

## Background

The Equality Act (2010) protects people from discrimination in the workplace and in wider society. It further places a duty on public sector bodies to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between all groups. All companies are legally required to ensure discrimination is eliminated and there is equality in the workplace in order to promote inclusive working environments.

The University of Manchester is committed to supporting equality, diversity and inclusion and is proud of its record of achievement in this area. You can explore how we support staff, our local communities and other partners here:

 [www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion](http://www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion)

Our success can be gauged from our ranking in the Stonewall Workplace Equality Index:

 [www.stonewall.org.uk/workplace-equality-index](http://www.stonewall.org.uk/workplace-equality-index)

Supporting our suppliers to consider how they might also celebrate diversity is part of our commitment to [Social Responsibility](#).

This guidance document is designed to support our suppliers to think about equality, diversity and inclusion in their own business context.

## Supporting Equality and Diversity Makes Business Sense

Attracting, retaining and encouraging talent from across diverse backgrounds can strengthen a business. In addition to legislative requirements to treat everyone fairly, there are tangible business benefits to having a diverse workforce, including:

- Accessing a greater variety of skills and talents
- Supporting creativity and innovation
- Enabling you to understand the needs of a wider range of customers
- Helping to retain staff in an increasingly diverse and competitive labour market
- Happier and more productive workforce

## Getting Started:

There are several simple things that you can do that will give confidence to your customers that you are addressing this important issue:

1

### Train staff on Equality, Diversity and Social Inclusion

Raise awareness of equality and diversity amongst staff and the value that this brings to your business. Ensure that legislative requirements are understood and be clear about how these are incorporated into your documentation and processes. Consider how to embed this into day-to-day practice and how you can support a culture that is inclusive.

2

### Make someone responsible for this area

You are more likely to make progress, and be able to demonstrate it, if you have someone who is responsible for co-ordinating your approach to Equality and Diversity. This does not have to be a full-time role but a nominated person will allow the right level of focus and demonstrate commitment.

### 3

## Find ways to embed and celebrate diversity and inclusivity

You may choose, or be required, to monitor and report on your progress in this area. If so, you should publicise the steps you have taken in reports and on your website. However, there may also be opportunities to celebrate diversity and this can also help to create a more inclusive workplace. These can take a variety of forms and the University's own diversity events calendar might provide some inspiration of how to approach this:

 [www.staffnet.manchester.ac.uk/equality-and-diversity/the-diversity-calendar](http://www.staffnet.manchester.ac.uk/equality-and-diversity/the-diversity-calendar)

### Resources to Help:

There are a wide variety of online resources to help equality and diversity practice. Our own webpages contain helpful background:

 [www.staffnet.manchester.ac.uk/equality-and-diversity](http://www.staffnet.manchester.ac.uk/equality-and-diversity)

Below are a few links that may also help in getting started.

 [www.equalityhumanrights.com/en](http://www.equalityhumanrights.com/en)

 [www.inclusiveemployers.co.uk/about-us/inclusion-diversity-and-equality](http://www.inclusiveemployers.co.uk/about-us/inclusion-diversity-and-equality)

We support our suppliers and welcome feedback from them; you can find more details on our webpages

 [www.procurement.manchester.ac.uk](http://www.procurement.manchester.ac.uk)

Here are some good practice ideas that suppliers have told us about how they are embracing equality and diversity:

- "Equal Opportunities training is organised by the HR department for those who have immediate contact with interviewees... Those directly concerned with recruitment will also receive training in interviewing skills. Prior to the selection process managers will examine all selection criteria to ensure that they are related to the job requirement and are not unlawfully discriminatory."
- "Inclusion represents the kind of working environment we want. Being inclusive means every employee can participate fully in creating business success. Inclusiveness ensures that every person is valued for his/her distinctive skills, experiences and perspectives. It's about the talent that each individual brings to our company. An inclusive working environment engages peoples, enhances decision making and increases creativity and innovation in support of our vision and brand positioning."
- "Our partners are diverse not only in gender, race, ethnicity, sexual orientation, disability, religion and age, but also in cultural backgrounds, life experiences, thoughts and ideas. Embracing diversity only enhances our work culture, it also drives our business success. It is the inclusion of these diverse experiences and perspectives that create a culture of empowerment, one that fosters innovation, economic growth and new ideas."