

EQUALITY AND DIVERSITY POLICY

General commitment

Hallett & Co embraces diversity and encourages our employees to share their views and lifestyles, thereby broadening everyone's awareness of differences. We believe in fostering an environment of inclusion that encourages partners and employees to be successful. By valuing our differences, we build upon our individual, team and our strengths. It is an approach that we believe benefits our people and our clients.

We are committed to preventing discrimination and promoting equality and diversity.

All job applicants, members of Hallett & Co (including employees and temporary workers) will be treated equally regardless of their disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

The principle of equal treatment will also apply to our professional dealings with third parties including contractors, agency staff, consultants, suppliers, clients, barristers and other solicitors.

The policy applies to arrangements for recruitment and selection, terms and conditions of employment including promotion, training and any other employment related activities.

We are committed to complying with Principle 9 of the SRA Handbook 2011 which requires that we run the business in a way that encourages equality of opportunity and respect for diversity and to achieving the mandatory Outcomes in Chapter 2 of the Code of Conduct. We consistently work to ensure that we are compliant with all current and future anti-discrimination legislation and associated codes of practice.

Recruitment

We will take such reasonable steps as appropriate to ensure that applications are encouraged from a diverse range of people regardless of their disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

We will use its best endeavours to comply with any targets for the employment of ethnic minorities as are produced from time to time by the Solicitors Regulation Authority.

Barristers

Barristers should be instructed on the basis of their skills, experience and ability. The decision to instruct or not to instruct a barrister will not be based on disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

Suppliers

Where we use the services of agencies, contractors and other third parties they shall where appropriate be asked to comply with our policy on equal opportunities and diversity.

Clients

We are generally free to decide whether to accept instructions for any particular client but any refusal to act will not be based on disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

Responsibilities

Everyone has a personal responsibility to observe and apply this policy. Action under our disciplinary policy will be taken against anyone who is found to have committed, authorised or condoned an act of discrimination.

We will take such steps, and make such adjustments, as are reasonable in all the circumstances in order to prevent any of its employees, partners, members, directors or clients who are disabled from being placed at a substantial disadvantage in comparison with those who are not disabled.

Compliance

The principles of equality and diversity are central to our ethos. This policy will be readily accessible to all clients and third parties on request. The policy will be reviewed on an annual basis.

Complaints of discrimination

Any employee who believes that discrimination is taking place should talk to Darren Thorneycroft as the firm's Equality & Diversity Partner in the first instance. We will treat seriously, and will take action where appropriate, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, partners, clients, barristers, or other third parties. All complaints will be investigated in accordance with the Firm's grievance or complaints procedure and the complainant will be informed of the outcome.

The Law Society Diversity and Inclusion Charter

Hallett & Co is a signatory of the Law Society Diversity and Inclusion Charter, a flagship diversity initiative of the legal profession. It is an instantly recognisable public statement of commitment by its signatories and a framework for positive action across all strands of diversity. The aim of the Charter is to encourage law firms to strive to develop and implement best practices in equality, diversity and inclusion. More information with regards to the Charter can be found on the Law Society website:

www.lawsociety.org.uk/practicesupport/equalitydiversity/inclusioncharter.

Monitoring and reviewing

The policy will be monitored and reviewed in a manner proportionate to the size and nature of the Firm on a regular basis to measure its progress and judge its effectiveness. In particular, we will, as appropriate, monitor and record:

- the gender and ethnic composition of the workforce and partners as well as the number of disabled staff, partners at different levels of Hallett & Co
- the ethnicity, gender and disability of all applicants, short listed applicants and successful applicants for jobs and training contracts
- the number and outcome of complaints of discrimination made by staff, partners, barristers, clients and other third parties.

This information will be used to review the progress and impact of the policy. Any changes required will be made and implemented. This policy will be communicated and amended and updated where necessary. Daren Thorneycroft as Equality and Diversity Partner, with Andrew Doinik, as COLP, are responsible for the operation of this policy.