



EQUALITY AND DIVERSITY POLICY

1. Introduction

All personnel must be aware of the firm's policy in relation to discrimination, equality and diversity. The policy deals with all professional dealings by personnel with clients, other solicitors, barristers and third parties, and so covers:

- accepting instructions from clients.
- using experts and counsel.
- the provision of services to clients.
- dealings with those representing others.
- interaction with everyone involved in or incidental to the provision of services by the firm.
- The policy also extends to the recruitment, training and promotion of people within the practice. In connection with both aspects, it is the case that all personnel must comply not only with the professional requirements of the Solicitors Regulation Authority but also with the law of the land.

2. Forms of discrimination

The firm's policy covers discrimination on the grounds of the following protected characteristics:

- race
- sex
- sexual orientation
- religion or belief
- age
- disability
- gender reassignment
- pregnancy and maternity

- marriage and civil partnership

The types of action that are against the firm's policy are:

- **Direct discrimination** is where a person is less favourably treated because of the above protected characteristics.
- **Indirect discrimination** occurs where a person (A) discriminates against another (B) if A applies to B a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of B's. And it puts or would put persons with whom B shares the characteristic at a particular disadvantage when compared with persons with whom B does not share it, and a cannot show it to be a proportionate means of achieving a legitimate aim. **OR** where there is same disadvantage in circumstances where a person does not share the same protected characteristic.
- **Victimisation** occurs when someone suffers a detriment because they have acted or intend to act related to discrimination law, such as complaining that someone has not complied with the Equality Act 2010.
- **Harassment** occurs when unwanted conduct on one of the above protected characteristics violates another person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them.

3. Disability provisions

In addition to the firm's obligations not to discriminate against, harass, or victimise those with a disability, the firm is also subject to a duty to make reasonable adjustments to prevent employees, partners, and clients who are disabled from being put at a disadvantage compared to those who are not disabled.

4. Policy statement

TMP is committed to avoiding discrimination in its dealings with clients, partners, employees, and all other third parties dealing with the firm and to promoting diversity in its professional activities.

Everyone at the firm is expected and required to treat all others equally and with the same attention, courtesy and respect regardless of their:

- race
- sex
- sexual orientation
- religion or belief
- age
- disability
- gender reassignment
- pregnancy and maternity
- marriage and civil partnership

In addition, the firm will ensure that nobody with whom it has dealings suffers any substantial disadvantage due to any disability they might have. The firm is committed to making reasonable adjustments for those with disabilities concerning job opportunities, promotion and training within the firm, and providing services to clients.

5. Enforcement

If anyone is concerned that a breach of this policy may be occurring or has occurred a complaint that they have been the victim of a contravention of the Equality Act 2010, they should immediately report this to the firm at the following email address: mail@tmpsol.com

6. Training

When appropriate, the firm will arrange training sessions for all personnel on this topic. This policy forms part of the firm's induction training programme.

7. Planning

The firm's management has considered all aspects of its operations to ensure compliance with the professional rules. Any developments in the firm's strategic and business planning or changes in this manual will be examined to ensure no accidental breach of the firm's E&D policy occurs.

8. Clients

The firm is generally free to accept instructions from any client. Still, any refusal to act will not be based on any of the above grounds, and care must also be taken to avoid any perception that they may apply.

9. Barristers and other experts

Barristers and experts should be instructed based on their skills, experience and ability. The firm will not discriminate in the instruction of barristers and/or experts on any of the above grounds.

A client's request for a named barrister or expert should be complied with, subject to the firm's duty to discuss with the client the suitability of the barrister or expert and to advise appropriately. The firm must discuss with the client any instruction as to the choice of barrister or expert based on any of the above grounds. The firm will endeavour to persuade the client to modify instructions that appear to be given on discriminatory grounds. The firm may cease to act if the client refuses to modify such instructions.

10. Employment, training, and partnership opportunities

TMP is committed to providing equal employment opportunities. This means all job applicants, employees, and partners will receive equal treatment on the above grounds.

TMP will also comply with the law and the professional requirements concerning its partners and prospective partners. Thus, where appropriate, the existing partners will not discriminate on any of the above grounds in the arrangements they make to determine to whom they should offer a partnership, the terms on which any partnership is offered, or by refusing to offer or deliberately not offering, a partnership to anyone. Nor shall the partners discriminate in any way concerning the provision of benefits to any partner or concerning any matter relating to the expulsion of any partner or any detriment to be suffered by him/her.

12. Recruitment agencies

The firm will ensure that applications are attracted from people without regard to the above grounds and that there are equal opportunities in all stages of the recruitment process. Steps have been taken to ensure that recruitment to the firm is achieved through recruitment agencies and that these agencies comply with obligations under the Equality Act 2010.

13. Monitoring and review

The firm will monitor this policy periodically to judge its effectiveness. Jacqueline McGuigan has been appointed to be responsible for the policy's operation. Specifically, the firm will monitor the ethnic and gender composition of existing staff and job applicants, as well as

the number of people with disabilities within these groups. It will review its equal opportunities policy according to the monitoring results and implement changes if necessary. Any developments in the firm's strategic and business plans will be similarly examined to ensure no inadvertent breach of the policy occurs.

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