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Olympic Delivery Authority (ODA) Equality and Inclusion PQQ Bidder Response Guide



MAYOR OF LONDON

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ODA Procurement Pre-Qualifying Questions (PQQ)

Equality and inclusion is an important part of procurement

Equality and inclusion is one of the ODA's core procurement values. These are fundamental to the ODA achieving the objectives set out in its Corporate Plan. There is a need to ensure that the ODA is transparent in the awarding of contracts for the Games and afterwards.

Equality and inclusion is one of the six priority themes that underpin the ODA's work, including the awarding of contracts for the Games.

We intend to leave a lasting legacy for equality and inclusion, ensuring that:

- there are demonstrably fair recruitment processes operating at all levels of the supply chain, which lead to the elimination of discrimination and harassment;
- equality of opportunity is promoted at all levels, leading to more diverse workplaces and the tackling of occupational segregation; and
- there is greater integration across all equality target groups.

Pre-Qualification Questionnaire (PQQ)

The ODA acknowledges that contractors may not have formal policies in place with regard to the wider issues of equality and inclusion. However, there is an expectation that contractors should be able to submit information that identifies measures to ensure fair and decent working practices, and describes how these are promoted through the supply chain.

Contractors will be expected to demonstrate an understanding and awareness of equality and inclusion in three areas:

- equal opportunities;
- supplier diversity; and
- workforce monitoring.

Further information to assist contractors to understand the requirements for each of the three sections is available within the next section on pre-qualifying questions. There are four questions and each question has guidance notes to help you in your response.

Pre-qualifying questions and guidance

General guidance note

The ODA recognises that small businesses may not have dedicated resources to help them implement equality practices, and therefore may not be as familiar with current best practice in this area. By supplying us with information on the size of your company, we will consider your answers based on what we would reasonably expect an organisation of your size to have achieved within equality.

For example, as a minimum, all organisations must demonstrate a commitment and ability to fairly and equally manage its workforce. However, we expect organisations with more than 50 employees to demonstrate this commitment in a written equal opportunity policy, which is communicated to its workforce. See: <http://calibrehr.admwebsites.co.uk/wp/wp-content/uploads/2008/02/factsheet-ice-regulation.pdf>

Section A: Questions for all companies at PQQ stage

G080	ODA Equality and Diversity Strategy Confirm that the applicant has read and understood the ODA's Equality and Diversity Strategy.
Response:	Yes / No
Guidance note: To better understand the equality and inclusion expectations of the ODA we require all potential contractors to have read the ODA's Equality and Diversity Strategy which can be downloaded from the London 2012 website: www.london2012.com/documents/oda-equality-and-diversity/equality-and-diversity-strategy.pdf	

G100	Equality of opportunity: State the number of employees working for the applicant and describe the arrangements that you have to ensure that there is equality of opportunity.
Response:	<p>Please upload a document giving it the filename; 'G100_Equality_of_Opportunity' [Word limit 300 words].</p> <p>In addition and if applicable, upload the following policies with the appropriate filenames:</p> <ul style="list-style-type: none"> • Equal Opportunities Policy: 'G100_Equal_Opportunities_Policy' • Fairness and dignity at work: 'G100_Fairness_at_Work' • Disability in the workplace: 'G100_Reasonable_Adjustment' • Recruitment: 'G100_Recruitment'

Guidance notes:

Your response must include information showing your commitment in the following areas. As a minimum, we expect you to show that you have staff groups or organisations, equal opportunities, dignity at work, disability in the workplace and recruitment practices.

Workplace groups and organisations:

All respondents should include information and details of the management arrangements and support of staff networks, trades union membership or staff involvement in policy and/or organisational development

Equal opportunities

All respondents:

- You have or intend to have practices in place that will help you meet your equality commitments.
- Your organisation's objectives/statement of intent towards equality and inclusion.
- How you will monitor and review these objectives.
- What training employees receive on equality and inclusion and the frequency of this training? For example, how do you ensure long-serving employees are updated on changes in equality legislation?

Respondents with 50 or more employees:

- The policy you upload is up to date and clearly written.
- The policy covers all relevant equality legislation.
- The scope of your policy eg, what equality target groups are covered by your policy?

G100 continued:

G100	Equality of opportunity: State the number of employees working for the applicant and describe the arrangements that you have to ensure that there is equality of opportunity.
Response:	<p>Please upload a document giving it the filename; 'G100_Equality_of_Opportunity' [Word Limit 300 words].</p> <p>In addition and if applicable, upload the following policies with the appropriate filenames:</p> <ul style="list-style-type: none">• Equal Opportunities Policy: 'G100_Equal_Opportunities_Policy'• Fairness and dignity at work: 'G100_Fairness_at_Work'• Disability in the workplace: 'G100_Reasonable_Adjustment'• Recruitment: 'G100_Recruitment'

Fairness and dignity at work:

All respondents:

- Your process for handling complaints about equality issues, for example, how would your employees report discrimination, bullying or harassment?
- How you communicate your commitment that all employees must be treated with respect and free from intimidation.
- How you demonstrate that discrimination, bullying or harassment will not be accepted.

Respondents with 50 or more employees:

- The policy you upload is up to date and clearly written.
- The scope of your policy eg, what equality target groups are covered by your policy?

Disability in the workplace:

All respondents

- Examples, if applicable, of any reasonable adjustments you have made to facilitate disabled employees to continue to work for your organisation or to gain employment with your organisation. For example this may include changing an employee's working patterns; supplying appropriate furniture and/or equipment, or introducing a flexible working policy such as home working.
- What disability equality and disability awareness training you have to ensure your workforce understand disability issues.

Respondents with 50 or more employees:

- That you have a Reasonable Adjustments policy.
- That the policy you upload is up to date and clearly written.
- Your framework for helping your managers and supervisors, if applicable, to assist disabled employees.

G100 continued:

G100	Equality of opportunity: State the number of employees working for the applicant and describe the arrangements that you have to ensure that there is equality of opportunity.
Response:	Please upload a document giving it the filename; 'G100_Equality_of_Opportunity' [Word Limit 300 words]. In addition and if applicable, upload the following policies with the appropriate filenames: <ul style="list-style-type: none">• Equal Opportunities Policy: 'G100_Equal_Opportunities_Policy'• Fairness and dignity at work: 'G100_Fairness_at_Work'• Disability in the workplace: 'G100_Reasonable_Adjustment'• Recruitment: 'G100_Recruitment'

Recruitment:

All respondents:

- How your managers and recruiters are trained in conducting fair recruitment and selection.
- That your job descriptions contain clear and justifiable job criteria that are objective and related to the advertised role.
- Evidence of how your job adverts and job descriptions do not create barriers to employment within your organisation for equality target groups. For example, this may include details in your policy of how you advise staff to ensure that adverts do not contain information which may be discriminatory.

Respondents with 50 or more employees:

- That you have a recruitment and selection policy.
- That the policy you upload is up to date and clearly written.

How your policy contributes to ensuring equal access by all equality target groups

G120	Supplier diversity: State the number of employees working for the applicant and describe the arrangements that you have to ensure that there is equality of opportunity in your supply chain (also known as supplier diversity).
Response:	Please upload a document giving it the filename; 'G120_Supplier_Diversity' [Word Limit 500 words]
<p>Guidance notes:</p> <p>All respondents:</p> <ul style="list-style-type: none"> As a minimum we expect you to show how you have or aim to improve the diversity of the suppliers you use. For example, this may include conducting 'Meet the Buyer' events, using a variety of advertising methods to attract new suppliers and supply markets. <p>Respondents with 50 or more employees:</p> <ul style="list-style-type: none"> How you include supplier diversity monitoring within your tendering process Examples of how you have increased supplier diversity by exploring new supply markets 	

G140	Workforce monitoring: Describe the arrangements that the applicant adopts to monitor the diversity of your workforce.
Response:	Please upload a document giving it the filename; 'G140_Workforce_Monitoring' [Word Limit 300 words] Applicants with 50 or more employees: Please also upload your Monitoring policy and your monitoring form
<p>Guidance note:</p> <p>Companies with fewer than 50 employees may not carry out full workforce monitoring which is expectable in that any monitoring would lead to people being able to be identified and therefore unlikely to feel comfortable with releasing the data. However, there is an expectation that a company would carry out some monitoring even if it's only in the four areas of ethnicity, gender, age and disability.</p> <p>All respondents:</p> <ul style="list-style-type: none"> The scope of your workforce monitoring that you conduct eg, do you monitor across all diversity strands? The HR fields you monitor against, for example, grievances, recruitment, access to training, promotion opportunities, starters and leavers. 	

Statistical data collection – Ownership (not evaluated)

The ODA is committed to ensuring that its procurement processes are fair and non-discriminatory. The questions in the following section are purely for monitoring purposes. The information will not be used in any way to determine the success of companies in pre-qualifying or in tender award. The information will only be used for statistical analysis and will not be used in a way which identifies individual people, companies or organisations.

Section B: PQQ statistical data collection:

ODA commitment	
Black, Asian or other minority ethnic (BAME) businesses [S010] Is your business owned by a majority (51 per cent or more) of individuals who are from BAME groups?	
Businesses owned by women [S012] Is your business owned by a majority (51 per cent or more) of women?	
Businesses owned by disabled people[S015] Is your business owned by a majority (51 per cent or more) of disabled people?	
Response for each question is:	<p>Yes:</p> <ul style="list-style-type: none"> • 51 per cent or more of the business is owned by BAME/Women/disabled people; or • The business is a PLC/charitable trust, or voluntary organisation of which 51 per cent of the company management board or team are BAME/Women/disabled people <p>No:</p> <ul style="list-style-type: none"> • 51 per cent of the business is not owned by BAME/women/disabled people; or • The business is a PLC/charitable trust, or voluntary organisation of which 51 per cent of the company management board or team are BAME/women/disabled people
<p>Guidance note:</p> <p>To answer yes to this question at least 51 per cent of the firm must be directly and unconditionally owned by one or more members of a minority group.</p> <p>Where you are not able to state the 'ownership' because you are a PLC, voluntary organisation, or charitable trust etc, please provide the profile of the management team/board who will have responsibility for managing this contract.</p> <p>For the purposes of this question the term 'minority' covers: black, Asian and minority ethnic individuals; disabled people; and women.</p>	

Statistical data collection – employee monitoring data (not evaluated)

The ODA is committed to ensuring equality of opportunity and has a statutory duty to promote equalities. The information below is purely for monitoring purposes and will only be used for statistical analysis. The information will not be used to determine the success of companies in pre-qualifying or in tender award.

ODA commitment		Response
Females	Percentage of female employees in your organisation?	Number or 'no monitoring'
Males	Percentage of male employees in your organisation?	Number or 'no monitoring'
Disabled	Percentage of employees who classify themselves as disabled?	Number or 'no monitoring'
Not disabled	Percentage of employees who do not classify themselves as disabled?	Number or 'no monitoring'
Ethnicity Asian	Percentage of employees who classify themselves as Asian or Asian British (Indian, Pakistani or other Asian group)?	Number or 'no monitoring'
Ethnicity black	Percentage of employees who classify themselves as Black or Black British (Black Caribbean, Black African or any other black group)?	Number or 'no monitoring'
Ethnicity Chinese	Percentage of employees who classify themselves as Chinese?	Number or 'no monitoring'
Ethnicity mixed	Percentage of employees who classify themselves as mixed ethnic group (White and Black Caribbean, White and Black African, White and Asian, any other mixed background)?	Number or 'no monitoring'
Ethnicity other	Percentage of employees who classify themselves as belonging to any other ethnic group?	Number or 'no monitoring'
Ethnicity white	Percentage of employees who classify themselves as White (White British, White Irish, Other White)?	Number or 'no monitoring'