



## EQUALITY AND DIVERSITY POLICY

### Introduction

1. Selborne Chambers (“Chambers”) is a forward-looking set, firmly committed to promoting and advancing equality so that its working environment is inclusive and free from unlawful discrimination on the grounds of race (including colour, nationality, and ethnic or national origins), sex, pregnancy and maternity, disability, sexual orientation, marriage and civil partnership, religion or belief, age, or gender reassignment.
2. Chambers recognizes that such a commitment is necessary to helping achieve Chambers’ full potential and success as an organisation. Such commitment may require positive steps to be taken to identify and eliminate all possible areas of discrimination, including direct and indirect discrimination, and discrimination arising from a failure to make reasonable adjustments, from disability, or from harassment or victimisation.
3. The purpose of this policy (“this Policy”) is to put in place effective procedures for:
  - 3.1. Promoting and advancing equality in the Chambers’ working environment; and
  - 3.2. Responding to, and rectifying where appropriate, complaints and concerns about discrimination (or perceived discrimination).
4. Chambers’ Equality and Diversity Officer is the point of contact for all queries regarding this Policy. The Equality and Diversity Officer is assisted by the Equality, Diversity and Inclusion Committee.



## The regulatory Requirements

5. This Policy, and the associated policies and procedures mentioned herein, have been prepared bearing in mind the requirements of the Bar Standards Board Handbook (“the Handbook”).
6. Part 2, Section D1.2, Rule C110 of the Handbook contains the following obligations with which all Members of Chambers are required to comply:

*“You must take reasonable steps to ensure that in relation to your chambers or BSB entity:*

1. *there is in force a written statement of policy on equality and diversity; and*
2. *there is in force a written plan implementing that policy;*
3. *the following requirements are complied with:*

...

(e) *your chambers or BSB entity:*

*.i conducts a regular review of its policy on equality and diversity and of its implementation in order to ensure that it complies with the requirements of Rule C110; and*



*.ii takes any appropriate remedial action identified in light of that review;*

...

*(j) chambers or BSB entity has a written anti-harassment policy which, as a minimum:*

*.i states that harassment will not be tolerated or condoned and that employees, members of chambers, pupils and others temporarily in your chambers or BSB entity such as mini-pupils have a right to complain if it occurs;*

*.ii sets out how the policy will be communicated;*

*.iii sets out the procedure for dealing with complaints of harassment;*

*(k) chambers has a parental leave policy which, in the case of a chambers, must have as a minimum:*

*.i the right of a member of chambers to take parental leave;*

*.ii the right of a member of chambers to return to chambers after a specified period, or number of separate periods, of parental leave, provided the total leave taken does not exceed a specified maximum duration (which must be at least one year);*

*.iii a provision that enables parental leave to be taken flexibly and allows the member of chambers to maintain their practice*



*while on parental leave, including the ability to carry out fee earning work while on parental leave without giving up other parental leave rights;*

*.iv the extent to which a member of chambers is or is not required to contribute to chambers' rent and expenses during parental leave;*

*.v the method of calculation of any waiver, reduction or reimbursement of chambers' rent and expenses during parental leave;*

*.vi where any element of rent is paid on a flat rate basis, the chambers policy must as a minimum provide that chambers will offer members taking a period of parental leave a minimum of 6 months free of chambers' rent;*

*.vii the procedure for dealing with grievances under the policy;*

*.viii chambers' commitment to regularly review the effectiveness of the policy;*

*(l) chambers or BSB entity has a flexible working policy which covers the right of a member of chambers, manager or employee (as the case may be) to take a career break, to work part-time, to work flexible hours, or to work from home, so as to enable them to manage their family responsibilities or disability without giving up work;*



*(m) chambers or BSB entity has a reasonable adjustments policy aimed at supporting disabled clients, its workforce and others including temporary visitors.”*

### Implementation of this Policy

7. This Policy is implemented by, and should be read in conjunction with, the following specific policies and procedures:
  - (i) Parental Leave Policy;
  - (ii) Fair Access to Work Policy;
  - (iii) Anti-harassment Policy;
  - (iv) Flexible Working Policy;
  - (v) Reasonable Adjustments Policy; and
  - (vi) Complaints and Grievances Procedure.
  
8. This Policy, and the specific policies and procedures mentioned above, are available on Chambers’ website and apply 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. All Members of Chambers, clerks and staff are required to read these documents and understand their roles in relation to them.
  
9. This Policy is also implemented by an action plan, which has been drafted by Chambers’ Equality and Diversity Officer and the Equality, Diversity and Inclusion



Committee. This action plan sets out specific actions and targets which Chambers aims to complete within specific time periods. The action plan is designed to evolve as actions are completed and new actions are added, and is a point of reference against which Chambers can evaluate its progress on Equality, Diversity and Inclusion.

10. Chambers will ensure that adequate resources, training and guidance are made available to fulfil the objectives of this Policy.

### **Recruitment**

11. This Policy, and the specific policies and procedures mentioned above, apply to all activities in respect of recruitment and selection. They will be familiar to, and will be applied by, all those involved in assessing candidates for recruitment (including in respect of mini-pupils, pupils, tenants and members of staff).

### **Review of this policy**

12. Chambers' Equality and Diversity Officer conducts a regular review of this Policy and its implementation in order to ensure that it complies with the requirements of Rule C110 of the Handbook.
13. It is Chambers' policy to take the appropriate remedial action identified in that review.

**Approved by the Board on 10 October 2022**



**SELBORNE CHAMBERS**

**Reviewed by Chambers' Equality and Diversity Officer, September 2022**