

MODULE GUIDANCE:
CORPORATE SOCIAL RESPONSIBILITY: EQUALITY & DIVERSITY

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The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more client buyers. The Equality & Diversity module forms part of a wider set of Corporate Social Responsibility (CSR) modules which you need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme certification.

This guidance explains the topics covered in the Equality & Diversity assessment, the requirements and standards to which we assess in line with the client requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All companies who work for certain client buyers are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Module status: Awaiting completion

Equality & Diversity

Submit this Module ↗

Save responses 🔒

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Question 1

Please confirm whether the company meets the requirements of the positive equality duties in relation to the Equalities Act 2010, and upload suitable evidence to show this is in place.

Suitable evidence can include policies, relevant instructions, guidance you have provided to employees, a written statement/evidence of relevant actions.

This is a mandatory requirement for this module, so if you don't already have a Policy you can download a template Equality, Diversity & Inclusion Policy to then amend accordingly and tailor to your company's arrangements from the 'Resources' tab and upload. The Policy must be hand signed by a Director, and dated within the last 12 months.

Equality duties deal with eight areas, known as 'protected characteristics':

- Gender
- Pregnancy and maternity
- Disability
- Race
- Sexual orientation
- Gender reassignment
- Age
- Religion or belief.

The aim of the legislation is to eliminate unlawful discrimination and promote equal opportunities.

Guidance on the Equality Act 2010 is available from the Government website <https://www.gov.uk/guidance/equality-act-2010-guidance> and ACAS <https://www.acas.org.uk/improving-equality-diversity-and-inclusion/making-your-workplace-inclusive>

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Question 2

Please confirm if it is your Company policy to comply with anti-discrimination legislation and to treat people fairly and equally.

This is a legal requirement, so a positive response is mandatory.

Question 3

Please confirm if, in the last 3 years, a finding of unlawful discrimination has been made against your organisation by a court, industrial/employment tribunal or equivalent body. 'Unlawful discrimination' is where a person has been treated differently because of a protected characteristic.

If yes, please provide details and the steps taken as a result to rectify and prevent a recurrence.

Question 4

Please confirm if, in the last 3 years, your organisation has been subject to a compliance action by the Equality and Human Rights Commission, or an equivalent body, on grounds of alleged unlawful discrimination.

If yes, please provide details and the steps taken as a result to rectify and prevent a recurrence.

Question 5

Please confirm if, in the last 3 years, your organisation has been found in breach of section 15 of the Immigration, Asylum and Nationality Act. This relates to a penalty for employing persons who do not have the legal right to work in the UK, see <https://www.legislation.gov.uk/ukpga/2006/13/section/15>

If yes, please provide details and the steps taken as a result to rectify and prevent a recurrence.

Question 6

Please confirm if, in the last 3 years, your organisation has been found in breach of section 21 of the Immigration, Asylum and Nationality Act. This relates to committing an offence by employing persons knowing they do not have the legal right to work in the UK, see <https://www.legislation.gov.uk/ukpga/2006/13/section/21>

If yes, please provide details and the steps taken as a result to rectify and prevent a recurrence.

Question 7

Please confirm if, in the last 3 years, your organisation has been found to be in breach of the National Minimum Wage Act 1998. This relates to the minimum amount of pay a worker is entitled to per hour, set by the Government, which is based on the worker's age. There is also a specific rate for apprentices. See <https://www.legislation.gov.uk/ukpga/1998/39/contents>

If yes, please provide details and the steps taken as a result to rectify and prevent a recurrence.

Question 8

Please confirm if your organisation operates appropriate arrangements to ensure that equality and diversity is embedded within the organisation. This could include training for managers to identify and avoid unconscious bias, creating Equality and Diversity Policies, acknowledging holidays of all cultures, creating a Recruitment Policy which creates a positive approach to selecting the best person for the job based on merit alone and free from bias, etc.

See <https://www.cipd.org/uk/knowledge/factsheets/diversity-factsheet/>

Provide copies of any relevant policies or written statement/evidence of relevant actions.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Question 9

Please confirm if your company actively promotes good practice in terms of eliminating discrimination in all forms through:

a) Guidance to your employees/suppliers concerned with recruitment, training and promotion

Please provide suitable evidence, such as your company Recruitment Policy, evidence of training for managers involved in the recruitment process explaining how to identify and avoid unconscious bias, etc. Where you provide generic guidance you should supply evidence to show that it has been given/briefed to employees, such as training records.

See:

- https://www.cipd.org/globalassets/media/knowledge/knowledge-hub/guides/2023-pdfs/inclusive-recruitment-employers-guide_tcm18-112787.pdf
- https://www.cipd.org/en/knowledge/guides/inclusive-recruitment-guidance-for-managers/?_gl=1*18atvvl*_ga*NzY3MTgyNTg1LjE3MDI4OTUyNTg.*_ga_D9HN5GYHY*MTcwMjg5NzE2OS4yLjEuMTcwMjg5NzE2MC4wLjA

b) Making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/subcontractors, recognised trade unions or other representative groups of employees

Please provide suitable evidence, such as a copy of your company Equality and Diversity Policy (ensuring it is hand signed by a Director and dated within the last 12 months), your Employment Handbook if it contains this information, records of issue, etc.

c) Appropriate recruitment advertisements or other literature

Please provide suitable evidence, such as a recent job advertisement you have posted which confirms that you are an equal opportunities employer, a written statement/evidence of your actions, etc.

Validity & Renewal:

The expiry date of the Equality & Diversity module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process. If the Equality & Diversity module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes.