

Burges Salmon Diversity and Inclusion Policy

The Firm's commitment

■ General commitment

The Firm is committed to eliminating discrimination and promoting inclusivity, quality and diversity in its own policies, practices and procedures and in those areas in which it has influence.

This applies to the Firm's professional dealings with Partners and employees as well as others engaged by the Firm in any capacity, clients, barristers and other third parties.

The Firm intends to treat everyone equally and with the same attention, courtesy and respect regardless of their race or racial group (including colour, nationality and ethnic or national origins), sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation (including civil partnership status), religion or belief, age, disability, part time working, flexible working and fixed term working. These factors taken together, will be referred to in this Policy as the "Discriminatory Factors".

■ Regulation and Legislation

In developing and implementing its anti-discrimination Policy, the Firm is committed to complying with the Solicitors Regulation Authority – Code of Conduct: Rule 6 and with all current and any future anti-discrimination legislation and associated codes of practice.

Forms of discrimination

Discrimination can take a variety of forms including direct discrimination, indirect discrimination, harassment, victimisation and for those with a disability, a failure to make reasonable adjustments. Any of these actions are considered to be in breach of legislation and the Firm's Policy. A brief summary of each of these is set out in Appendix 1, although reliance should not be based on these descriptions.

Employment and training

■ General statement

As an employer, the Firm will treat all employees and job

applicants equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

■ Recruitment and selection

The Firm recognises the benefits of having a diverse workforce and will take steps to ensure that:

- (a) it endeavours to recruit from the widest pool of suitably qualified candidates possible;
- (b) employment opportunities are open and accessible to all on the basis of their ability, skills, appropriate qualifications and aptitude for the job;
- (c) where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are under-represented in the workforce;
- (d) wherever appropriate and necessary, lawful exemptions (Genuine Occupational Requirements and/or Genuine Occupational Qualifications), will be used to recruit suitable staff to meet the special needs of particular groups;
- (e) all recruitment agencies acting for the Firm are aware of its requirement not to discriminate and to act accordingly.

■ Conditions of service

The Firm will treat all Partners and employees equally and create a working environment which is free from discrimination and which respects, where appropriate, the diverse backgrounds and beliefs of Partners and employees.

The provision of benefits such as working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not discriminate against any employee on the basis of the Discriminatory Factors.

Where appropriate, the Firm will provide appropriate facilities

and conditions of service which take into account the specific needs of employees which arise from any of the Discriminatory Factors.

■ Promotion and career development

Promotion within the Firm (including to Partner) will be made without reference to any of the Discriminatory Factors and will be based solely on merit.

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

Whilst positive action measures may be taken in accordance with the relevant anti-discrimination legislation to encourage under-represented groups to apply for promotion opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. The Firm will take appropriate positive action (as permitted by the anti-discrimination legislation), to provide special training and support for groups which are under-represented in the workforce and encourage them to take up training and career development opportunities.

■ Partners

Arrangements and procedures for selecting Partners, their terms and conditions of Partnership, access to benefits, facilities or services and termination arrangements, will be reviewed and amended where necessary to prevent unlawful discrimination on the basis of the Discriminatory Factors.

Promoting and communicating equality and diversity

The Firm is committed to promoting equality and diversity in the Firm as well as in those areas in which it has influence.

This Diversity and Inclusion Policy is available to all Partners and staff from the Firm's intranet and is also available to applicants from the Firm's website. In addition, it will be provided with diversity, inclusion and equality training appropriate to their needs and responsibilities.

All those who act on the Firm's behalf will be informed of this Diversity and Inclusion Policy and will be expected to pay due regard to it when conducting business on the Firm's behalf.

In all its dealings, including (but not limited to) those with clients, suppliers, contractors, recruitment agencies, and other third parties, the Firm will seek to promote the principles of diversity, inclusion and equality.

The Firm will make every effort to reflect its commitment to diversity, inclusion and equality in its marketing and communication activities.

Implementing the Policy

■ Responsibility and implementation

The Managing Partner supported by the Director of HR are responsible for the implementation, and the operation, of the Policy with the rest of the Partners of the Firm. This Policy is also supported by the Diversity and Inclusion objectives and statements agreed and set by the Diversity Committee, who meet on regular intervals to review current practice, procedures and policies.

The Policy applies to all Partners, employees as well as those engaged on a casual basis whether or not engaged directly by the Firm.

All Partners and employees of the Firm are expected to pay due regard to the provision of this Policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the Firm.

Acts of discrimination by Partners, Employees or others will result in disciplinary action which may result in summary dismissal. Failure to comply with this Policy will be treated in a similar fashion.

Acts of discrimination by those acting on behalf of the Firm will lead to appropriate action including termination of services where appropriate.

■ Complaints of discrimination

The Firm will treat seriously, and will take action where appropriate concerning, all complaints of discrimination made by Partners, employees, clients or other third parties in relation to the Firm and its business.

All complaints will be investigated in accordance with the Firm's grievance or complaints procedure and the complainant will be informed of the outcome.

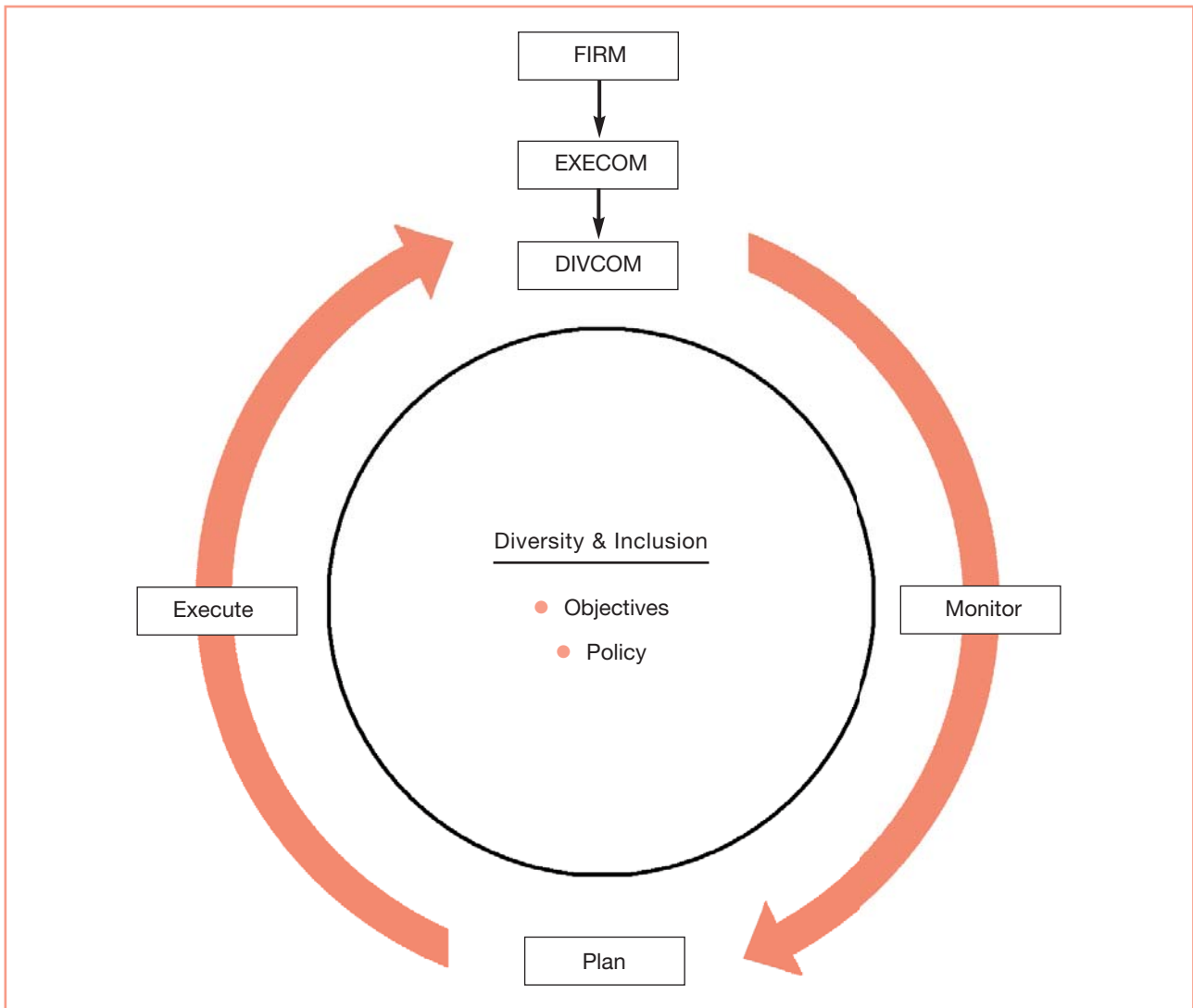
■ Monitoring and evaluation

- (a) The Policy will be monitored and evaluated (on a regular basis in a manner proportionate to the size and nature of the Firm) to measure its progress and judge its effectiveness. Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, all Partners and staff will be monitored so as to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them. However, the Firm is aware that Partners and staff may choose not to disclose sensitive personal data, including but not limited to their sexual orientation or religion or belief, and that care should be taken to avoid inadvertent discrimination in such cases;
- (b) In particular, the Firm will, as appropriate and where possible, monitor and record:

- (i) the gender, age and ethnic composition of the workforce and Partners as well as the number of disabled staff, at different levels of the organisation;
- (ii) the ethnicity, gender, age and disability of all applicants, short-listed applicants and successful applicants for jobs and training contracts;
- (iii) the ethnicity, gender, age and disability of all applicants for promotion (including Partnership), training opportunities and details of whether they were successful;
- (iv) the number and outcome of complaints of discrimination made by Partners, staff, clients and other third parties in relation to the Firm and its business;
- (v) disciplinary action (if any) taken against Partners, employees and others.

■ **Review and update**

- (a) The information gathered during the monitoring and evaluation will be used to review the progress and impact of the Diversity and Inclusion Policy. Any changes will be made and implemented as required.
- (b) To assist with the Firm's continuous commitment to Diversity and Inclusion the Diversity Committee have put into place a cycle of ongoing improvement. With specific priorities in mind the Diversity Committee will:
 - (i) Monitor diversity and inclusion data.
 - (ii) Plan initiatives to meet objectives.
 - (iii) Execute those initiatives.
 - (iv) Monitor diversity and inclusion data to establish if initiatives were successful.



This is a policy document of Burges Salmon LLP. It is not intended to have any contractual affect and therefore does not form part of employees' Terms and Conditions of Employment.

The Firm reserves the right to amend this Policy document at any time.

Appendix

Forms of discrimination

■ **Direct discrimination** - occurs where a person is treated less favourably, when compared with relevant comparators, on the grounds of their:

- (a) Race or racial group (including colour, nationality, ethnic or national origins).
- (b) Sex (including marital status, gender reassignment, pregnancy, maternity and paternity).
- (c) Sexual orientation (including civil partnership status).
- (d) Religion or belief.
- (e) Age.
- (f) Disability

■ **Indirect discrimination** - occurs where a provision, criterion, practice, requirement or condition (as appropriate) which is applied to everyone, has the effect of placing at a disadvantage a particular person, or group of people, by reason of:

- (a) Race or racial group (including colour, nationality and ethnic or national origins).
- (b) Sex (including marital status, gender reassignment, pregnancy, maternity and paternity).

(c) Sexual orientation (including civil partnership status).

(d) Religion or belief.

(e) Age.

■ **Harassment** - occurs when unwanted conduct related to any of the grounds referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures.

■ **Victimisation** - occurs where someone is treated less favourably than others because he or she has taken action against the Firm under one of the relevant pieces of anti-discrimination legislation.

■ **Failure to make reasonable adjustment** - occurs where the Firm fails to take such steps (adjustments) as are reasonable to not put at a substantial disadvantage a person with a disability when compared with a person without that disability, without justification.