

PEOPLE POLICY

Diversity Policy

Section 1: Introduction

As a firm we aim to be a natural choice for talent; a true meritocracy where everyone is able to reach their full potential within a culture that embraces diversity and promotes equality, inclusion and mutual respect.

As such, we are committed to preventing any form of discrimination, providing equal opportunities for all and encouraging diversity in employment.

Section 2: Scope & Definitions

This policy applies to all Partners and employees of the Firm. This policy relates to individuals' behaviour towards each other and to every aspect of employment, including recruitment and selection, conditions of service, reward and benefits, learning and development, performance management, promotion, transfer, and termination of employment, including redundancy. It applies when individuals are in the office or are at any place where they are representing the Firm, or any work-related event (e.g. conference, training course, work-related social event), including outside of core working hours.

It also applies to our dealings with third parties, such as contractors, secondees, agency staff, consultants, prospective recruits, former employees, clients and suppliers, other members of the legal profession or indeed any persons visiting or working in the Firm's offices.

This policy does not form part of your contract of employment.

Section 3: Principles of Diversity

A focus on diversity and equality is important for the following reasons:

- ▶ To meet our aim of being a natural choice for talent, understanding that "talent" comes in many forms
- ▶ To reflect and reinforce our values
- ▶ To help us retain that talent by ensuring everyone is treated fairly and with respect and given every opportunity to achieve their full potential
- ▶ To bring innovation and creativity to our firm - different people bring different ideas, experiences and perspectives, helping us to better serve our clients and differentiate ourselves from our competitors
- ▶ To meet the requirements of a growing number of our clients, who are increasingly diverse themselves and expect their suppliers to share their values
- ▶ To comply with relevant legislation and professional requirements.

Section 4: Policy Statement

All members of the firm and third parties with whom the firm deals, will be treated fairly and consistently, and with the same level of attention, courtesy and consideration, regardless of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality, ethnic or national origins) religion or belief, sexual orientation, disability or age (referred to as "protected characteristics" in this policy).

The following are examples of discrimination which are against the firm's policy:

- ▶ Direct discrimination, where a person is treated less favourably because of a protected characteristic
- ▶ Associative discrimination, where a person is treated less favourably because of their association with someone with a protected characteristic
- ▶ Discrimination by perception, where a person is treated less favourably because they are perceived to have a protected characteristic
- ▶ Indirect discrimination, where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on one particular group
- ▶ Victimisation, where a person is afforded less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard
- ▶ Harassment and harassment by a third party (which is dealt with under our Anti-Bullying and Harassment Policy).

Section 5: Roles & Responsibilities

Every individual in the firm has a personal responsibility to familiarise themselves with this policy and to act in accordance its provisions.

This means treating colleagues and third parties in a respectful, inclusive and non-discriminatory way.

Partners, directors and managers have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to this policy.

Appropriate training will be provided as necessary in order to ensure individuals behave in a manner which shows a clear understanding of, and commitment to, diversity and equality.

Section 6: Review, Monitoring & Communication

We are committed to a programme of action to make this policy effective and to bring it to the attention of all firm members.

This policy will be kept under review and updated when appropriate, in particular in line with legislative changes.

The policy and any updates will be published on the firm's intranet site or communicated via any other relevant communication tool in use within the firm at that time.

Section 7: Diversity in Practice

Our approach to diversity and equality is as follows:

- ▶ We take steps to ensure applications for employment from a diverse range of individuals and that candidates are treated fairly and equitably at all stages of the recruitment and selection process
- ▶ All members of the firm are given appropriate access to training and development opportunities to enable them to progress within the organisation and all promotion decisions are made on the basis of merit
- ▶ Our people are managed, valued and rewarded for their contribution to the firm on a fair and consistent basis, regardless of who they are or their protected characteristics
- ▶ We monitor the diversity of our firm and our major processes on an ongoing basis to assess the effectiveness of this policy and to ensure that our practices are fair and non-discriminatory
- ▶ We aim to be an inclusive and supportive employer, and will take reasonable and appropriate steps to accommodate the requirements of people's religions, cultures and domestic responsibilities
- ▶ We are committed to the recruitment and employment of people with disabilities, and will provide reasonable adjustments to physical features of our premises, to our employment practices or to an individual's working arrangements to enable them to perform to the best of their ability

- ▶ We are generally free to decide whether to accept instructions from any particular client, but any refusal to act will not be based upon the protected characteristics of the prospective client
- ▶ We expect our suppliers to mirror our values in respect of diversity and equality.

Section 8: Complaints and Breaches of the Policy

This policy should be read in conjunction with a number of other policies, in particular the firm's Anti-Bullying and Harassment Policy, Grievance Policy, Disciplinary Policy and Whistleblowing Policy (each of which is available through the firm's intranet site). The Working Flexibly Policy may also be of interest.

These policies provide further detail about how complaints should be raised and how disciplinary issues arising from a breach of this policy will be dealt with. Concerns or questions should, in the first instance, be raised with your line manager, partner or supervisor.

Equally, your HR contact may also be contacted if this is more appropriate.

We will always investigate an alleged breach of this policy and take appropriate disciplinary action against any person who is found to have acted in breach. Such behaviour may constitute gross misconduct and, as such, may lead to dismissal without notice.

Further Guidance

For further guidance on this policy please contact your local HR representative or alternatively, the firm's Head of Talent & Learning. For more information about our diversity programme, key initiatives and our goals and aspirations, please visit the Diversity Microsite.

Our Values

- ▶ Business focussed
- ▶ Team players
- ▶ Determined to succeed
- ▶ Open and honest
- ▶ Dynamic

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