Further information

LOCOG's Diversity and Inclusion Business Charter is aligned with the following documents previously published by London 2012, all of which can be found at london2012.com/publications

[LOCOG Diversity and Inclusion Strategy](#), 'Open'.

[London 2012 Sustainability Policy](#) and [Sustainability Plan](#), which identify 'Inclusion' as a priority theme.

[LOCOG Sustainable Sourcing Code](#), which includes diversity and inclusion within the 'Responsible Sourcing' requirements.

[LOCOG and TUC 'Principles of Cooperation'](#)

The following organisations have been consulted during the development of this Charter:

Advantage West Midlands
British Telecom (BT)
CBI – The Voice of Business
CLM Delivery Partner
Department for Business, Innovation and Skills (BIS)
East of England Development Agency (EEDA)
East Midland Development Agency (EMDA)
Federation of Small Businesses (FSB)
Gay Business Association (GBA)
Government Olympic Executive (GoE)
Greater London Authority (GLA)
Invest Northern Ireland
Job Centre Plus
London Development Agency (LDA)
Minority Supplier Development UK (MSDUK)
Northwest Regional Development Agency (NWDA)
Olympic Delivery Authority (ODA)
onenortheast
Remploy
Scottish Enterprise
South East England Development Agency (SEEDA)
Southwest RDA
UK Resource Centre for Women (UKRC)
Welsh Government
Yorkshire Forward