

Equality & Diversity Policy/Strategy Plan 2019-2020

Equality and diversity objective	Current Position / Baseline	Action/task	When	Person responsible	Measure of success
1. Evaluate workforce to ensure reflective of the diversity criteria.	Workforce data has been collected for the characteristics of gender and locality. Data on ethnicity and disability not currently available.	Data cleanse to be undertaken on staff data and employee survey to be undertaken to gather ethnicity and disability data (though this is discretionary). All staff information to be kept as per GDPR requirements.	Aug-Oct 2019	HR Manager	Data on all four characteristics to be available at a contract level by Nov 2019

<p>2. Create a workforce that is reflective of the following and covers race, gender, disability, age, faith and sexual orientation</p>	<p>Current data sets of staff characteristics are not enough to target all these areas specifically.</p> <p>Recruitment policy is currently under review.</p> <p>ABM group policies and training are in place to ensure no discrimination takes place.</p>	<p>Data cleanse being undertaken under action point 1.</p> <p>Recruitment policy to be reviewed and issued</p>	<p>Aug-Sep 2019</p>	<p>Senior HR Manager</p>	<p>Be able to demonstrate a diverse workforce</p>
<p>3. Ensure employment is freely chosen for all new staff</p>	<p>Current contracts ensure that no employee is forced, bonded or involuntary to work. Employment contracts do not require deposits and terms allow both parties to terminate employment with reasonable notice. All contracts comply with EU and UK employment law</p>	<p>Currently fully compliant</p>	<p>Ongoing</p>	<p>Senior HR Manager</p>	<p>Zero cases of forced employment</p>

<p>4. Allow freedom of association and the right to collective bargaining are respected</p>	<p>ABM have recognized the RMT union for the purposes of collective bargaining.</p> <p>ABM have put forward collective bargaining proposals by business unit.</p>	<p>Negotiations with the RMT are ongoing.</p>	<p>Ongoing</p>	<p>Senior HR Manager</p>	<p>Seeking an output of positive industrial relations.</p>
<p>5. To create safe and hygienic work conditions</p>	<p>ABM have a full H&S strategy and implementation plan in place including regular audits, H&S committees and culture surveys.</p>	<p>Actions are undertaken as per the H&S action plan</p>	<p>Ongoing</p>	<p>H&S Director</p>	<p>Continuous improvement in H&S culture. Reduction in site incidents with the goal of zero incidents at any time.</p>

<p>6.To work with suppliers and wider supply chain to ensure zero child labour is employed</p>	<p>ABM policies and procurement practice fully vets suppliers against potential use of child labour.</p>	<p>Fully compliant</p>	<p>Ongoing</p>	<p>Senior HR Manager</p>	<p>Zero child labour</p>
<p>7.Implement and ensure living wage is paid both to our own staff and those within our supply chain.</p>	<p>Living wage is paid as a minimum to all staff engaged on the TfL contract including subcontractors</p>	<p>Fully compliant. Continue to ensure that all new starters maintain this pay rate and receive increased relevant to increases in LLW each year</p>	<p>Ongoing</p>	<p>Senior HR Manager</p>	<p>All staff receiving a living wage as a minimum.</p>
<p>8.Create working patterns and contracts which are aligned to ensure working hours are not excessive.</p>	<p>All staff on the TfL contract abide to both the working time directives and Sentinel rules (and undertake training as such).</p>	<p>Ongoing oversight of payroll data to ensure excessive hours are not been worked on a regular basis.</p>	<p>Ongoing</p>	<p>Account Director</p>	<p>No regular excessive hours are not being worked on the contract.</p>

<p>Implement zero tolerance policy to discrimination</p>	<p>Current policy within ABM reflects this.</p>	<p>Fully compliant</p>	<p>Ongoing</p>	<p>Senior HR Manager</p>	<p>Zero incidents of discrimination.</p>
<p>Create job roles and shift patterns to ensure roles deliver regular employment.</p>	<p>All roles have been evaluated to be regular employment where practicable.</p> <p>Agency supply has been reduced from over 50% to 18% with all agency staff having the opportunity to transfer to direct employment</p>	<p>Continue to monitor shifts based on operational needs or where new shifts arise or opportunities for integration of shifts to create regular employment</p> <p>Continue to reduce agency dependency top a target of 95% direct employment.</p>	<p>Ongoing</p> <p>September 2019</p>	<p>Account Director</p>	<p>Regular employment offered at every opportunity.</p> <p>95% minimum direct employment</p>
<p>Roll out new working roles and accepted behaviors which included the prohibition of physical abuse, or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation</p>	<p>ABM policies and practices are fully compliant of these requirements.</p> <p>All management are required to complete Discrimination and Harassment training.</p>	<p>Fully compliant</p> <p>All managers and supervisors to complete training.</p>	<p>Ongoing</p> <p>August 2019</p>	<p>Senior HR Manager</p>	<p>Zero incidents of abuse, harassment or intimidation.</p>

<p>Enhance company procurement policy to include specific policy relating to the positive engagement of diverse suppliers.</p>	<p>The company procurement policy is in place to ensure fair treatment of subcontractors but lacks specific policies relating to diverse supply procurement practices</p>	<p>ABM to review procurement policy with a view to adding in policies that promote a diverse supplier base</p>	<p>Nov 2019</p>	<p>Commercial Manager</p>	<p>A supply chain that supports TfL's E&D targets and outcomes.</p>
<p>Diverse supplier engagement programme</p>	<p>The current subcontractor base was largely in place on the takeover of the contract and were continued in the best interests of operational continuity. As such a full procurement review to the E&D targets has not taken place.</p>	<p>Undertake full supply chain E&D survey</p>	<p>Sep 2019</p>	<p>Commercial Manager</p>	<p>A supply chain that supports TfL's E&D targets and outcomes.</p>