

4 NEW SQUARE

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4 New Square Reasonable Adjustments Policy

Policy Statement

4 New Square ("**4NS**", "**Chambers**") is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people applying to or working with chambers, receiving legal services or visiting. Accordingly, Chambers will make all reasonable adjustments required by law to:

1. remove any provision, criterion or practice, or any physical feature of Chambers which places a disabled person (be it a member of relevant personnel, client or visitor) at a substantial disadvantage to someone who is not disabled; or
2. provide appropriate technology or equipment to remove such a disadvantage.

Scope

This policy applies to Members of Chambers, pupils and other Non-Member Legal Practitioners (NMLPs) and clerks, staff and any temporary personnel associated with 4NS (i.e. mini-pupils, individuals on work experience, contractors)¹. Together all such individuals are referred to below as "**relevant personnel**". This policy also applies to our clients and any visitors.

Definition of disability

For the purposes of this policy the definition of disability is the same as that set out in the Equality Act 2010 s.6. A person is therefore disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. "Substantial" means more than minor or trivial and "long term" means "12 months or more".

Types of reasonable adjustment

This Policy does not offer an exhaustive list of the reasonable adjustments that Chambers will make; however, the types of adjustment that may be made are:

- provision of information in alternative formats, e.g., large print, Braille, etc.;
- paid leave for medical purposes relating to the disability of disabled employees of chambers;
- provision of auxiliary aids e.g., induction loops;
- provision of accessible conference room facilities; and
- provision of reader or interpreter.

¹ This encompasses "Members of Chambers" and "Non-Member Legal Practitioners" as defined In Chambers' written constitution from time-to-time.

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When deciding whether an adjustment is reasonable, Chambers will consider, in addition to Chambers' resources and size, the following:

- any suggestion by the disabled person as to what adjustment(s) ought to be made;
- any medical information supplied by the disabled person as to his or her disability and its effects;
- how effective the change will be in avoiding the disadvantage the disabled person would otherwise experience;
- its practicality;
- the cost; and
- the availability of financial support.

Staff, barristers, pupils and others in chambers

Please be aware that Chambers can only make such reasonable adjustments where a relevant disability is known or ought reasonably to be known by Chambers.

Chambers understands that individuals may not wish to discuss their disability. However, any member of relevant personnel who feels they would benefit from a reasonable adjustment is strongly encouraged to discuss the matter with an Equality and Diversity Officer (EDO) who will be happy to explore options. Confidentiality of the matter will be maintained as far as is possible with only those involved in determining and implementing any required adjustments being informed. EDOs may discuss the matter with others such as the Equality and Diversity Committee, Chambers Management Committee, the Facilities Manager and IT.

Where a disability is known to Chambers, it will be necessary to consider whether any additional emergency planning is required. The Chambers' is responsible for this and specifically whether a personal emergency evacuation plan is required for the individual/s concerned. If so, the plan will be developed in partnership with the individual concerned.

Should you wish to request a reasonable adjustment please complete the Reasonable Adjustment Request Form for Members, Pupils, Staff and Visitors at **Annex 1**.

Applicants for pupillage

Applicants for pupillage who would like to notify Chambers of a requirement for reasonable adjustments can do so via the Pupillage Gateway ("Gateway") application form. Gateway applicants will be asked if they consider themselves disabled within the meaning of the Equality Act 2010 and if so, whether they require reasonable adjustments in relation to their application for pupillage.

Chambers' Pupillage Administrator will identify all candidates who indicate they have a disability and send to them the 4 New Square Reasonable Adjustments Form. The form provides details of the application process in order to assist candidates in identifying adjustments that may be required. Upon receipt of the completed forms, the Pupillage

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Administrator will forward them to the EDOs who will consider the requests and to the extent that they consider those adjustments to be reasonable, ensure that they are put in place. The EDOs may consult others within Chambers such as Chambers' Management Committee and IT as to the feasibility and implementation of reasonable adjustments.

Members of the interview panel(s) will not be informed of any disability or reasonable adjustments that have been made that are not overt (e.g., any adjustments for wheelchair access may be overt whereas extra reading time will not and as such the interview panel will be unaware). Interview panels are not permitted to ask questions or to discuss reasonable adjustments during the interview process.

Visitors to chambers

Barristers are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for our visitors whom they know to be disabled and likely to require assistance. Visitor requests for specific reasonable adjustments may be made by completing the Reasonable Adjustment Request Form for Members, Pupils, Staff and Visitors at **Annex 1** and submitting it to the CEO.

Cost of making reasonable adjustments

In no circumstances will Chambers pass on the cost of a reasonable adjustment to a disabled person.

Confidentiality

Every effort will be made to retain confidentiality of any matter raised in relation to this policy as far as is possible, with disclosure only being made to those who require knowledge of the matter, such as the individuals involved in providing reasonable adjustments.

Policy review

This Policy is to be reviewed every two years. The policy was reviewed in May 2019, May 2022, in March 2024 and June 2024.

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Annex 1

Reasonable Adjustment Request Form for Members, Pupils, Staff and Visitors

4 New Square Limited ("**4NSL**", "**Chambers**") is committed to equality of access and ensuring that any Member, pupil, staff or visitor who has a disability is appropriately supported.

Chambers understands that individuals may not wish to discuss their disability. However, any member of relevant personnel who feels they would benefit from reasonable adjustments is strongly encouraged to discuss the matter with an Equality and Diversity Officer (EDO) or Lizzy Stewart who will be happy to explore options.

Should you require a reasonable adjustment to be made to assist you in your work please complete this form and provide by email to either Lizzy Stewart or an EDO (whomever you would prefer). Please ensure you read the information regarding personal data below and the referenced 4NSL policies.

Scope

This policy applies to Members of Chambers, pupils and other Non-Member Legal Practitioners (NMLPs), staff and any temporary personnel associated with 4NS (i.e. mini-pupils, individuals on work experience, contractors)². Together all such individuals are referred to below as "**relevant personnel**". Where relevant, this policy also applies to our clients and visitors.

Personal Data

Confidentiality

Please note that your request and personal data will remain confidential as far as possible with disclosure only being made to those who will be involved in considering your request and implementing any agreed adjustment (and this may include an external third party depending on the requirements). Please note that any information disclosed to others (whether internally or externally) will be limited to what is absolutely necessary for the purposes of considering your request and providing any agreed adjustment to you.

Consent

By signing this document you consent to the personal data provided within this form being processed by 4 New Square for the purposes of your reasonable adjustment request.

² This encompasses "Members of Chambers" and "Non-Member Legal Practitioners" as defined In Chambers' written constitution from time-to-time.

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Storage and retention

Your personal data relating to this request will be stored by Chambers in line with 4 New Square's Data Retention and Disposal Policy Non-Practice (All Personnel) Policy.

Your rights

Please see 4 New Square's Tripartite Privacy Policy for detailed information in respect of data privacy and your rights as a data subject. In summary, your rights are as follows:

- You have the right access your personal data held by 4NSL at any time.
- You have the right to be informed as to how your personal data will be processed, stored and retained.
- You have the right withdraw your consent to the processing of your data at any time.
- You have the right to request your personal data is destroyed.
- You have the right to rectify your data if it is inaccurate or incomplete.
- You have the right not to be subject to automated decision-making.

Reasonable Adjustment Request

Name	
Position	
Date of request	
Please provide details explaining how your health impacts your work or how your work impacts your health. <i>Please provide details such as how your working environment is affected.</i> <i>You do not need to disclose your health problem if you do not want to but the more detail we have the better able we will be able to support you. Should you prefer to discuss the matter in person please contact Lizzy Stewart or one of the other EDOs.</i>	
What reasonable adjustment do you think would assist you?	
Signed	
Dated	