

(d) Each requirement within the Specification shall be classified using the following criteria:-

Criteria	Weighting
M – Mandatory (If a Tenderer is unable to comply with this requirement their response shall be excluded from consideration).	3
HD – Highly Desirable	2
D – Desirable	1
I - Information	0

D Equality and diversity

West Midlands Police is committed to promoting equality of access and opportunity for all and we will evaluate your company for equality in employment and, where appropriate, service delivery. We have set a number of questions below that we need you to answer to enable us to make a fair and accurate assessment of how, as an employer and service provider, you have dealt with equality issues. Please ensure that you answer every question as failure to provide the information requested may result in your company being rejected.

The questions are based on those specified by the Secretary of State under Section 18(5) of the Local Government Act 1988, modified and extended as permitted by Orders made under Section 19 of the Local Government Act 1999. They have also been developed in accordance with our duties and commitments under the European Procurement Directive 2004/18/EU and the subsequent UK Public Contract Regulations 2015 (as amended), Article 19 of the European Procurement Directive (Reg 7 of the UK Public Contract Regulations), The Public Services (Social Value) Act (2012) and also the requirements for public bodies (the Public sector Equality Duty or PSED) as clearly defined in the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not.

The Act also explains that advancing equality of opportunity involves having due regard to the need to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people, and
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Equality Act 2010 covers the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnerships, race, religion or belief, sex (gender), and sexual orientation. The questions we ask are in relation to:

- your compliance with the statutory obligations under the Equality Act 2010?
- your commitment to non-discrimination and the advancement of equal opportunity in your business processes, (not only in recruitment, but also selection and promotion and in the process of supplying your goods/services or works?)
- whether or not you foster good relations when running your business and providing services?

You are asked to supply evidence to support your answers. Such evidence may be examples of events or activities and/or copies of documents such as your equality and diversity or equal opportunities policy, documents containing instructions to staff, or outlining arrangements for advertisements, recruitment, selection, access to training, and opportunities for promotion, copies of recruitment advertisements,

extracts from staff handbooks, data on staff numbers, results of staff surveys, customer feedback from service users, or other materials.

No.	Classification	Question	Response
D1	I	What is the size of your company?	Please state the total number of: Partners: Employees (including all full time and part-time employees, apprentices, and other trainees):
D2	I	Of the total number of employees detailed in D1, how many are managers?	Managers:
D3	I	Is your company part of a commercial group or a consortium?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which of your employment policies are determined by you, and which ones apply to all firms within the group or consortium?:
D4	M	Are you a National Living Wage employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
D5	I	Are you signed up to the national Disability Confident scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
D6	I	Are you a Stonewall Diversity Champion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
D7	M	Do you comply with the Modern Slavery Act 2015?	Yes <input type="checkbox"/> No <input type="checkbox"/>
D8	M	(a) Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010, which applies in the UK, or equivalent legislation that applies in the countries in which your firm employs staff? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	I	Accordingly, is it your practice <u>not</u> to discriminate directly or indirectly on grounds of age, disability, gender reassignment, maternity or pregnancy, marriage or civil partnership, race, religion or belief, sex or sexual orientation in relation to decisions to recruit, select, remunerate, train, transfer, and promote employees? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		(b) Is it your policy as a service provider to comply with your statutory obligations under the Equality Act 2010, which applies in the UK, or equivalent legislation that applies in the countries in which your firm provides services? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Accordingly, is it your practice <u>not</u> to discriminate directly or indirectly on grounds of age, disability, gender reassignment, maternity or pregnancy, marriage or civil partnership, race, religion or belief, sex or sexual orientation in relation to the design and delivery of services? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	I	(c) Do you:-	

	I I I I I	<ul style="list-style-type: none"> • Observe the Equality and Human Rights Commission's code of practice on employment, which became law on 6 April 2011, or comparable guidance under equivalent legislation in another member state, which gives practical guidance to employers and others on the elimination of discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage people from protected characteristics to apply for jobs or take up training opportunities? Yes <input type="checkbox"/> No <input type="checkbox"/> • Issue instructions on equality to those concerned with recruitment, selection, remuneration, training and promotion? Yes <input type="checkbox"/> No <input type="checkbox"/> • Communicate your policy on equality to employees, recognised trade unions, or other representative groups of employees? Yes <input type="checkbox"/> No <input type="checkbox"/> • Advertise your commitment to equality in recruitment or other literature? Yes <input type="checkbox"/> No <input type="checkbox"/> • Train staff on equality and diversity and understanding bias and discrimination? Including how this can influence the recruitment process? Yes <input type="checkbox"/> No <input type="checkbox"/> • What proportion of your staff have been trained? • Have procedures in place to protect your employees from discrimination (including bullying, harassment and victimisation)? Yes <input type="checkbox"/> No <input type="checkbox"/> • How many bullying, harassment, victimisation cases have you dealt with during the last 12 months? <p><i>Please supply evidence to support your answers to questions D8(a), (b) and (c). This may be copies of documents, such as your equality or equal opportunities policy, documents containing instructions to staff or outlining arrangements for advertisements, recruitment, selection, access to training, opportunities for promotion, copies of recruitment advertisements, extracts from staff handbooks, copies of grievance and disciplinary procedures, or other materials. Evidence attached?:</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
D9	I	In the last three years, has any finding of unlawful discrimination been made against your company by any court or tribunal, or in comparable proceedings in any other jurisdiction? Yes <input type="checkbox"/> No <input type="checkbox"/>
D10	I	In the last three years, has your company been the subject of a formal investigation by the Equality and Human Rights Commission or a comparable body, on the grounds of alleged unlawful discrimination? Yes <input type="checkbox"/> No <input type="checkbox"/>

D11	I	If the answer to question D9 is yes or, in relation to question D10, the Equality and Human Rights Commission or comparable body made a finding adverse to your company, what steps have you taken as a result of that finding?	N/A <input type="checkbox"/> Steps taken (please state):
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D12 Equal Opportunities Monitoring

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics regarding the ethnic origin of West Midlands Police suppliers.

What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality. For West Midlands Police suppliers, we want to know the ethnic origin of the owners of the business as we are committed to ensuring that we procure products and services from a diverse business base.

Guide to the meaning of disability

West Midlands Police's definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in every day life.

I would describe the company ethnic origin as:-

Ethnic Origin	Please tick the relevant item(s) below
Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background. Please specify:	<input type="checkbox"/>
Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background Please specify:	<input type="checkbox"/>
Mixed	
White & Black Caribbean	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>
Any other Mixed background Please specify:	<input type="checkbox"/>
Chinese or other Ethnic Group	
Chinese	<input type="checkbox"/>
Any other background Please specify:	<input type="checkbox"/>
White	
British	<input type="checkbox"/>

Irish	<input type="checkbox"/>
Any other White background Please specify:	<input type="checkbox"/>
Does your organisation have an equality or diversity policy? (Not applicable for organisations with less than 5 employees)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The company employs:</p> <ul style="list-style-type: none"> Total number of staff: Of which or % are Female or % are Male or % are from an ethnic minority group or % are disabled or who have a long-term condition or % are lesbian, gay or bisexual or % are Under 25 years of age or % are over 60 years of age or % are pregnant or on maternity leave <p>Do you collect diversity data about your customers or service users? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	