

## Equality policies and procurement

Local Government has a responsibility to ensure that any contractor supplying goods and services on the organisation's behalf will have the same standards regarding Equality Policy. This questionnaire provides the basis for deciding what support is needed, if any to meet those needs.

Q1. Name of Business

Q2. Business address

Q3. Contact name

Q4. How many staff do you employ?

Q5. Does your business have an up to date equality policy?

Yes

No

*Please attach a copy of the policy to this questionnaire*

Q6. Does the current equality policy cover

Recruitment, selection, training, promotion, discipline and dismissal

Yes

No

Discrimination and harassment

Yes

No

Named person with responsibility for the policy

Yes

No

Communication to staff

Yes

No

Q7. When prospective applicants apply for vacancies in your firm, do you monitor any of the following details?

Ethnicity  Yes  No

Gender  Yes  No

Sexuality  Yes  No

Marital status  Yes  No

Age  Yes  No

Religion/belief  Yes  No

Disability  Yes  No

Criminal convictions  Yes  No

Q8. Does your business provide written instructions to managers and supervisors on general equal opportunities in employment?

Yes

No

Q9. Does your firm monitor any of the following:

The number of job applicants for employment from different ethnic groups  Yes  No

The number of employees from different ethnic groups, by grade and section  Yes  No

Q10. In the last three years, has any finding of unlawful racial discrimination been made against your firm by any court or employment tribunal?

Yes

No