PEOPLE · B1 FAIR WORK · ATTRIBUTE PPL-02

Equal opportunity

Whether people are hired, paid and promoted fairly whatever their gender, origin, age or disability, and who holds the management jobs.

HOW OFTEN	EVIDENCE	ENTERED BY	TYPE
Annually	Policy / HR headcount	The property	Measured (%)

Why it matters

In many hotels most of the staff are women or local people while most managers are not. Fair opportunity is a matter of justice, and it also means the business draws on all the talent it already has.

How to do better

- Write a short statement that jobs and promotion are open to all, and share it with staff.
- Look at who is in management compared with the whole team.
- Advertise openings internally and train people to step up.
- Check that people doing the same job receive the same pay.

How to record it in Canoprise

1. Confirm an equal-opportunity policy is in place.
2. Take headcount by gender, in total and in management, from payroll.
3. Enter the figures once a year with the policy attached.

What you enter

Ref	What to enter	How it is entered
PPL-02.1	**Women / under-represented share of management**	Percentage
PPL-02.2	Equal-opportunity policy	Document
PPL-02.3	Headcount by gender (total)	Count
PPL-02.4	Headcount by gender (management)	Count
PPL-02.5	Payroll by gender (pay-gap)	Cost
PPL-02.6	Promotions in period, by gender	Count

Items marked “calculated for you” need no entry.

How it is scored

Measured. With the default settings it scores 100 at 50% and 0 at 10%, on a straight line between. Your group can set its own target and floor.

COMMON MISTAKE

Reporting the overall staff share and leaving out the management share.

WHAT GOOD LOOKS LIKE

A policy plus headcount figures that show the trend over several years.

IF YOU ARE WORKING TOWARDS A CERTIFICATE

Certification schemes commonly require fair recruitment and equal opportunity. Requirements differ between schemes and change over time, so check the one you are applying to.

Where it counts

Certification

- WTTC Basics 12: Reduce inequalities
- GSTC Hotel v4 B8: Employment inclusion and equality
- Green Key 1.10: Equitable recruitment and development
- EarthCheck 2.4.5: Employment conditions

Reporting frameworks (referenced, not scored)

- GRI 405-1: Diversity of management and staff
- CSRD S1: Own workforce

Part of topic guide B1 Fair work, which covers the whole topic and lists the certification criteria it supports.