

## 12KBW EQUALITY & DIVERSITY CODE

Chambers is committed to ensuring that all staff, clients, barristers and pupils are treated with dignity and respect, and to providing an environment which encourages acceptance and tolerance of all individuals

### 1. POLICY

Chambers is committed to the Equality & Diversity Provisions of the Code of Conduct.

Chambers is committed to promoting a culture where the individual is fairly treated and respected, and diversity is appreciated

Chambers is committed to ensuring, both individually and collectively, that it does not practise or permit any form of discrimination, whether direct, indirect, or by way of victimisation, against any person, or any harassment of any person.

### 2. DEFINITIONS

#### (A) DISCRIMINATION

Discrimination means treating a person less favourably than another person on because of any of the protected characteristics contained in Part 2 of the Equality Act 2010, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientiaton.

Discrimination may be:-

(i) Direct

Direct treatment of a person less favourably than another person;

(ii) Indirect

Apparently fair treatment which in practice has a disadvantageous impact on a particular person or group, unless that treatment is a proportionate means of achieving a legitimate aim; or

(iii) Victimisation

Adverse treatment of a person as a result of that person raising in good faith an issue of discrimination.

(B) HARASSMENT

Harassment means physical, verbal, or non-verbal conduct which is unreasonable and unwelcome, offensive or humiliating to the recipient.

Harassment is harassment whatever the grounds it is carried out on, whether discriminatory or not.

Examples of harassment are:-

- Physical assault, including sexual assault
- Demands for sexual favour in return for career advancement
- Unnecessary physical contact
- Exclusion from social networks and activities
- Isolation
- Bullying
- Compromising suggestions or invitations
- Suggestive remarks or looks
- Displays of offensive materials, e.g. on computer screens
- Tasteless jokes or verbal abuse
- Offensive remarks or ridicule
- Failing to deal properly with complaints of harassment

### 3. **PERSONS RESPONSIBLE FOR IMPLEMENTING THE POLICY**

All Full, Fixed Term and Probationary Tenants, Pupils and Members of Staff are responsible for implementing the Chambers Equality and Diversity Code.

The following have specific responsibilities for overseeing the implementation of the Code:-

- (A) The Head of Chambers;
- (B) The Management Committee;
- (C) The Equal Opportunities Adviser;
- (D) The Pupillage Secretary;
- (E) The Mini Pupillage Officer;
- (F) The Chief Executive;
- (G) The Senior Clerks;
- (H) The Diversity Data Officer.

### 4. **RECRUITMENT**

For every recruitment process, whether of Mini Pupils, Pupils, Probationary, Fixed Term or Full Tenants, or Members of Staff:-

- Chambers shall establish in advance objective selection criteria in writing, which shall be vetted by the Equal Opportunities Adviser to ensure that they are non-discriminatory
- There shall be a Selection Committee, the composition of which shall, so far as practicable, reflect the diversity of Chambers.

After the completion of every recruitment process:-

- The Equal Opportunities Adviser shall review the fairness of the process and report on this to the next General Chambers Meeting

- All records of the process shall be retained, in the case of Mini Pupils by the Mini Pupillage Officer for one year, and in any other case by the Head of Chambers for two years.

(A) RECRUITMENT OF MINI PUPILS & FIRST 12 MONTH PUPILS

See the Chambers' Mini Pupillage and Pupillage Policies.

(B) RECRUITMENT OF THIRD 6 MONTH PUPILS "WITH A VIEW", PROBATIONARY, FIXED TERM AND FULL TENANTS, AND MEMBERS OF STAFF

Article 37 of the Chambers Articles of Association provides:-

“(A)(i) The Head of Chambers shall only invite a person to become a Member [of Chambers] if a Selection Committee has recommended that that person shall be invited to become a Member or a Probationary Tenant or Pupil “with a view” to becoming a Member, and after the widest practicable consultation with all other Members.

(ii) The Head of Chambers shall only invite a person to become a Probationary Tenant or Fixed Term Tenant if a Selection Committee has recommended that that person shall be invited to become a Probationary Tenant or Fixed Term Tenant, and after the widest practicable consultation with all other Members

(B) In a case where all the candidates are Pupils in Chambers, the Selection Committee shall consist of the Head of Chambers and so far as practicable all Members who have acted as Pupil Supervisors during the relevant legal year, and the decision shall be arrived at in accordance with the Chambers Equality Code.

(C) In any other case, the Selection Committee shall consist of the Head of Chambers and at least 2 other Members appointed by the Management Committee (or where the Head of Chambers has decided in his discretion that there shall be 2 rounds of interviews, the final Selection Committee shall be so composed and the initial Selection Committee shall consist of at least 3 different Members appointed by the Management Committee), and the decision shall be

arrived at in accordance with the Chambers Equality Code”.

Article 55 provides:-

“All Staff shall be recruited ... by Selection Committees composed in the same manner as under Article 37 (save that the Selection Committees may, at the discretion of the Management Committee, include the Chief Executive and/or the Senior Clerks)...”.

(i) Recruitment of Full Tenants from Chambers First 12 Month Pupils

Before the meeting of the Selection Committee, the Head of Chambers shall agree the written selection criteria with the Pupillage Secretary and the Equal Opportunities Adviser, and shall give all Members of Chambers a reasonable opportunity to comment in writing on the Pupils by reference to those selection criteria.

The Selection Committee shall then use those criteria and take account of those comments at its meeting.

The Equal Opportunities Adviser shall, if possible, attend that meeting.

(ii) Recruitment of Third 6 Month Pupils Tenants “With A View”, Probationary Tenants, Fixed Term Tenants and Full Tenants from outside Chambers, and of Members of Staff

The Management Committee shall agree the written selection criteria with the Pupillage Secretary in the case of Pupils and Tenants, and with the Equal Opportunities Adviser in every case.

Chambers shall then:-

(a) Advertise the vacancy - in a form and place(s) which shall again be vetted by the Equal Opportunities Adviser to ensure that they are non-discriminatory - including in the case of a Third 6 Month Pupillage, Probationary, Fixed Term or Full Tenancy the areas of practice and the number of years' call sought, in the case

of a Staff appointment the nature of the job, and in any case guidance on the selection criteria to be applied, a statement of Chambers' commitment to equal opportunities, and a requirement that applicants submit their applications by reference to the criteria and by a specified date;

(b) Arrive at an interview shortlist by the members of the Selection Committee independently scoring applicants against the criteria on the basis of the information in their applications;

(c) Ensure that those candidates who are invited to attend an interview are also invited to complete a form stating their gender, ethnic origin, age, and whether they consider themselves to be disabled within the meaning of the Disability Discrimination Act 1995, and to return the completed form separately to the Equal Opportunities Adviser solely for the purpose of monitoring;

(d) (Where the Head of Chambers has in his discretion decided that there shall be two rounds of interviews) arrive at a final interview shortlist by the initial Selection Committee conducting structured interviews of those on the initial shortlist and again scoring them by reference to the criteria;

(e) Arrive at a recommendation that the Head of Chambers should offer a Third 6 Month Pupillage, Probationary, Fixed Term or Full Tenancy, or Staff appointment by the (or the final) Selection Committee conducting structured interviews of those on the (or the final) shortlist in the same way;

(f) (Where references are taken up) ask the referees to supply information which relates strictly to the criteria;

(g) Only make an offer after all Members of Chambers have been given a reasonable opportunity to comment in writing on the candidate by reference to the criteria, if they have any knowledge of the candidate;

(h) Only make an offer by the Head of Chambers and in writing.

In the following exceptional cases, namely where the Management Committee

- is considering trying to recruit a particular person because of Chambers' needs and that person's particular skills and/or experience; or
- is approached by a particular person and is prepared to consider recruiting that person, because of Chambers' needs and that person's particular skills and/or experience;

the Management Committee may choose not to advertise the vacancy, but must still agree written selection criteria, appoint a Selection Committee, and obtain information in writing from the candidate by reference to the selection criteria, and steps (e) to (h) above must be complied with.

(iii) Assessment and Confirmation of Suitability of Third 6 Month Pupil "With A View" or Probationary Tenant to become a Full Member of Chambers

See the Assessment of Third 6 Month Pupils/Probationary Tenants Policy.

## 5. **INFORMATION & PUBLICITY**

The Chief Executive shall ensure:-

(A) That copies of the Chambers Pupillage Policy and Chambers Equality & Diversity Code are available to all Full, Probationary and Fixed Term Tenants, Pupils and Members of Staff in the Chambers Manual on the shared drive.

(B) That the Chambers Pupillage Policy and Chambers Equality & Diversity Code are accessible via the Chambers Website.

(C) That Chambers' commitment to Equal Opportunities is stated in all publicity material, and in particular that the Chambers' Brochure includes a statement of Chambers' commitment to Equal Opportunities and that copies of the Chambers Pupillage Policy and Chambers Equality & Diversity Code are available on request.

## 6. **TRAINING**

If the Head of Chambers, Pupillage Secretary, Equal Opportunities Adviser, Chief Executive and/or Senior Clerks have not already received suitable training in relation to Equal Opportunities, they shall receive such training from a reputable outside agency at the expense of Chambers. The Equal Opportunities Adviser and the Chief Executive shall be responsible for "in-house" training of all Full, Probationary and Fixed Term Tenants, Pupils and Members of Staff in relation to Equal Opportunities. The Equal Opportunities Adviser and the Chief Executive shall ensure that the member with the lead responsibility for any committee or panel responsible for the selection of members of chambers, pupils, clerks or assessed mini-pupils and at least one member of the panel (who may be the same person) have received recent and appropriate training in fair recruitment and selection processes. The Diversity Data Officer shall keep records of training.

#### **7. DISTRIBUTION OF WORK**

The Chief Executive and Senior Clerks shall take all reasonably practicable steps to ensure that they and all other Members of Staff:-

- (A) Exercise their power to promote and recommend barristers fairly;
  
- (B) Allocate unnamed or unassigned briefs and instructions (which are almost invariably for Pupils and junior Tenants) fairly, equitably and in accordance with the Chambers Pupillage Policy Paragraph 8 – Distribution of Work, which shall apply to Pupils, junior Tenants (being barristers of fewer than 4 years standing) and barristers returning from parental leave;

and the Head of Chambers shall be responsible for monitoring compliance with this, and shall report upon it to each General Chambers Meeting.

#### **8. PARENTAL AND ADOPTION LEAVE AND FLEXIBLE WORKING POLICY**

##### **(A) FULL TENANTS**

##### **(i) Parental Leave etc**

- (a) A Full Tenant who / whose partner is expecting or has just given birth to a child or who is about to adopt or has just adopted a child aged under 5 years at



the time of adoption and who has / is to have parental responsibility for the child and who is to be the parent principally caring for the child shall be entitled to up to 12 months “parental leave”, commencing no earlier than 6 months before the expected date of birth (or, in the case of adoption, the expected date of adoption) and no later than the actual date of birth (or, in the case of adoption, the actual date of adoption) of the child. The Tenant shall inform the Head of Chambers, the Practice Director, and the Senior Clerks when she (or he) is starting “parental leave”.

(b) A Tenant who takes “parental leave” will, after the commencement and for the duration of such leave, be exempt from any flat rate rent (though currently none is payable by any member of chambers) and will be entitled to the benefit of a reduced percentage contribution of 12% on receipts. Upon returning to chambers s/he will be liable to pay a percentage calculated as the mid-point between 12% and the prevailing percentage rate of chambers’ rent for a period of 6 months (“the return period”). The tenant shall also be exempt from payment of any capital contribution during the period of parental leave and the return period. At the end of the return period, rent will be payable at the prevailing rate as normal. For the avoidance of doubt, a Tenant who undertakes work during “parental leave” in order to maintain skills and/or to facilitate a return to full-time practice does not thereby forego the reduced percentage contribution.

(c) A Full Tenant who has parental responsibility for and is the principal carer of a child may at any time within 12 months of the birth of the child (or, in the case of adoption of a child aged under 5 years at the time of adoption, the adoption of the child) give the Head of Chambers notice in writing of intention to take a “career break”, in which case, not less than 6 months after giving such notice, the Tenant shall commence a “career break” (and provisions (a) and (b) above shall then cease to apply in respect of that child).

(d) A Tenant who is on “career break” is permitted to undertake work in order to maintain skills and in order to facilitate a return to full-time practice but shall not otherwise practise as a barrister, have a seat in Chambers or pay Chambers’ rent and expenses, but shall pay a 12% contribution on receipts and shall remain a full

Member of Chambers. Upon returning to chambers s/he will be treated as returning from parental leave and his/her contributions shall be calculated in accordance with Clause 8(b) for the return period.

(e) Paragraphs (a) - (d) above shall apply in respect of each successive child born to or adopted by a Tenant more than 9 months apart, but the entitlement to remain on "career break" shall only continue so long as the Tenant remains the principal carer for the child concerned and does not save as above practise as a barrister, and in any event the amount of "career break" taken in respect of any one child shall not exceed 4 years, and the total amount of "career break" taken in respect of all children shall not exceed 6 years.

(e) A Tenant who is on "career break" may:-

Either, if the conditions in Paragraph (i)(a) above or (ii)(a) below are satisfied in respect of a further child, commence a further period of "parental leave" instead of "career break";

Or, at any time up to 6 months before the "career break" is due to expire by effluxion of time, give notice in writing to the Head of Chambers of intention to return to practice, in which case, 6 months after giving such notice, the Tenant shall return to practice and resume having a seat in Chambers and paying Chambers' rent, expenses, percentage contribution and levy in the normal way.

(f) If a Tenant remains on "career break" and has not given the notice referred to in Paragraph (e) above by a date 6 months before the "career break" expires by effluxion of time, the Tenant shall be deemed to have given notice on that date to resign Membership of Chambers in 6 months time (so that the resignation will take effect on the date when the "career break" expires) in accordance with Articles 38 and 39 of Chambers' Articles of Association.

(ff) A female Full Tenant who is expecting or has just given birth to a child or a Full Tenant who is about to adopt or has just adopted a child aged under 5 years

at the time of adoption who is not to be the parent principally caring for the child shall be entitled to up to 3 months “birth leave”, commencing no earlier than 2 months before the expected date of birth (or, in the case of adoption, the expected date of adoption) and no later than the actual date of birth (or, in the case of adoption, the actual date of adoption) of the child. The Tenant shall inform the Head of Chambers, the Practice Director, and the Senior Clerks when she (or he) is starting “birth leave”.

(fff) A Tenant who takes “birth leave” will, after the commencement and for the duration of such leave, be exempt from any flat rate rent (though currently none is payable by any member of chambers) and will be entitled to the benefit of a reduced percentage contribution of 12% on receipts. Upon returning to chambers s/he will be liable to pay a percentage calculated as the mid-point between 12% and the prevailing percentage rate of chambers’ rent for a period of 1 month (“the return period”). The tenant shall also be exempt from payment of any capital contribution during the period of “birth leave” and the return period. At the end of the return period, rent will be payable at the prevailing rate as normal. For the avoidance of doubt, a Tenant who undertakes work during “birth leave” in order to maintain skills and/or to facilitate a return to full-time practice does not thereby forego the reduced percentage contribution.

(g) A Tenant who is due to take “parental leave” or “career break” or “birth leave” shall have at least one meeting with the Head of Chambers, the Chief Executive and at least one of the Senior Clerks, to discuss the management of the “parental leave” or “career break” or “birth leave” by Chambers.

(h) A Tenant who is about to return to work from “parental leave” or “career break” shall have at least one further meeting with the Head of Chambers, the Chief Executive and at least one of the Senior Clerks, to discuss the management of the return to work by Chambers.

(i) All parties to these meetings shall have regard to the recommendations in the Chambers' document "Maternity – A Practical Guide for Members of Chambers" which is in the Chambers Manual on the shared drive and which is to be construed as applying, mutatis mutandis, to parental leave.

(j) The Head of Chambers, the Chief Executive and the Senior Clerks shall ensure that a Tenant's "parental leave", "career break", "birth leave" and return to work are properly managed by Chambers.

(k) If a Tenant wishes to do paperwork while on "parental leave" or "career break", the Senior Clerks shall ensure that real efforts are made to secure such work for the Tenant and in particular that the Tenant is assisted with the re-establishment of her or his practice on return to work.

(l) A Tenant who is on "parental leave" or "career break" or "birth leave" remains a full Member of Chambers. The Head of Chambers, the Chief Executive and the Senior Clerks shall ensure that the Tenant is kept fully informed, and is invited to attend Chambers' functions and to play a full part in Chambers' decision making processes, in the same way as any other Member of Chambers (unless the Tenant concerned wishes otherwise).

(m) The Grievance Procedure set out in paragraph 9 below is to apply to any grievance arising under this part of this Code.

(ii) Part Time and Flexible Working

Any Tenant may work part time or flexibly, provided he or she has given reasonable notice of intention to do so and has agreed arrangements with the Head of Chambers, the Chief Executive and the Senior Clerks. Working part time or flexibly embraces, for example, working fewer than 5 days per week, working only during term-time, working in conjunction with fee-paid judicial appointments or as an arbitrator or mediator and working from home. The policy of chambers is to permit all such arrangements providing that they are consistent with the fulfilment of a barrister's professional obligations. Any Tenant who is considering taking a "career break" is encouraged to consider as an alternative working part time or

flexibly, and can be assured that any notice of intention to do so and request for arrangements will be treated sympathetically. [Because of the variety of part time and flexible working arrangements, it is not possible to state in advance a policy on the payment of chambers' rent and expenses which covers every case. Each proposed arrangement will be considered on its merits. In general terms, chambers will seek a contribution which (a) fairly reflects the chambers' resources which support Tenants working part time or flexibly and which (b) maintains an even hand with those working full time from a seat in chambers.]

(iii) Paternity Leave

(a) A Tenant of either gender whose partner has given birth to a child (or a Tenant of either gender who has adopted a child aged under 5 years at the time of adoption and is to be the parent secondarily responsible for caring for the child) shall be entitled to 1 month "paternity leave" free of Chambers' rent and expenses but still paying the standard rate of percentage contribution on receipts, commencing no earlier than 2 weeks before the expected date of birth (or, in the case of adoption, the expected date of adoption) and no later than the actual date of birth (or, in the case of adoption, the actual date of adoption) of the child. The Tenant shall inform the Head of Chambers, the Chief Executive and the Senior Clerks when he (or she) is starting "paternity leave".

(b) Paragraph (a) above shall apply in respect of each successive child born to the Tenant's partner or adopted by the Tenant more than 9 months apart.

(c) For the purpose of calculating the levy, the 1 month of Chambers' rent and expenses from which the Tenant is exempt shall be treated as if paid.

(AA) Pupils

(i) Prospective pupils

(a) Upon application, Chambers may defer the commencement of pupillage of prospective pupils who become pregnant prior the commencement of pupillage for a period of up to 12 months.

(b) Prospective pupils with existing childcare commitments may discuss with the Pupillage Committee how their working hours during pupillage can

accommodate such commitments and should be advised of their entitlement to flexible working hours in accordance with the policy as set out below.

(ii) Current pupils

(c) This part of the policy applies to all first and second six pupils who are parents or guardians or carers of children, or their partners. The policy on flexible working hours as set out below also applies to third six pupils and squatters.

(d) Pupils who become pregnant during pupillage may defer completion of the remainder of pupillage, subject to the requirements of Part V of the Bar Training Regulations (i.e. that except with the written permission of the Bar Standards Board: (i) the non-practising period of pupillage must be undertaken for a continuous period of six months (regulation 31); and (ii) the practising period of pupillage must commence within 12 months of completion of the non-practising period and be completed within an overall period of 9 months (regulation 32)).

(e) In the event that an exemption from the Bar Training Regulations is required, the pupil's supervisor shall be responsible for obtaining written permission from the Bar Standards Board.

(f) Such a deferral shall not affect the overall pupillage award which shall be paid monthly during the period in which the pupil is undertaking pupillage. In the event of a rise in the pupillage award following deferral and prior to commencement of the deferred period the pupil shall be paid at the increased rate during the deferred period.

(g) In the event of deferral and during the pupil's 'break' period, the pupil's supervisor shall be their point of contact with Chambers.

(h) Chambers shall accommodate pupils' requests for flexible working hours in order to allow for childcare commitments. Such working hours should be discussed with the pupil's supervisor in order to ensure that the pupil is able to complete the work that is required of him or her.

(i) The need to work flexible hours for this reason should not, as far as possible, affect the allocation of court work during the practising period of pupillage. Pupils should however be aware of the demands of the court schedule and the necessity for evening and last-minute briefs and should arrange childcare with this in mind wherever possible.

(j) Pupils should be assured that any need to work flexible hours for reasons of childcare will not in any way affect their prospects of being recruited as a tenant pursuant to the Chambers' policy on recruitment of tenants from pupils.

(B) Staff

The maternity and paternity provisions applicable to a Member of Staff shall be those required by law.

Any additional benefits are at the discretion of the Head of Chambers.

Members of Staff are referred to "Maternity and Paternity Provisions – A Practical Guide for Members of Staff", which is in the Chambers Manual on the shared drive.

9. **DEALING WITH DISCRIMINATION & HARASSMENT**

(A) **Informal Procedure**

(i) If a person feels that he or she is the subject of discrimination or harassment, that person ("the complainant") should, if possible, communicate his/her complaint to the person responsible for the discrimination or harassment as soon as possible and request him/her to stop. The complainant should keep a note of what has happened and of any further incidents.

(ii) If complainant does not feel able to communicate his/her complaint to the person responsible either directly or via a friend or colleague, or the discrimination or harassment nonetheless continues, the complainant:-

- if a Member of Staff should, if possible, inform the Chief Executive and/or the Senior Clerks and, in any event, the Equal Opportunities Adviser (or, if preferred, the Head of Chambers);
- if a Mini Pupil should, if possible, inform the Mini Pupillage Secretary and, in any event, the Equal Opportunities Adviser (or, if preferred, the Head of Chambers);

- if a Pupil should, if possible, inform his/her Pupil Supervisor and/or the Pupillage Secretary and, in any event, the Equal Opportunities Adviser (or, if preferred, the Head of Chambers);
- if a Probationary, Fixed Term or Full Tenant, a Client, Solicitor, or Member of the Public, should inform the Equal Opportunities Adviser (or, if preferred, the Head of Chambers).

(iii) The Equal Opportunities Adviser (or, if preferred, the Head of Chambers) will provide the complainant with advice and support, will approach the person accused of discrimination or harassment on the complainant's behalf if he/she wishes, and will undertake any investigation necessary to resolve the matter informally.

(iv) All informal complaints will be promptly investigated by the Equal Opportunities Adviser (or, if preferred, the Head of Chambers).

(v) Confidentiality will be maintained so far as possible and, where it is necessary to interview witnesses, the importance of confidentiality will be emphasised.

(vi) If appropriate, in order to resolve the matter, the person accused will be given an opportunity to apologise to the complainant, either orally or in writing, and to give an assurance that the conduct complained of will not be repeated. The complainant will not be penalised in any way as a result of raising his/her concerns in good faith.

(C) **Formal Procedure**

(i) If the complainant is not satisfied with the outcome of the informal procedure, or continues to experience discrimination or harassment, or either wishes to make a formal complaint from the outset or accepts advice from the Equal Opportunities Adviser (or the Head of Chambers) that the complaint is so



serious that it should be made formally, the complainant should make a formal complaint using one of the following procedures:

(ii) If the complainant is a barrister (tenant, probationary tenant or a pupil) the complaint should be made to the Head of Chambers and will be investigated and determined following the procedure set out in the Pupils and Tenants Grievance Procedure, a copy of which is available on Chambers' shared drive.

(iii) If the complainant is a member of staff the complaint should be made to the Head of Chambers and will be investigated and determined following the procedure set out in the Staff Grievance Procedure a copy of which is available on Chambers' shared drive.

(iv) If the complainant is not a barrister or member of staff the complaint should be made, investigated and determined following the Chambers' Complaints Procedure set out at part 3 of Chambers' Practice Standards.

(v) If the complaint is not upheld, but nonetheless the parties concerned do not wish to continue to work together, consideration will be given to alternative working arrangements where practicable.

(vi) If a complaint is not upheld, this does not necessarily mean that the complainant was lying or acted in bad faith. He/she will continue to receive such advice and support from the Equal Opportunities Adviser as he/she needs.

(D) **Records**

Records will be kept of all formal and informal complaints and investigations. These will be kept confidential, save where disclosure is required for legal or disciplinary reasons.

(E) **Additional Rights**

Alternatively:-

- a Member of Staff may make a complaint of discrimination or harassment the subject of a grievance and follow the Staff Grievance Procedure;
- a Mini Pupil, Pupil or Probationary, Fixed Term or Full Tenant may make a complaint of discrimination or harassment the subject of a grievance and follow the Pupils and Tenants' Grievance Procedure;
- a Client, Solicitor or Member of the Public who has a complaint of discrimination or harassment may follow the Chambers Complaints Procedure.

Additionally, anyone experiencing discrimination or harassment is reminded that:-

- Members of Staff can consult the Barristers' Clerks Association;
- Mini Pupils and Pupils can consult the Student Officers of the Inns of Court;
- Anyone can consult the Bar's Equal Opportunities Advisers (confidential telephone number 020 7611 1310);
- A complaint of professional misconduct can be made to the Complaints Commissioner of the Bar Standard Board;
- Anyone can consult a Citizen's Advice Bureau, Law Centre or Solicitor and/or bring proceedings for a civil wrong before the appropriate Tribunal or Court;
- Crime can be reported to the Police.

#### 10. **EXPULSION OF MEMBER OF CHAMBERS OR SUSPENSION OR DISMISSAL OF MEMBER OF STAFF**

Whenever practicable, the Head of Chambers shall consult the Equal Opportunities Adviser before deciding whether to expel any Probationary, Fixed Term or Full Tenant of Chambers or to suspend or dismiss a Member of Staff.

11. **FURTHER PROMOTION AND MONITORING OF EQUAL OPPORTUNITIES**

(A) Each General Chambers Meeting shall receive a report from the Equal Opportunities Adviser, and shall specifically consider how equal opportunities may be further promoted and monitored, and any decisions and/or recommendations reached shall be recorded in its minutes;

(B) The meeting of the Management Committee 6 months after each General Chambers Meeting shall receive a report from the Equal Opportunities Adviser or the Chief Executive in relation to equal opportunities, and shall specifically consider how equal opportunities may be further promoted and monitored, and any decisions and/or recommendations reached shall be recorded in its minutes;

(C) Once a year, a General Meeting of Staff shall receive a report from the Chief Executive regarding equal opportunities, and shall specifically consider how equal opportunities may be further promoted and monitored, and any decisions and/or recommendations reached shall be recorded by the Chief Executive and reported by him/her to the Equal Opportunities Adviser.

Last reviewed 12 July 2016