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| **Appendix 3 – Equal Opportunities Questionnaire****Equality, Diversity and Inclusion**This document has been prepared to raise awareness to the subjects of equality, diversity and inclusion and will not be the determining factor in the selection process. Suppliers, contractors and grant receiving institutions providing services or goods to or on behalf of the British Council must be aware of British Council Equality, Diversity and Inclusion policy (our statement attached at the end of this document). We would like to ensure our suppliers, contractors and grantees are aware of the key equality standards and comply with the local legislation. You are asked to answer the questions to demonstrate your current approach and understanding as an employer and service provider on equality matters.  |
| **Question** | **Description** | **Response** |
| Compliance with equality duties | As an employer and service provider do you meet the requirements of the equality duties in relation to your local equality legislation? |  |
| Equal Opportunities Policy / Statement | British Council considers it necessary that its Suppliers and Contractors take all reasonable steps to eliminate discrimination and promote equality of opportunity by allowing equal access and treatment in employment and service delivery.Do you have an equal opportunities policy or statement as an employer and service provider?  |  |
| Equal Opportunities Policy / Statement | If yes, please attach a copy of your equal opportunities policy.  |  |
| Equal Opportunities Policy / Statement | If no, will you agree on signing our own equality related clause that is included in our contract template? |  |
| Equalities in employment | As an employer, do you treat everyone equally in decisions to recruit or promote employees, no matter what their gender, race, religion, sexual orientation, age, disability and marital status is? |  |
| Court cases | In the last three years, has your company been subject to an investigation for unlawful discrimination?  |  |
| Diversity Monitoring Statistics  | Please provide your organisation's current diversity statistics by using the form on the next page.  |  |

**Suppliers Diversity Monitoring Form**

British Council is committed to the elimination of discrimination, due to a person’s age, disability, gender, marriage, pregnancy or maternity, race, ethnic origin, nationality, colour, religion, belief, sex or sexual orientation.

We want to ensure that our grantees are also committed to our vision on equality. We are committed to understand diversity of our suppliers. **The information you provide will not be used for any other purpose and will be kept confidential.**

**For project team members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Project Personal – name/surname | Total number | Percentage of your project team |
| AGE | 16-25 |  |  |  |
| 26-30 |  |  |  |
| 31-35 |  |  |  |
| 36-40 |  |  |  |
| 41-50 |  |  |  |
| 51-65 |  |  |  |
|  |  |  |  |  |
| GENDER | Male |  |  |  |
| Female |  |  |  |
|  | Other |  |  |  |
|  |  |  |  |  |
| DISABILITY | Disabled  |  |  |  |
|  | Not disabled |  |  |  |
|  |  |  |  |  |

Equality, Diversity and Inclusion

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. Working effectively with diversity is an essential part of the British Council’s work.

Our Equal Opportunity Policy commits us to ensuring that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of age, disability, gender including transgender, HIV/AIDS status, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socio-economic background, spent convictions, trade union activity or membership, work pattern and on the basis of having or not having dependants or any other irrelevant grounds.

We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination recognising such discrimination as a barrier to equality of opportunity, inclusion and human rights.

All staff are required to ensure their behaviour is consistent with this policy. We also require that clients, customers, partners and suppliers are aware of this policy and operate consistently with it.

**The British Council is committed to:**

* understanding, valuing and working with diversity to enable fair and full participation in our work
* ensuring that there is no unjustified discrimination in our recruitment, selection and other processes
* ensuring action that promotes equality of opportunity, including conducting equality screening and impact assessments of policies and functions and progressing diversity action plans
* treating individuals with whom we work fairly and with dignity and respect
* playing our part in removing barriers and redressing imbalances caused by inequality and discrimination

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.