

Equality and Diversity Policy

This Equality and Diversity Policy has been created as part of the firm's obligations under the SRA Code of Conduct 2011, specifically Chapter 2.

We are committed to encouraging equality of opportunity and respect for diversity and to preventing unlawful discrimination in our relationships with our clients, our staff and others.

We are committed to providing a sensitive, appropriate and highly professional service to all sections of society.

Our aim is to be fair to everybody and to ensure that no client, prospective client, third party that we deal with, job applicant or employee or consultant receives more or less favourable treatment on the grounds of: age, race, colour, ethnic or national origin, sex/gender, sexual orientation, disability, religion or religious affiliation/belief, part-time working, pregnancy and maternity, political opinion, family circumstances or trade union membership.

We all have a responsibility to contribute to and ensure compliance with this policy. In particular:

- we do not discriminate unlawfully, or victimise or harass anyone in the course of our professional dealings;
- we treat each other and our clients fairly and with respect;
- we provide services to clients in a way that respects diversity;
- we make reasonable adjustments to ensure that disabled clients, employees or consultants are not placed at a substantial disadvantage compared to those who are not disabled, and we do not pass on the costs of these adjustments to these disabled clients, employees or consultants;
- our approach to recruitment and employment encourages equality of opportunity and respect for diversity. We recruit on merit regardless of background and we take personal circumstances into consideration, in terms of part-time or flexible working arrangements;
- complaints of discrimination are dealt with promptly, fairly, openly and effectively.



You should challenge any inappropriate behaviour or processes when they occur and report them to Martin Thomas

Any complaints or disciplinary issues will be dealt with through the grievance or disciplinary procedure as appropriate.

This policy will be monitored, evaluated and discussed at team meetings at least quarterly.

Workforce diversity

We collect and report our firm diversity data annually in accordance with the SRA regulatory requirements and data protection legislation. We ask our employees and consultants to complete the diversity questionnaire published by the SRA, the results of which are reported to the SRA to enable it to publish its anonymous report of diversity across the whole profession.

Equality and Diversity Policy review

This policy will be reviewed annually and updated as appropriate.

Date 25/02/2025

Reviewed by Martin Thomas