

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

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| Describe the role or team responsible for procurement: | Imperial College London has a Purchasing team which is the centralized support for the College and is responsible for large scale purchases including equipment, consumables and services. The team is tasked with achieving value for money. The purchasing pages on the College website lists preferred suppliers which staff are recommended to use. |
| Describe the diversity and inclusion training or guidance they receive: | Procurement activity exists across the College and within the Central Finance procurement team. All members of staff receive information on available Equality, Diversity & Inclusion training and all new employees will complete the online Equality, Diversity & Inclusion course, which includes LGBTQ+ awareness, as part of their probation process. The Finance Training Manager actively promotes development opportunities to the Division and all managers and supervisors are undergoing a management development programme which includes EDI awareness embedded within the programme as well as an Equality awareness masterclass. In addition, the Finance Department has been accredited under the Investors in People standard until 2021 which included analyzing the department's diversity data and development opportunities. The Head of the Equality, Diversity and Inclusion Centre works closely with the Director of Financial Services and Procurement and the Deputy Head of Purchasing is keen to improve how Equality, Diversity & Inclusion issues including LGBTQ+ awareness are represented within the College procurement processes. |

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:

As part of the College's Due Diligence questionnaire, potential suppliers are asked six questions regarding Equality, Diversity & Inclusion within their organisation including for a copy of their relevant policy and whether they comply with relevant legislation. This is scrutinised as part of the tender process and the EDIC team are called on to assist if there are any particular questions that need more specialised input.

The questions are as follows, where "Equalities Legislation" refers to the Equality Act 2010:

Please attach a copy of your company's equal opportunities policy statement.

Enclosed – Yes / No

Is it your policy as an employer and as a service provider to comply with your statutory obligations under the Equalities Legislation, which applies in Great Britain, or equivalent legislation in the countries in which your company employs staff? Yes / No

In the last three years, has any finding of unlawful discrimination been made against your company by an Employment Tribunal, an Employment Appeal Tribunal or any other court or in comparable proceedings in any other jurisdiction? Yes / No - Please summarise the details in an attachment.

If the answer to the above questions is 'YES', and a finding adverse to your organisation has been made, what steps have you taken as a result of that finding? Please summarise the details in an attachment.

Does your organisation comply with section 8 of the Asylum and Immigration Act 1996? <http://www.opsi.gov.uk/acts>
Yes / No

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

B. Monitor and analyse LGBT related feedback on supplier

Describe the options selected below:

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| B. Describe how the organisation monitors and analyses feedback around suppliers from LGBT people: | The College holds monthly contract management meetings with large and regular suppliers; for example, contractors,building services and cleaning teams. These meetings ensure that any feedback on suppliers from LGBTQ+ staff and students, and all staff and students, will be discussed and addressed. However, serious issues would be addressed as soon as they arose. College practice is to hold suppliers working on College projects and sites to the same standards of behaviours as College staff and any feedback of inappropriate behaviour would be investigated and responded to, following College policy. Any serious breaches of College policy or behavioural expectations would result in suppliers or representatives being asked to leave the College project or site. There are currently no specific examples to report that pertain to negative behaviours directed at LGBTQ+ staff. |
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7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

D. Share best practice and policy around LGBT inclusion

Describe the options selected below. Please include specific dates or time periods.

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| D. Describe how you share best practice with suppliers: | Best practice and policy around LGBT inclusion is shared through responding to any questions arising during the procurement process, and through the EDIC team supporting the purchasing departments if any questions arise. The Imperial College website is open access and can provide information for any suppliers and potential suppliers. Suppliers and contractors on site are held to the same standard as Imperial College staff and any issues would be responded as described above. |
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