

EDI and Sustainable Procurement Questionnaire

All sections of this questionnaire must be completed to a satisfactory standard for any company to be considered for any quote or to tender for a UK Sport contract. Section A and B focus on the minimum Equality, Diversity and Inclusion standards we expect all our suppliers to meet. Section C focuses on the minimum Sustainability standards that we expect our suppliers to meet.

All contractors with seven more staff will be required to complete this section of the Sustainable Procurement Questionnaire, regardless of the contract requirements. You must provide copies of all policies referred to.

* Required

Organisation Information

1. Organisation name *

2. Your Name and Job Title *

3. Please provide the reference of the tender you are bidding for? *

4. Where did you hear about this tender? *

Section A - Equality, Diversity and Inclusion Questions

5. Do you have written policies in place to ensure that you as an employer and as a service provider comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which you employ staff? *

☐ Yes

☐ No

6. Does your equal opportunities policy cover discrimination against: *

	Yes	No
Race	☐	☐
Gender	☐	☐
Disability	☐	☐
Age	☐	☐
Sexual orientation	☐	☐
Religious belief	☐	☐

7. Does your equal opportunities policy cover discrimination against: *

	Yes	No
Race	☐	☐
Gender	☐	☐
Disability	☐	☐
Age	☐	☐
Sexual orientation	☐	☐
Religious belief	☐	☐

8. Does your written equality policy cover (if so, please provide) *

	Yes	No
Recruitment, selection, training, promotion, discipline, and dismissal?	☐	☐
Victimisation, discrimination, and harassment making it clear that these are disciplinary offences.	☐	☐
The identity of a senior person with responsibility for the policy and its effective implementation?	☐	☐

9. Does your written equality policy cover (if so, please provide) *

	Yes	No
Recruitment, selection, training, promotion, discipline, and dismissal?	☐	☐
Victimisation, discrimination, and harassment making it clear that these are disciplinary offences.	☐	☐
The identity of a senior person with responsibility for the policy and its effective implementation?	☐	☐

10. Does your written equality policy cover (if so, please provide) *

Yes

No

Recruitment,
selection,
training,
promotion,
discipline, and
dismissal?

☐☐

Victimisation,
discrimination,
and harassment
making it clear
that these are
disciplinary
offences.

☐☐

The identity of a
senior person
with
responsibility for
the policy and its
effective
implementation?

☐☐

11. Does your written equality policy cover (if so, please provide) *

Yes

No

Recruitment,
selection,
training,
promotion,
discipline, and
dismissal?

☐☐

Victimisation,
discrimination,
and harassment
making it clear
that these are
disciplinary
offences.

☐☐

The identity of a
senior person
with
responsibility for
the policy and its
effective
implementation?

☐☐

12. Does your written equality policy cover (if so, please provide) *

	Yes	No
Recruitment, selection, training, promotion, discipline, and dismissal?	☐	☐
Victimisation, discrimination, and harassment making it clear that these are disciplinary offences.	☐	☐
The identity of a senior person with responsibility for the policy and its effective implementation?	☐	☐

13. Is your policy on equality set out: *

	Yes	No
In documents available and communicated to employees, managers, recognised trade unions or other representative groups?	☐	☐
In recruitment advertisements or other literature?	☐	☐
In materials promoting your services?	☐	☐

14. If you answered NO to any part of questions 3 and 4, please provide evidence to show how you promote equality in employment and service delivery.

15. If your business is at least 51% owned, controlled, and actively managed by any of the following: *

	Yes	No
Ethnically Diverse	☐	☐
LGBTQ+	☐	☐
Women	☐	☐
People with a disability	☐	☐
Other	☐	☐

16. In the last three years, has any contract with you or your employer been terminated on the grounds of your failure to comply with: *

	Yes	No
Legislation prohibiting discrimination	☐	☐
Contract conditions relating to equality	☐	☐

17. In the last three years, have you or your employer been the subject of formal investigations by the Equality and Human Rights Commission, (or its predecessors the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission) or a comparable body, on grounds of alleged unlawful discrimination? *

☐ Yes

☐ No

18. If the above formal investigation was proven, what steps did you take in consequence of that finding? *

Section B - Additional Equality, Diversity and Inclusion Questions

19. Are members of your staff with managerial responsibilities required to receive equality training? *

☐ Yes

☐ No

20. If you have answered YES to question 8, please provide a list of such training *

21. Do you have procedures in place to protect members of staff from unlawful discrimination by other members of staff or by members of the public? *

☐ Yes

☐ No

22. If you have answered YES, please list the procedures below *

23. Will your organisation be sub-contracting for this service? *

☐ Yes

☐ No

24. Do you require sub-contractors to demonstrate evidence of their equality policies and practices? *

☐ Yes

☐ No

25. If you have answered YES, please provide details of what kind of evidence sub-contractors are required to submit *

26. If you have any other information regarding your policies on equality and practices that you wish to be considered, including information on the work you have completed in previous or existing contracts, and references, which covers equality please detail below *

Section C - Environmental Sustainability Questions

27. Does your organisation have a public sustainability policy and/or strategy? *

☐ Yes

☐ No

28. If you have answered YES, please provide details, including organisational scope (i.e., the extent they would apply to goods and services supplied). *

29. Has your organisation undertaken a review of its environmental and social issues and impacts and set appropriate performance objectives and targets? *

☐ Yes

☐ No

30. If you have answered YES, please provide details of key objectives and targets in this area and related achievements. *

31. Does your organisation report on Scope 1,2,3 emissions?

A) What methodology do you use to calculate your carbon emissions and is this data verified by a third party?

B) Do you have emissions reduction targets? (Please provide details e.g., are they Science Based)

C) Do you have any product/service specific carbon quantifications? *

☐ Yes

☐ No

32. If you have answered YES, please provide details. *

33. Does your organisation have formal certified systems in place to manage environmental and social issues e.g., ISO 14001: Environmental Management; ISO 20121: Sustainable Events, or does it have business specific or informal systems in place? *

☐ Yes

☐ No

34. If you have answered YES, please provide details. *

35. Does your organisation formally report externally on progress towards meeting your sustainability objectives and targets? *

☐ Yes

☐ No

36. If you have answered YES, please indicate how and to whom, and provide examples (e.g., your latest Sustainability Report). *

37. Is training provided to employees in relation to sustainability? *

☐ Yes

☐ No

38. If you have answered YES, please provide details of the training. *

39. Has your organisation been successfully prosecuted for infringement of environmental or social legislation and/or received adverse media or stakeholder notoriety in the past five years? *

☐ Yes

☐ No

40. If you have answered YES, please outline the measures your company took to rectify the situation and measures taken to minimise the chances of reoccurrence. *

41. Has your organisation been successfully prosecuted for infringement of environmental or social legislation and/or received adverse media or stakeholder notoriety in the past five years? *

☐ Yes

☐ No

42. If you have answered YES, please outline the measures your company took to rectify the situation and measures taken to minimise the chances of reoccurrence. *

43. Does your organisation have an Ethical Sourcing Policy or Supplier Code of Conduct? *

☐ Yes

☐ No

44. If you have answered YES, please state what it covers – e.g., human rights, labour standards, environmental management, animal welfare etc, and how do you assess effectiveness? *

45. Declaration: I certify that the information submitted within this statement is correct. I understand that the information will be used to assess my organisation's suitability to become a prospective supplier to UK Sport and that information will be held in accordance with the Data Protection Act 2018. *

☐ Yes

☐ No

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