

CHAMBERS OF GLEN HODGETTS

Equality and Diversity Policy

Policy

1. This is the Chambers of Glen Hodgetts' written statement of policy on equality and diversity (the Policy). Glen Hodgetts is a sole practitioner and does not employ any staff. There are no other members of chambers and no pupils. The Chambers of Glen Hodgetts thus currently refers only to Glen Hodgetts as a sole practitioner. Although there is no current intention to either take on additional employees, additional tenants or pupils, this policy will apply if at a date in the future, such an intention arises.

2. The Chambers of Glen Hodgetts is committed to promoting and advancing equality and diversity and to providing a working environment in which everyone is treated equally.

3. The Chambers of Glen Hodgetts and its members will not discriminate against any current or potential employees, members, candidates for membership or in the provision of services by its members, on the basis of:

3.1 age;

3.2 religion or belief;

3.3 disability;

3.4 sex;

3.5 gender reassignment;

3.6 race (including colour, nationality and ethnic or national origins);

3.7 sexual orientation;

3.8 pregnancy, maternity or paternity;

3.9 political belief or affiliation; or

3.10 marital or civil union status.

To whom does this policy apply?

4. This Policy applies to all those within the Chambers of Glen Hodgetts. All members have a duty to act in accordance with this Policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members, whether junior or senior to them. As the Chambers of Glen Hodgetts currently does not have any staff or other members of chambers, this policy will only apply to potential staff of potential chambers' barrister members on their appointment or recruitment.

Scope and purpose

6. The Chambers of Glen Hodgetts' members will not discriminate on any of the grounds listed at paragraph 3 above.

7. This Policy applies to all aspects of work in the Chambers of Glen Hodgetts, including:

7.1 the advertising of jobs and opportunities;

7.2 recruitment;

7.3 opportunities for promotion, training and development;

7.4 benefits, facilities and pay;

7.5 fair access to work to be done by Richmond Chambers' junior barristers and the allocation of unassigned work;

7.6 conduct at Richmond Chambers;

7.7 grievance and disciplinary procedures;

7.8 the termination of employment, including redundancy;

7.9 the termination of Richmond Chambers' junior barrister positions; and

7.10 the provision of services by members. Breach

8. Allegations regarding breaches of this Policy will be treated in confidence and investigated in accordance with the Relevant Procedure. Any member who make such allegations in good faith will not be victimised or treated less favourably as a result.

9. In serious cases, behaviour that breaches this Policy may constitute gross misconduct and, as such, may:

(i) in the case of an employee, result in disciplinary action or summary dismissal; or (ii) in the case of a barrister member of the Chambers of Glen Hodgetts, termination of that member's membership.

10. For the purposes of this Policy "Relevant Procedure" means in the case of complaints concerning Harassment, raising the complaint either: (i) informally, or (ii) formally, with Glen Hodgetts. For any Complaints regarding Glen Hodgetts individually, all complaints should be made directly with the Equality and Diversity Section of the Bar Standards Board at:-

equality@barstandardsboard.org.uk

11. For the purposes of this Policy "Harassment" means any form of unwanted conduct relating to a member's age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital or civil union status, political beliefs, pregnancy, or the exercise of maternity or paternity rights or responsibilities, which has the aim or effect of violating a

person's dignity, or which creates an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Harassment policy

1. This policy covers all those working in chambers, visiting chambers and providing services to chambers.

2. The Chambers of Glen Hodgetts is committed to providing a work environment in which all individuals, clients and the public are treated with dignity and respect.

3. The Chambers of Glen Hodgetts is determined to promote a work environment in which everyone is treated equally and with dignity and can flourish.

4. Harassment in any form will not be tolerated at the Chambers of Glen Hodgetts. Harassment includes any unwanted conduct related to sex, race, disability, gender re-assignment, religion or belief, sexual orientation or age. Such behaviour may take many forms including:

- Conduct which is unwanted by the recipient and perceived as hostile or threatening;
- Conduct which gives rise to a hostile or threatening work environment;
- Conduct which creates an atmosphere in which it is feared that rejection or submission will be used as a basis for decisions which have an impact on the recipient at work such as an allocation of work or tenancy decision.

The following are examples of types of behaviour which may amount to harassment:

- Physical or sexual assault;
- Requests for sexual favours in return for career
- Unnecessary physical contact;
- Exclusion from social networks and activities or other forms of isolation;
- Bullying;
- Compromising suggestions or invitations;
- Suggestive remarks or looks;
- Display of offensive materials, including on a computer screen;
- Tasteless jokes or verbal abuse, including any sent by email;
- Offensive remarks or ridicule;
- Dealing inappropriately or inadequately with complaints of harassment.

5. Harassment is unlawful under the Equality Act 2010.

6. In addition to the above unwanted conduct, it can arise where a person engages in any kind of unwanted sexual behaviour (or gender reassignment or sex related behaviour).
7. Complaints of harassment may be raised informally in the first instance with Glen Hodgetts, who will agree an appropriate response. Formal complaints should be made in writing to Glen Hodgetts.
8. Harassment is misconduct for employees or a breach of the Bar Code of Conduct for barristers. Allegations of harassment will be dealt with under the Chambers of Glen Hodgetts' disciplinary procedure.
9. Chambers is committed to ensuring that no-one who makes an allegation of harassment in good faith should be subjected to any detriment as a result. Any victimisation of a complainant, witness or anyone else involved in the investigation of a complaint will be viewed as a disciplinary matter.
10. A copy of this policy is provided to all those for whom chambers constitutes a working environment, including members of chambers, pupils, squatters, clerks and other employees, temporary workers, those who provide services to chambers such as contract cleaners, accountants and IT consultants, and mini-pupils and work experience students.
11. This policy was adopted on **3rd August 2018** and was reviewed on **3rd August 2020**. It will be next reviewed on **3rd August 2022**.

Parental Leave – Section 10

12. As the Chambers of Glen Hodgetts does not currently employ members of staff, have additional barrister members or any pupils, not has the intention to expand to recruit the same, a parental leave policy is not currently applicable. If such intention arises, a parental leave policy will be agreed with any new member within 14 days of membership to fully reflect the minimum requirements of Section 10 of the model policy stated at page 35 in the Bar Standards Board model policy:

<https://www.barstandardsboard.org.uk/uploads/assets/bea4dc04-7acd-49a8-98a23a4d345f644d/8b833ea5-5d8f-4d67-a1156687cbdcce27/Supporting-Info-Chambers.pdf>

Part-time working

13. As the Chambers of Glen Hodgetts does not currently employ members of staff, have additional barrister members or any pupils, not has the intention to expand to recruit the same, a part time working and flexible working policy is not currently applicable. If such intention arises, a part time working and flexible working policy will be agreed with any new member within 14 days of membership to fully reflect the minimum requirements of Section 10 of the model policy stated at page 35 in the Bar Standards Board model policy:

<https://www.barstandardsboard.org.uk/uploads/assets/bea4dc04-7acd-49a8-98a23a4d345f644d/8b833ea5-5d8f-4d67-a1156687cbdcce27/Supporting-Info-Chambers.pdf>

REASONABLE ADJUSTMENTS POLICY

Aim and remit of policy

14. Aim: this section sets out what chambers wishes to achieve through the development of this policy. The Chambers of Glen Hodgetts is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with chambers or receiving legal services. This policy covers Glen Hodgetts and all future employees of chambers, barristers, clerks, pupils, mini-pupils and visitors to chambers.

Circulation

15. This policy will be circulated to all future members, staff, pupils, clerks and those who are required to read and understand it.

Definition of disability

16. For the purposes of this policy the definition of disability follows that set out in the Equality Act 2010, s.6.

17. A person is therefore disabled if/he 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. "Substantial" means more than minor or trivial and "long term" means 12 months or more".

Types of reasonable adjustment

18. This policy does not provide an exhaustive list of the reasonable adjustments that chambers will make for staff, barristers, pupils or visitors however the following types of adjustment that may be made are listed below:

a. Provision of information in alternative formats

(e.g. Large print, Braille etc)

b. Paid leave for disabled employees of chambers

c. Provision of auxiliary aids e.g. induction loops for deaf and hard of hearing clients, employees or other barrister members

d. Provision of accessible conference room facilities – all conferences will be conducted at the ground floor of chambers. There are two steps up to chambers front door to access the ground floor. Provision of a wheelchair ramp to negotiate these two steps is available on request.

e. Provision of a reader or interpreter for those using sign language e.g. BSL

Further staff, barristers and others in chambers

19. Future staff or barristers with specific requirements should make requests to Glen Hodgetts for reasonable adjustment decisions.

20. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of chambers' Equality and Diversity Officer (Glen Hodgetts) with referral to the Bar Standard's Board equality and diversity panel for guidance, and where it is not possible to make the adjustment requested Glen Hodgetts will discuss viable alternatives with the applicant.

21. The Head of Chambers (Glen Hodgetts) is responsible for considering whether or not disabled staff, barristers or pupils require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individual/s concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

Visitors to Chambers

22. Glen Hodgetts and any future barrister member of chambers is responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting Glen Hodgetts.

Cost of making reasonable adjustments

23. In no circumstances will Glen Hodgetts or any other future member of Chambers or its staff, pass on the cost of a reasonable adjustment to a disabled person.

Monitoring and review

24. This policy is reviewed by chambers' Equality and Diversity Officer (Glen Hodgetts) every two years.
25. The date of the last review was **Monday 3rd August 2020**.

Diversity Data Policy

26. This is the Data Diversity Policy for the Chambers of Glen Hodgetts. This policy is effective as of **3rd August 2018** and as reviewed and amended on 3rd August 2020.
27. The name of the registered data controller for The Chambers of Glen Hodgetts is Glen Hodgetts, registration number on the Data Protection register is **Z4753476**
28. The name of the Diversity Data Officer is Glen Hodgetts.
29. Collection of Diversity Data Members of chambers' work force are given the opportunity to provide their Diversity Data for collection in accordance with the Bar Standards Board's requirements.
30. The Diversity Data Officer is responsible for arranging and supervising the collection of Diversity Data.

Why Diversity Data is collected ?

31. Individuals have the opportunity to provide their Diversity Data in order for the Chambers of Glen Hodgetts to publish an anonymous summary of such data. This provides transparency concerning recruiting and employment activities across chambers and analysis of diversity data encourages a strong, diverse and effective legal profession.
32. Please note: You are not obliged to provide your Diversity Data. You are free to provide all, some or none of your Diversity Data.
33. Diversity Data will be collected on all future employees or barrister members' of chambers through completing an electronic pdf form sent to you by email and returned by you, by email, to Glen Hodgetts at glen.hodgetts@me.com
34. You will be provided with a copy of the pdf form by email together with a copy of the consent form which you must complete if you wish to provide your Diversity Data.

Keeping Diversity Data secure

35. All Diversity Data that is collected from individuals will be kept securely. Glen Hodgetts shall put the following security measures in place to protect Diversity Data: The diversity data files will be stored on a single encrypted GDPR compliant server of the Chambers of Glen Hodgetts. The hard copy files are stored. The server will be backed up to an encrypted time machine back-up. These will be kept and then deleted pursuant to chambers privacy policy and as set out below.

The Chambers of Glen Hodgetts will not share Diversity Data with any third parties, save as set out herein.

36. Should you access or disclose Diversity Data accidentally or intentionally when you are not authorised to do so, you must notify the Diversity Data Officer immediately.

Anonymising Diversity Data

37. The Chambers of Glen Hodgetts is required to anonymise Diversity Data before publishing it in summary form. We will securely anonymise Diversity Data through listing the percentage of numbers of individuals employed by, or members of chambers, in the following categories:-

Publication of the anonymised summary of Diversity Data

38. Where there are fewer than 10 (ten) individuals within each published category who identify through the questionnaire with the same diversity characteristic (for example, 4 (four) individuals with a job role at the same level of seniority identify themselves as disabled), the Chambers of Glen Hodgetts will not publish the anonymous data relating to those individuals unless it has their informed consent to do so.

Destruction of Diversity Data

39. The Chambers of Glen Hodgetts will securely destroy the Diversity Data collected promptly after the Data has been anonymised and in any event within 3 (three) months following the date of collection. Secure destruction means that as far as possible we shall not hold the Diversity Data in any way where it is possible to identify an individual. In practice this means that the pdf or word documents holding the data will be permanently deleted from the encrypted server of the Chambers of Glen Hodgetts together with all copies from the time machine back-ups.

40. Anonymised data will be kept for **12 months** before being destroyed as above.

Questions and Complaints

41. You have a right to withdraw your consent or object to the use of your Diversity Data at any time.

42. Where your data has already been provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer in writing at glen.hodgetts@me.com. He will promptly delete or destroy any Diversity Data which includes your personal data and will confirm to you that this step has been taken within 21 days of receiving notification from you.

43. Where the anonymised data has been published in summary form, the Diversity Data Officer will not extract your personal data from the published summary unless it is likely that continued publication could cause you or someone else substantial damage or distress. In such circumstances, the Diversity Data Officer will consider the reasons you have put forward and shall respond within 21 days from the date you notify him/her of your belief to let you know whether he/she has determined that the continued publication of the data is justified and, if not, to confirm the action taken to extract your data from the published summary and to delete or destroy any copies.

44. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer on glen.hodgetts@me.com

Notification and Consent Form for Diversity Data Provision

45. The Chambers of Glen Hodgetts is required by the Bar Standards Board to give you the opportunity to submit diversity data so that such data may be published in anonymised summary form.

46. You are under no obligation to provide diversity data and if you submit diversity data, you do so voluntarily.

47. Any diversity data that you submit will be processed for the purposes of publishing an anonymous summary on the Chambers of Glen Hodgetts website (<http://www.glenhodgetts.com>) or made available on request to members of the public in electronic or hard copy form.

48. The anonymous summary will categorise each diversity characteristic against job status and role, in a manner which reflects seniority within the Chambers of Glen Hodgetts.

49. If you would like further information about the collection and use of diversity data, please contact our Diversity Data Officer, Glen Hodgetts at glen.hodgetts@me.com

50. You have a right to object to the use of your diversity data at any time, or withdraw your consent to its use, by contacting the Diversity Data Officer at glen.hodgetts@me.com

Example Consent Questions

51.1 I explicitly consent to the processing and publication of my data as set out in this form and (name) diversity data policy.

Yes/ No

51.2 I explicitly consent to the publication of my data in an anonymous form even if there are fewer than 10 individuals identified against one or more of the characteristics. I understand that this may result in identification.

Yes/ No

Chambers of Glen Hodgetts

3rd August 2018

Amended on 3rd August 2020