

The Grimsby Institute has a duty to promote equality through the companies that supply our goods and services.

A positive step that we have taken is to create the following guidance. This is made available to those companies that wish to do business with the Institute.

Equality Guidance for Suppliers.

In support of Grimsby Institute's Single Equality Scheme the Purchasing Department has produced a set of questions below for suppliers and prospective suppliers. The aim is to assist suppliers in their obligations in relation to equality, which in turn will allow the Institute to assess tenders accordingly. Depending on the service we are sourcing we would request suppliers provide answers to the following:

- Non-UK based firms should attempt to answer each of the following questions, submitting where relevant, the appropriate legislation/codes of practice etc. which are applicable within their domestic jurisdiction.
- The contractor shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination whether race, sex, transgender, disability, sexual orientation, religion or belief, age or otherwise or any other statutory modification, or re-enactment thereof relating to discrimination in employment. The contractor shall take all reasonable steps to secure the observance of these provisions by all employees or agents of the contractor and all sub contractors employed in the execution of the contract.
- Do you have an Equal Opportunities/Diversity Policy? If so please provide a copy?
- If you have answered yes to the above, how is this implemented and promoted?
- If you have a policy, is it set out in the following:
 - a. Instructions to managers
 - b. Instructions to staff
 - c. A staff conduct or disciplinary code
 - d. Leaflets or other literature available to the public (where appropriate)
- If you don't have a policy can you demonstrate that you promote equality in providing services?
- In the last three years, has any finding of unlawful discrimination in respect of the Race Relations Act 1976, the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability

Discrimination Act 1995, Gender Reassignment Regulations 1999, Age Discrimination 2006 or any other Religious or Sexual Orientation (Equality Employment Regulations 2003) grounds been made against your company by any court of law or Employment Tribunal (service provision, contract or employment), if so please provide details.

- If you are not currently subject to UK legislation, please supply details of your experience in working under equivalent material legislation, which, in your country, is designed to eliminate discrimination in relation to Race, Sex, Transgender, Disability, Sexual Orientation, Religion or belief and Age and to promote equality and opportunity.

The above questions are not exhaustive; however they are designed to give suppliers an awareness of the expectations of The Grimsby Institute. The Institute will continue to make sure that our procurement policies and practices take account of our legal and moral duties to promote equality. To achieve this we will:

- Place an expectation on our appointed contractors to share and deliver our equalities and diversity goals.
- Make sure that equality is taken into account when procuring goods, works or services from external providers.