

INTRODUCTION

Our commitment to promoting and advancing equality, diversity, and equal opportunities

1. 4 Pump Court ("**Chambers**") is a modern, professional, and progressive set of Chambers. We are committed to creating a working environment in which all individuals can thrive and make best use of their skills, free from discrimination and harassment; and in which all decisions about recruitment, retention, promotion, and allocation of work and opportunities are based on merit. We strive to ensure that equality and diversity is at the forefront of all our operations and are committed to promoting and increasing equality and diversity in all aspects of our work.
2. Chambers is committed to promoting and advancing equality. Members of Chambers, pupils, and employees of Chambers will not discriminate¹ directly or indirectly in relation to any person because of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation (the "**Protected Characteristics**")².
3. Members of Chambers, pupils, and employees will also apply these principles of non-discrimination and equality of opportunity in the way that they treat Chambers' clients, suppliers, and visitors.
4. This Equality and Diversity Policy sets out how Chambers operates under and complies with the recommendations in the Equality and Diversity Code for the Bar. It also sets out Chambers' commitment to equal opportunities.

Meeting our commitment

5. To meet the commitment set out in paragraphs 1 and 2 above, Chambers:
 - 5.1 Takes active, considered, and effective measures to ensure fair and equal recruitment, retention, and treatment of all members, pupils, and staff;
 - 5.2 Establishes and maintains rigorous processes to monitor and ensure fair and unbiased access to and allocation of work;

¹ All references in this Equality and Diversity Document to "discriminate" and "discrimination" are to those terms as defined in the Equality Act 2010.

² As defined in the Equality Act 2010.

- 5.3 Maintains and fosters an inclusive, welcoming, and supportive work environment in which all individuals (including members, pupils, staff, clients, visitors, and the public) are treated with dignity and respect; and
- 5.4 Assists members, pupils, and staff to manage their family responsibilities and to enjoy a rewarding career in Chambers supported by our flexible working patterns for those with family commitments and/or a disability.

Compliance

- 6. This Equality and Diversity Policy complies with the Bar Standards Board Handbook, including Core Duty CD8 (which requires “*You must not discriminate unlawfully against any person*”) and the Equality Rules. It has been produced having regard to the recommendations in the Equality and Diversity Code for the Bar.

APPLICATION AND IMPLEMENTATION

- 7. This Equality and Diversity Policy is published on Chambers’ website.
- 8. A copy of this Equality and Diversity Policy is provided to Members of Chambers, pupils, and employees and is published on Chambers’ internal SharePoint site. All Members of Chambers, pupils, and employees are required to read and comply with the Equality and Diversity Policy and with Chambers’ policies referred to herein.
- 9. All Chambers’ policies referred to in this Equality and Diversity Policy are written policies which are provided to members, pupils, and staff on Chambers’ internal SharePoint site and are available on request. Chambers will comply with the terms of these policies. These policies are reviewed and updated at least every three years, in accordance with Bar Council guidance, to ensure compliance with the most up-to-date and current regulations, guidance, and best practice.
- 10. Chambers shall at all times have an Equality and Diversity Officer (“**EDO**”) who shall have responsibility for assisting the Heads of Chambers in ensuring that reasonable steps are taken to ensure that the Equality and Diversity Policy is effective and that Chambers’ Equality and Diversity Action Plan is being implemented.
- 11. The Heads of Chambers will take reasonable steps to ensure that this Equality and Diversity Policy is effective and that the Equality and Diversity Action Plan is being implemented. To this end, the Heads of Chambers:

- 11.1 have constituted an Equality and Diversity Committee (“**EDC**”) which comprises the EDO, Chambers’ Diversity Data Officer, a Clerk, and at least two junior Members of Chambers. The EDC will meet four times per year to consider equality and diversity issues including but not limited to:
- 11.1.1 monitoring and ensuring the effectiveness of this Equality and Diversity Policy;
 - 11.1.2 progress of Chambers’ Equality and Diversity Action Plan;
 - 11.1.3 the fair and unbiased allocation of unassigned work;
 - 11.1.4 setting and monitoring equality and diversity targets; and
 - 11.1.5 Chambers’ equality and diversity policies;
- and will report back to the Heads of Chambers following these meetings.
- 11.2 will review the minutes of the EDC Meetings and take action as appropriate; and
- 11.3 will review Chambers’ equality and diversity policies not less than every three years and confirm to the EDO that they comply with Chambers’ legal and regulatory requirements.

RECRUITMENT AND SELECTION

General Principles

- 12. All decisions concerning recruitment and selection are based on merit. Chambers actively encourages and welcomes candidates for pupillage, mini-pupillage, tenancy, and staff vacancies from all backgrounds.
- 13. Chambers will not discriminate directly or indirectly in the recruitment and selection of pupils, tenants, or staff on the grounds of the Protected Characteristics, subject to paragraph 14 below. Recruitment and selection processes will use objective and fair criteria.
- 14. Chambers will not discriminate directly or indirectly against any person on grounds of age in relation to any offer of a pupillage or tenancy, save where such discrimination can be shown to be objectively and reasonably justifiable.
- 15. Save in exceptional circumstances, every member of a recruitment and selection panel (whether convened to recruit a pupil, tenant, or employee) will be trained in fair recruitment and selection processes.

16. Applicants will not be asked about health or disability before an offer of a pupillage, tenancy, or job is made save for limited and reasonable exceptions, for example:
 - 16.1 Questions reasonably necessary to establish if an applicant can perform an intrinsic part of the role (subject to any reasonable adjustments);
 - 16.2 Questions to establish whether any reasonable adjustments may be required to allow an applicant to attend an interview or assessment;
 - 16.3 Positive action to recruit disabled persons; and
 - 16.4 Equal opportunities monitoring (which does not form part of the decision-making process).
17. Applicants will not be asked about any of the other Protected Characteristics unless these are relevant questions that may lawfully be taken into account.
18. Chambers is required by law to ensure, and will ensure, that all pupils and employees are and will remain entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective pupils and employees, regardless of nationality, must be able to produce original documents (such as a passport) before pupillage or employment starts, to satisfy current immigration legislation.
19. To ensure that this Equality and Diversity Policy is operating effectively, Chambers monitors applicants' ethnic group, sex, gender identity, disability, and age during the process of recruiting mini-pupils, pupils, and tenants. Provision of this information is voluntary. This information is not seen or considered by those involved in the recruitment decision prior to the offer of any pupillage, tenancy, or job; and it will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The information is removed from applications before shortlisting and selection for interview, and it is maintained in an anonymised format solely for the purpose stated above.

Recruitment and selection of pupils and new tenants

20. Chambers is conscious that the selection of pupils, and the selection of new tenants from amongst our pupils, is the principal determinant of the future composition of Chambers. We attach great importance to ensuring that our selection, assessment, and treatment of pupils and applicants for pupillage or tenancy is fair and meets the objectives of the Equality and Diversity Code for the Bar.
21. Chambers has established and maintains a policy for the recruitment and selection of pupils and new tenants from its pupils, namely the Pupillage and Mini-Pupillage Policy and Strategy. This policy

complies with Chambers' legal obligations and the regulatory requirements set out in rules C110(3)(b), (c) and (d) of the Code of Conduct for Barristers published by the Bar Standards Board ("**the Code of Conduct**"). It provides that Chambers will not discriminate directly or indirectly in relation to any applicant for pupillage or any pupil.

22. All processes to recruit and select pupils and new tenants from the pupils will be carried out in accordance with the Pupillage and Mini-Pupillage Policy and Strategy.
23. Chambers has devised objective selection criteria for the recruitment and selection of pupils and of new tenants from our pupils ("**the Selection Criteria**"), which are published on the pupillage page of Chambers' website, in Chambers' pupillage application form, and on Chambers' internal SharePoint site. All recruitment and selection of pupils, and of new tenants from our pupils, is conducted by applying the Selection Criteria. The Selection Criteria include and reflect the competencies set out in the BSB's Professional Statement ("**the Competencies**") against which pupils are trained and assessed as mandated by the BSB.
24. The overarching criterion when assessing whether to accept an application for tenancy from a pupil is whether the applicant has the potential to become an excellent barrister. This question is assessed against the Selection Criteria.
25. All pupillages and probationary tenancies (formerly known as third six-month pupillages) are advertised in a variety of places, including on a Bar Council designated website (the Pupillage Gateway website). All such advertisements state Chambers' commitment to equal opportunities.
26. Applications to Chambers for twelve-month pupillages are by a standard Application Form which is designed to enable such applications to be assessed and compared by reference to the Selection Criteria. The Application Form expressly states that Chambers will consider any reasonable adjustments which are needed to ensure that a candidate can participate in our selection process fairly. A copy of the Application Form is available on Chambers' website.
27. The process by which applications for mini-pupillage, pupillage, and probationary tenancy are made and assessed, and by which applicants are selected and are (where applicable) shortlisted for interview, is set out in the Pupillage and Mini-Pupillage Policy and Strategy. This complies with the legal and regulatory requirements in the Equality Act 2010, the BSB Handbook, the Bar Qualification Manual, the BSB Authorisation Framework, and the BSB Curriculum and Assessment Strategy for Bar Training.

Training and assessment of pupils

28. The Pupillage and Mini-Pupillage Policy and Strategy also sets out the process by which pupils and probationary tenants are trained and assessed during the twelve-month pupillage or probationary tenancy respectively.
29. Pupillages in Chambers are normally for 12 months (save when Chambers offers a probationary tenancy or a reduced pupillage to a Qualified Foreign Lawyer in accordance with the Pupillage and Mini-Pupillage Policy and Strategy).
30. During each of the first and second three months of pupillage, pupils will undertake an assessed written exercise and an assessed advocacy exercise (four assessments in all). Each advocacy exercise is assessed by a panel of three members of Chambers (none of whom is a pupil supervisor of a current pupil) against the relevant criteria and the corresponding Competencies. Each written exercise is undertaken anonymously by the pupil and marked by a panel of two members of Chambers (neither of whom is a pupil supervisor of a current pupil) against the relevant criteria and the corresponding Competencies. Detailed feedback is given to the pupils after each assessment.
31. Chambers has established and maintains the Work Allocation Policy which sets out how Chambers monitors and ensures the fair and unbiased distribution of work and unassigned opportunities amongst members and pupils in accordance with rC110(3)(i) of the Code of Conduct. This is provided to pupils at the start of pupillage and is published on Chambers' internal SharePoint site.

Recruitment and selection of mini-pupils

32. Chambers is conscious that the primary purpose of mini-pupillage is to allow candidates who are considering applying to Chambers to become more familiar with Chambers and the work that it does. Chambers advertises its mini-pupillage programme in the same adverts placed for pupillage vacancies, including on its website.
33. Chambers has established and maintains a policy for the recruitment and selection of mini-pupils, namely the Pupillage and Mini-Pupillage Policy and Strategy. This policy complies with Chambers' legal obligations and the regulatory requirements set out in rules C110(3)(b), (c) and (d) of the Code of Conduct for Barristers published by the Bar Standards Board ("**the Code of Conduct**"). It provides that Chambers will not discriminate directly or indirectly in relation to any applicant for mini-pupillage.
34. All processes to recruit and select mini-pupils will be carried out in accordance with the Pupillage and Mini-Pupillage Policy and Strategy.

35. Chambers has a standard Application Form for mini-pupillage which is designed to enable candidates to be assessed (and compared) by reference to the Selection Criteria. A copy of the mini-pupillage application form is available on the Chambers website.
36. Mini-pupils are selected by the Mini-Pupillage Co-ordinator. The criteria for selection are that the candidate must be:
 - 36.1 an undergraduate or post-graduate;
 - 36.2 seriously interested in applying to Chambers for pupillage; and
 - 36.3 a realistic candidate for a pupillage as assessed against the Selection Criteria.
37. Mini-pupillages in Chambers are unassessed and are separate from the process for recruiting and selecting pupils.

Recruitment and selection of tenants from established practitioners

38. Chambers has established and maintains a policy for the recruitment and selection of established practitioners and the consideration of applications for tenancy from practising barristers, namely the Lateral Hire Recruitment Policy. It provides that Chambers will not discriminate directly or indirectly in relation to any such applicant.
39. The Lateral Hire Recruitment Policy complies with Chambers' legal obligations and the regulatory requirements set out in rules C110(3)(b), (c) and (d) of the Code of Conduct for Barristers published by the Bar Standards Board ("**the Code of Conduct**").
40. All processes to recruit and select established practitioners will be carried out in accordance with the Lateral Hire Recruitment Policy.
41. The overarching criterion when assessing whether to accept an application for tenancy from an established practitioner is whether the applicant is an excellent barrister or, if they are less than seven years call, whether they have the potential to become an excellent barrister. This question is assessed against the objective criteria set out in the Lateral Hire Recruitment Policy.

Recruitment and selection of staff

42. Recruitment of staff is usually carried out by professional recruitment consultants who provide a shortlist of suitable candidates. Chambers then interviews the candidates shortlisted by the consultants.

43. Chambers instructs the consultants not to discriminate directly or indirectly in the recruitment and selection of staff on the grounds of the Protected Characteristics. Chambers requires the consultants to demonstrate their commitment to ensuring equal opportunities. Chambers does not discriminate directly or indirectly in relation to any applicant for employment.
44. The employer of staff in Chambers is Judgment Limited, Chambers' service company.

Recruitment and selection of associate members

45. Chambers has established and maintains an Associate Member Recruitment Policy which sets out the criteria and procedure for a proposal to form a relationship with Chambers as an Associate Member. It provides that Chambers will not discriminate directly or indirectly in relation to any such proposal or potential Associate Member.

FAIR ACCESS TO WORK

Allocation of work in Chambers

46. Chambers attaches great importance to ensuring that pupils and tenants have fair access to work and are afforded the opportunity to develop their practices in a fair and equal manner.
47. Chambers ensures that all clerks with responsibility for the allocation of work undertake equality and diversity training and are fully briefed on the need to distribute work in a fair and non-discriminatory manner and to monitor the allocation of work that was not assigned by the solicitor or client to a named barrister ("**unassigned work**").
48. Chambers' Head of Business Operations is responsible for overseeing the monitoring of work and meets with the Senior Clerks on a regular basis (usually weekly) for the purpose of ensuring that work is distributed in a manner which is fair, equal, and non-discriminatory.
49. The Work Allocation Policy sets out how Chambers monitors and ensures the fair, equal, and non-discriminatory distribution of work and unassigned opportunities amongst all members and pupils in accordance with rC110(3)(i) of the Code of Conduct. Members of Chambers and clerks are required to comply with the Work Allocation Policy.
50. Chambers records and monitors the origin of new opportunities, which unassigned opportunities are offered and allocated to which member(s) of Chambers, and by whom. This system enables the Head of Business Operations and the EDC to monitor the fair allocation of work at their quarterly meetings (see paragraph 51 below). It also enables assessment of the success (or otherwise) of marketing initiatives and provides information for practice development.

51. The EDC carries out quarterly and annual reviews of members' relative earnings (as a percentage of overall work done compared to their peers) and of the allocation of unassigned work in accordance with the Work Allocation Policy. The members of the EDC who undertake this quarterly monitoring have attended the Bar Council's Advanced Monitoring training and other relevant training. Feedback is provided by the EDC to clerks to enable appropriate and effective practice management support.
52. The EDO also monitors hourly rates (split by gender, on an anonymised basis) annually and raises any issues with the Senior Clerks.

Practice Development

53. Chambers will ensure that regular formal practice development meetings are held between each member of Chambers and their principal clerk (usually, on an annual basis) to enable discussion about the allocation of work and opportunities and the development of the member's practice. The monitoring system referred to in paragraph 50 above will provide useful information which can be discussed at these meetings.

Marketing of barristers and pupils

54. Chambers actively organises marketing and networking activities and takes advantage of marketing and networking activities arranged by other organisations in ways that are, so far as practicable, fair to all pupils and members of Chambers.
55. Chambers actively encourages pupils and members to take part in marketing and networking activities organised by Chambers and others, to publish or contribute to legal articles or books, to present papers at seminars and lectures, and generally to comply with all Continuing Professional Development obligations.

PARENTAL LEAVE

56. References herein to "Parental Leave" refer to leave taken by the main carer of a child following birth or adoption. This could be the mother, father, or adoptive parent of either sex.
57. Chambers has established and maintains a Parental Leave Policy for members of Chambers and a Parental Leave Policy for staff which are tailored to their particular circumstances.
58. The Parental Leave Policy (Members) provides the right to up to 18 months leave of absence from Chambers for the purposes of Parental Leave (subject to the discretion of the Heads of Chambers to grant more favourable rights in appropriate cases). It also provides a mentoring scheme and other support to help members returning from Parental Leave to re-establish their practices successfully.

FLEXIBLE AND PART-TIME WORKING AND CAREER BREAKS

59. Chambers has established and maintains a Flexible and Part-Time Working and Career Breaks Policy which provides that members with family responsibilities and/or a disability have the right to work part-time and/or flexible hours. It also provides that members have the right to take a career break of up to 12 months to enable them to manage their family responsibilities and/or disability.
60. In accordance with clause 19.4 of the Chambers' Constitution, the Heads of Chambers will determine as a matter of discretion whether a member of Chambers may be permitted to work on a flexible or part-time basis or take a career break for reasons other than family responsibilities or a disability. This will be decided on a case-by-case basis, recognising that members of Chambers are self-employed and are entitled to organise their own working lives. Accordingly, the Heads of Chambers will be sympathetic to any application made by a member to work on a flexible or part-time basis or to take a career break; but in exercising their discretion the Heads of Chambers will also bear in mind the need to avoid any such arrangement having an unfairly adverse impact upon other members of Chambers.

MENTORING

61. Chambers operates an internal mentoring scheme for new tenants of under five years call. This scheme provides new tenants with access to advice, guidance, and information from a senior member of Chambers and an allocated clerk mentor to assist the new tenant making the transition from pupillage to tenancy and/or building a successful practice. This scheme is governed by the Mentoring Policy which Chambers has established and maintains.
62. More informally, Chambers also operates and actively encourages an open-door policy whereby pupils and members may freely seek advice, guidance, and support from other members of Chambers.

COMPLAINTS AND GRIEVANCES

63. Chambers has established and maintains a Complaints Procedure which sets out the formal procedure for any person (whether a client, prospective client, solicitor, applicant, or member of the public) to make a formal complaint about any member or employee of Chambers. The Complaints Procedure is publicly available on Chambers' website.
64. Chambers has also established and maintains Grievance Procedures for members, pupils, and staff, each tailored to their particular circumstances. The Grievance Procedures provide comprehensive informal and formal procedures for the fair and effective hearing and resolution of any complaints,

grievances, and disputes which members, pupils, and staff may have including, but not limited to, any complaints of unfair discrimination or harassment and any allegations of breach of this Equality and Diversity Policy (or any of the policies referred to herein).

65. Any allegations or grievances reported under the Grievance Procedures will be treated in confidence so far as possible and appropriate in the circumstances and will be and investigated in accordance with the applicable procedure.
66. If, following the completion of the relevant Grievance Procedure (including any appeal), there is a finding that the grievance is upheld or that there has been a breach of this Equality and Diversity Policy (or any of the policies referred to herein):
 - 66.1 by a member of staff, then a disciplinary hearing will be held in accordance with the Staff Disciplinary Procedure;
 - 66.2 by a pupil, then the Heads of Chambers will take such action as they consider appropriate including, but not limited to, requiring the pupil to issue a letter of apology, requiring the pupil to undertake equality and diversity training, or terminating the pupil's pupillage pursuant to clause 6 of the pupil's terms of pupillage;
 - 66.3 by a member of Chambers, then the Heads of Chambers will take such action as they consider appropriate including, but not limited to, requiring the member of Chambers to issue a letter of apology, requiring the member of Chambers to undertake equality and diversity training, or giving notice of termination of tenancy pursuant to clause 35 (probationary tenancy) or clause 36 (tenancy) of Chambers' constitution; and
 - 66.4 by one or both of the Heads of Chambers, then the senior silks named in the Grievance Procedure will take such action as they consider appropriate including, but not limited to, requiring one or both of the Heads of Chambers to issue a letter of apology, undertake equality and diversity training, or resign.
67. No-one who raises or supports a complaint or grievance in good faith under the Complaints Procedure or any Grievance Procedure will be victimised or suffer any detriment as a result of doing so.
68. However, if it is found that a false allegation has been made or supported under the Complaints Procedure or any Grievance Procedure in bad faith:
 - 68.1 by a member of staff, then a disciplinary hearing will be held in accordance with the Staff Disciplinary Procedure;

- 68.2 by a pupil, then the Heads of Chambers will take such action as they consider appropriate which may include the actions set out in paragraph 66.2 above;
- 68.3 by a member of Chambers, then the Heads of Chambers will take such action as they consider appropriate which may include the actions set out in paragraph 66.3 above;
- 68.4 by one or both of the Heads of Chambers, then the senior silks named in the Grievance Procedure will take such action as they consider appropriate which may include the actions set out in paragraph 66.4 above.

ANTI-HARRASSMENT

- 69. Chambers has established and maintains an Anti-Harassment Policy that identifies unacceptable behaviour which may amount to harassment and provides a procedure for complaints of harassment or bullying to be raised either informally or under Chambers' formal Grievance Procedures referred to in paragraph 64 above.
- 70. All members of Chambers, pupils, and staff are required to read and comply with the Anti-Harassment Policy.

DISABILITY

- 71. In accordance with the Equality Act 2010, Chambers will not and does not discriminate against anyone with a disability³ by:
 - 71.1 refusing to provide (or deliberately not providing) any service which it provides (or is prepared to provide) to members of the public;
 - 71.2 providing a lower standard of service to the disabled person or in the manner in which it provides that service; or
 - 71.3 offering a service on different terms than to other people.
- 72. Chambers monitors the physical features of its premises to ensure that they do not place disabled persons at a substantial disadvantage.

³ As defined in section 6(1)(a) & (b) Equality Act 2010: "a person had a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities".

- 73. Chambers has produced a Disability Statement setting out the steps Chambers takes and has taken to ensure it does not discriminate directly or indirectly in relation to any person or victimise or harass a person because of disability. It provides a brief overview of the Equality Act 2010 and incorporates guidance from the Bar Council under the former Disability Discrimination Act.
- 74. Chambers has established and maintains a Reasonable Adjustments Policy which sets out the way in which Chambers will make reasonable adjustments to remove or reduce substantial disadvantage for disabled people working in or with Chambers or receiving legal services in accordance with the regulatory obligations in rC110.3.m of the Code of Conduct.
- 75. Chambers encourages members of Chambers, pupils, employees, clients, and visitors who have a disability or consider they may have a disability to inform Chambers of this so that appropriate support can be given, and any reasonable adjustments can be made. Chambers will not without justification fail to make reasonable adjustments within the meaning of section 20 of the Equality Act 2010.

EQUALITY MONITORING

- 76. Chambers collects Diversity Data from members, pupils, and staff every three years and publishes an anonymised summary of the Diversity Data on its website in accordance with the requirements in the Code of Conduct and as set out in the Diversity Data Policy which Chambers has established and maintains.
- 77. This Diversity Data collected by Chambers includes data about gender, age, ethnicity, disability, socio-economic background, and caring responsibilities. The Diversity Data is monitored and analysed by the EDC.

GENERAL

- 78. Chambers does not, by this policy, bind itself to the detail of the policies and procedures which it describes. For instance, there may be occasions when the precise details of the systems need to be varied in the light of the prevailing circumstances. However, if Chambers does depart from the detail of the policies set out in this document, it will not do so in a way which is discriminatory.
- 79. This policy is not intended to have contractual effect.
- 80. This policy, and its implementation, will be reviewed at least every three years (and updated as appropriate) to ensure that it complies with the regulatory requirements in the Code of Conduct.