

Appendix 2 – Health and Safety and Equality evaluation questions

1.0 Equality evaluation questions

1.1 Is it your policy as an employer to meet with your statutory obligations under the Equality Act 2010 (which applies in Great Britain) or equivalent legislation in the countries in which your firm employs staff?

1.2 Does your company make sure that it does not discriminate either directly or indirectly because of gender, disability, age, religion/belief, sexuality, colour, race, nationality, ethnic or national origin (or the grounds covered by legislation in the countries in which your firm employs staff) in relation to decisions to recruit, choose, pay, train, transfer and promote employees?

1.3 Has an Employment Tribunal, the Employment Appeal Tribunal, or any court or other tribunal made any finding of unlawful discrimination against your organisation in the last three years or in similar proceedings in any other jurisdiction?

If you answer 'Yes' to 2.3, please summarise here and give full details as an attachment.

1.4 Has your organisation been the subject of a formal investigation by an Equality Commission or a similar body in the last three years because of alleged unlawful discrimination?

If you answer 'Yes' to 2.4, please summarise here and give full details as an attachment.

If you answer 'Yes' to 2.3 or 2.4, what steps have you taken because of that finding? Please summarise here and give full details as an attachment."

1.5 Has your organisation equality proofed / equality impact assessed your human resource / personnel procedures in the past three years. If so, please provide documentary evidence.

1.6 Have you delivered equality and diversity training to staff members who may be directly or indirectly involved in recruiting or selecting staff? If so, please provide documentary evidence

1.7 Do you have a written equal opportunities policy? If 'Yes', please send us a copy and summarise the areas your policy covers below (for example, race, sex, disability, age, religion, sexuality, recruitment, promotion, training, grievance and disciplinary procedures, dismissal, retention, monitoring and so on). If 'No', please explain why in the comments section.

1.8 Do you give everyone an opportunity to apply by advertising vacancies widely, if so please state how in the comments box?

1.9 Do you recruit through word of mouth?

1.10 If you use word of mouth, do you also always advertise publicly, for example, in the jobcentre?

1.11 Please give the details of your recruitment procedures and if they have been diversity proofed

1.12 Do you give all your staff an equal opportunity for promotion, transfer and training?

1.13 Do you offer equal terms of employment, benefits, facilities and services to all your staff?

1.14 Do you respect the particular cultural or religious needs of all staff, if so how?

- 1.15 Do you have procedures in place to protect your employees from unlawful discrimination?
- 1.16 Please give details here or attach examples of how you promote equal opportunities.
- 1.17 Do you know how many staff you have from each ethnic group, gender and disability?
- 1.18 Are the numbers in line with the make-up of the area? If not, please state in the comments section whether you take action to encourage under-represented groups to apply?
- 1.19 When you place recruitment advertisements or produce other literature, do you set out your commitment to equal opportunities? If you answer Yes, please give details in the comments section.
- 1.20 Are the staff who manage, recruit, choose, train and promote staff clear about their responsibility for equal opportunities and have they received training? (If the answer is yes please give details in the comments section)
- 1.21 Do you ask subcontractors to give proof of their equal opportunities policies, and practices, or ask them to follow the Equality Commission codes of practice for employment or equivalent? If 'Yes', please provide details in the comments section of what kind of evidence you ask subcontractors to give you. What do you ask subcontractors to provide as evidence of their answers?

If you answer 'Yes' to 2.21, please summarise here and give full details as an attachment.

2.0 **Health and safety evaluation questions**

2.1 **Pass - Fail**

2.2 It is a condition of this contract that the appointed contractor is registered as compliant Safety Schemes in Procurement (SSIP), does your company hold a qualifying accreditation or equivalent?

2.3 Please attach evidence of your compliant Safety Schemes in Procurement (SSIP) qualifying accreditation or equivalent here.

2.4 Please attach a copy of your companies Health & Safety policy.

2.5 It is a condition of this contract that any person employed by the Contractor to undertake and complete electrical works is competent to do so and registered with NICEIC (or similar approved). Please attach evidence of all persons that would be undertaking electrical works and details of their registration.

2.6 It is a condition of this contract that any person employed by the Contractor to undertake and complete works to piped natural gas is competent to do so and registered with GAS SAFE (or similar approved). Please attach evidence of all persons that would be undertaking piped natural gas works and details of their registration.

2.7 **Quality/Price/Social Value**

2.8 Please provide details of how you will manage H&S in relation to this contract including managing your role and responsibilities under the Construction Design and Management Regulations (CDM).

2.9 Describe the specific ways in which you will monitor your Site Safety Performance on this Contract.

2.10 Please submit a copy of your generic Health & Safety Risk Assessments and Method Statement(s) for this proposed contract.