**XXIV OLD BUILDINGS**

**Equality and Diversity Policy**

XXIV Old Buildings and each of its members will comply with their legal and regulatory requirements in relation to Equality and Diversity. In particular, we shall:

1. Never discriminate unlawfully against, victimise or harass any other person on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, disability, age, religion or belief or pregnancy and maternity.
2. Maintain in force this written statement of policy on equality and diversity and a written plan implementing that policy;
3. Regularly review our policies and procedures to make sure they comply with E&D legislation and rules;
4. Conduct the affairs of chambers in a manner which is fair and equitable for all members of chambers and pupils;
5. Recruit and select members of Chambers, pupils and members of staff by objective and fair processes and criteria, and ensure that all panels involved in selection have the requisite training;
6. Treat each other, our members of staff, our pupils, our clients, lawful guests and visitors and applicants for tenancy, pupillage or employment fairly and without regard to their race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, disability, age, religion or belief or pregnancy and maternity.

**Equality and Diversity Implementation Plan**

XXIV Old Buildings will implement its Equality and Diversity Policy as follows:

1. By appointing (and ensuring there is always) an Equality and Diversity Officer (“EDO”) in Chambers;
2. By appointing (and ensuring there is always) a Data Diversity Officer (“DDO”) in Chambers who shall monitor, review, collect, analyse and publish diversity data as required (in relation to members of Chambers, as well as all applicants for membership of and pupillage in Chambers) and as appropriate, and who shall ensure and coordinate the periodic investigation of any disparities in that data and propose remedial action to the EDO or CMC as appropriate;
3. By appointing (and ensuring there are always) at least two grievance officers (at least one male and one female) responsible for investigating and complaints of harassment or other grievances;
4. By ensuring that the EDO has a responsibility to report to and assist the Chambers Management Committee in matters relating to Equality and Diversity;
5. By revising and keeping its policies and procedures up to date and compliant with the Equality and Diversity laws and regulations;
6. By maintaining written policies on:
	1. Flexible working, covering the right of a member of chambers to take a career break, to work part time, to work flexible hours or to work from home to enable them to manage their family responsibilities or disability and remain in practice;
	2. Reasonable adjustments for disabilities, aimed at supporting disabled clients, barristers and visitors to chambers;
	3. Parental and adoption leave;
	4. Anti-harassment and grievances;
	5. Work allocation policy;
7. By ensuring that all members of staff have adequate training in Equality and Diversity;
8. By encouraging members of Chambers to receive adequate, up-to-date and appropriate training in Equality and Diversity and in fair recruitment and selection processes;
9. Regardless of any other right they may have under our constitution, by excluding from the process of selection of members of chambers, pupils, clerks or assessed mini-pupils all those members of Chambers who have not had the requisite recent and appropriate training in fair recruitment and selection processes.

**Role of the Equality and Diversity Officer**

The role of the XXIV Old Buildings’ Equality and Diversity Officer:

1. Ensuring that Chambers bring into and keeps up-to-date and in force a written statement of policy on equality and diversity and a written plan implementing that policy;
2. Ensuring that Chambers complies with all other requirements in Code of Conduct Rule 408.2 (or its successor or replacement, whether amended or not) on Equality and Diversity;
3. Ensuring that Chambers has a Data Diversity Officer who shall collect, monitor, analyse and publish diversity data as required and as appropriate;
4. Ensuring that Chambers regularly reviews its policies and procedures to make sure they comply with Equality and Diversity legislation and rules;
5. Ensuring that Chambers has at least two grievance officers (at least one male and one female), one of which may be the same person as the EDO;
6. Ensuring that any other roles which are required under any of the written Equality and Diversity Policies (such as the Work Allocation Officer) are filled and effectively carried out by suitable persons;
7. Ensuring that any regular reviews required under the policies are carried out by the DDO, the Work Allocation Officer or other suitable person from time to time;
8. Reporting to and assisting the CMC on any issues arising out of Equality and Diversity issues relevant to the operation of Chambers.