



Equality and Diversity Policy

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Approved By	Caroline Fletcher
Managed By	The Strategic Partner
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1. Introduction

Harris & Harris Solicitors (the “Firm”) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Firm and to encourage full contribution from its diverse community. The Firm is committed to actively opposing all forms of discrimination.

The Firm also aims to provide a service that does not discriminate against its clients in how they can access the services and goods supplied by the Firm. The Firm believes that all employees, potential employees, clients and third-party experts and suppliers are entitled to be treated with respect and dignity.

Any and all personal data used in connection with this Policy shall be collected, held, and processed in accordance with the Firm’s GDPR and Data Protection Policy.

2. Objectives of this Policy

To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.

To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity and no other reason.

3. Officer and Responsibility

The designated officer for this policy is **Caroline Fletcher**.

The Officer will ensure the Firm complies with the requirement of Code 1.5 of the SRA Code of Conduct for Firms, which requires the Firm to complete and return the SRA’s diversity questionnaire when requested and states that the Firm must “monitor, report and publish workforce diversity data, as prescribed

4. Definition of Discrimination

Discrimination is an unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or

sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.

5. Types of Discrimination

5.1. Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

5.2. Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees, but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents.
- The employer cannot justify the need for the application of the policy on a neutral basis, and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

5.3. Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.4. Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings, or they have given or intend to give evidence.

6. Unlawful Reasons for Discrimination

6.1. Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2. Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

6.3. Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and the ability to be employed, trained, or promoted as a non-disabled person.

6.4. Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

6.5. Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because she/he is homosexual, heterosexual or bisexual.

6.6. Pronouns

The firm appreciates that some staff members may prefer to use pronouns within their written/verbal dealings with clients and other members of staff. It is therefore up to the individual if they would like to use pronouns within the documentation that is sent out i.e. she/her, he/she or they/them. Clients should also feel comfortable advising the fee earner or members of the firm what pronouns they would like used and this should be recorded in SOS Connect to avoid causing any embarrassment to the client with regard to any dealings on their matters or future dealings the firm may have with the client.

6.7. Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

7. Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that the Firm can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Firm.

If the Firm chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations when there are two candidates of equal merit applying for the same position.

8. Reasonable Adjustments

The Firm has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to the Firm's office premises.
- Re-allocating some or all of a disabled employee's duties.
- Transferring a disabled employee to a role better suited to their disability.
- Relocating a disabled employee to a more suitable office.
- Giving a disabled employee time off work for medical treatment or rehabilitation.
- Providing training or mentoring for a disabled employee.
- Supplying or modifying equipment, instruction and training manuals for disabled employees or
- Any other adjustments that the Firm considers reasonable and necessary provided such adjustments are within the financial means of the Firm.

If an employee has a disability and feels that any such adjustments could be made by the Firm, they should contact the Designated Officer.

9. Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of the Firm are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex,

pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Partners and senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by the Firm and in some circumstances an employment tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

The Firm takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant legislation and Codes of Conduct.

10. Acting on Discriminatory Behaviour

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, they must report this to **Caroline Fletcher**.

11. Advice and Support on Discrimination

Employees may contact their employee representative if access to such an individual is possible.

Other contacts include:

Equality and Human Rights Commission

Manchester
Arndale House
The Arndale Centre
Manchester, M4 3AQ

London
Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX

Cardiff
Block 1, Spur D, Government Buildings
St Agnes Road
Gabalfa
Cardiff
CF14 4YJ

Glasgow

151 West George Street
Glasgow
G2 2JJ

Helpline Telephone Number:

Phone: 0808 800 0082

Textphone: 0808 800 0084

Website: www.equalityhumanrights.com

Citizens Advice Bureau

3rd Floor North

200 Aldersgate Street

London

EC1A 4HD

Website: www.citizensadvice.org.uk

Community Legal Services Direct

Telephone: 0845 345 4 345

Website: www.clsdirect.uk

12. The Extent of the Policy

The Firm seeks to apply this policy in the recruitment, selection, training, appraisal, development, and promotion of the Firm's employees and potential employees, and the selection and instruction of third-party experts and suppliers. The Firm offers services in a fashion that complies with the spirit of this policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Firm.

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

13. Version Control & Updates

This policy is reviewed annually and updated as necessary.

In the event of any statute or regulation changes, this policy will be brought up to date at that point in time and any policies affected will also be updated.

A printed version of this policy should be considered obsolete.