

4 NEW SQUARE

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4 New Square Reasonable Adjustments Policy

Policy Statement

1. 4NS 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.

Scope

2. This policy applies to members of chambers, members of staff, associates, probationary tenants, pupils, mini-pupils, pupillage and tenancy applicants, job applicants, contract workers, agency workers, trainee workers and students on work experience or placements, volunteer workers, former members of chambers, former members of staff and our clients (both lay and professional) and visitors are also protected.

Definition of disability

3. 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 s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her 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

4. 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.
 - Provision of reader or interpreter.
5. When deciding whether an adjustment is reasonable, Chambers will consider, in addition to Chambers' resources and size, the following:

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- How effective the change will be in avoiding the disadvantage the disabled person would otherwise experience;
 - Its practicality;
 - The cost;
 - The availability of financial support;
 - 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.
6. Chambers strongly encourages the disabled person to supply any relevant information in relation to the above, which will be treated in confidence.

Staff, barristers, pupils and others in chambers

7. Staff, barristers or pupils with specific requirements should make requests to the Equality and Diversity Officers (EDOs) for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis and where it is not possible to make the adjustment requested 4NS will discuss viable alternatives with the applicant.
8. The Head of Chambers is responsible for considering whether disabled staff, barristers, pupils or others require assistance during an emergency evacuation and if so 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 in order to ensure that the adjustments to the emergency evacuation procedure may be made.

Applicants for pupillage

9. 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.
10. Chambers' Pupillage Administrator will identify all candidates who indicate they have a disability and send to them the 4NS 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 Administrator will forward them to the EDOs who will consider the requests

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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.

11. 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

12. 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 contacting the Senior Clerk.

Cost of making reasonable adjustments

13. In no circumstances will 4NS pass on the cost of a reasonable adjustment to a disabled person.

Policy review

14. This Policy is to be reviewed every two years. The policy was reviewed in May 2019 and last reviewed in May 2022.