



AMB Law

Equal Opportunities Policy

The firm will not unlawfully discriminate against its workers, clients or any other person on the basis of their sex, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic origin, disability or age, pregnancy or trade union membership or the fact that they are part-time or fixed-term workers.

No worker or person applying for employment will be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes.

We will always endeavour to work within legislative requirements as well as promoting best practice to encourage equal opportunities. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, and suppliers by all members of the firm.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

This policy is for guidance only and shall be made available to all workers but does not form part of any worker's contract of employment.

TO WHOM DOES THIS POLICY APPLY?

This policy applies to our employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to applicants for employment and to our partners and other individuals such as agency staff and consultants who are not our employees, but who work at the firm (collectively, "workers").

All workers have a duty to act in accordance with this policy and to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff.

The policy statement above applies equally to the treatment of our visitors, clients, customers and suppliers by our workers and the treatment of our workers by these third parties.

PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF POLICY

The Principal of the firm shall be responsible for the effective operation of this equal opportunities policy ("EOP") and for ensuring compliance with the relevant statutory framework prohibiting discrimination.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.

SCOPE AND PURPOSE OF POLICY

AMB Law will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

AMB will take appropriate steps to accommodate the requirements of workers' religions, cultures and domestic responsibilities.

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Discrimination also includes victimisation and harassment.

RECRUITMENT AND SELECTION

We aim to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed above. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

STAFF TRAINING AND PROMOTION AND CONDITIONS OF SERVICE

Staff training needs will be identified through regular staff appraisals. All workers will be given appropriate access to training to enable them to progress within the organisation. All promotion decisions will be made on the basis of merit.

The composition and movement of workers at different levels will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them.

TERMINATION OF EMPLOYMENT

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

DISABILITY DISCRIMINATION

If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition to enable us to support you as much as possible. You may also wish to advise the Principal of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The Principal may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

We will monitor the physical features of the premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, we shall take steps to improve access for disabled workers and service users.

BREACHES OF THE POLICY

If you believe that you may have been disadvantaged on any of the unlawful grounds listed above, you are encouraged to raise the matter through our grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

If, after investigation, you are proven to have harassed any other worker on the grounds of one or more of the grounds set out above or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We shall always take a strict approach to serious breaches of this policy.

As this policy applies equally to our workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

MONITORING AND REVISION OF POLICY

This policy is reviewed annually. Recommendations for any amendments are reported to the Principal.

Policy last updated June 2018.