

REASONABLE ADJUSTMENTS POLICY

1. Statement of policy

- a. Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working in or with Chambers, or receiving legal services.

2. Application of the policy

- a. This policy covers all members of Chambers, employees, clerks, pupils, mini-pupils and visitors to Chambers.

3. Communication of this policy

- a. A copy of this policy will be provided to all members of Chambers, employees, clerks, pupils and those who are required to read and understand it.

4. Definition of disability

- a. For the purposes of this policy the definition of disability follows that set out in section 6 of the Equality Act 2020. 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.

5. Types of reasonable adjustment

- a. This policy does not provide an exhaustive list of the reasonable adjustments that Chambers will make for members of Chambers, employees, clerks, pupils, mini-pupils and/or visitors to Chambers. However, the following types of adjustment that may be made are listed below:
 - Provision of information in alternative formats (e.g. large print, Braille, on yellow paper);
 - Paid leave for disabled employees of Chambers;
 - Provision of auxiliary aids (e.g. induction loops);
 - Provision of accessible conference room facilities. It should be noted that Chambers is not currently able to offer wheelchair access to conference rooms in Chambers’ buildings, so accessible conference room facilities will be provided off-site;

- Provision of a reader or interpreter.

6. Requests for reasonable adjustments

- a. Members of Chambers, employees, clerks, pupils and mini-pupils with specific requirements should make requests to Chambers' Equality and Diversity Officer(s) for reasonable adjustments decisions. All requests for reasonable adjustments will be considered on a case by cases basis with the advice and assistance of Chambers' Equality and Diversity Committee. Where it is not possible to make the adjustment requested, Chambers will discuss viable alternatives with the applicant.
- b. Chambers' Equality and Diversity Officer(s) is/are responsible for considering whether or not disabled members of Chambers, employees, clerks, pupils or mini-pupils require assistance during an emergency evacuation, and if so, whether or not a personal emergency evacuation plan is required for the individual concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.
- c. Individual members of Chambers are responsible for considering reasonable adjustment requests by their visitors to Chambers. Members are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting Chambers' Equality and Diversity Officer(s).
- d. Applicants for work experience, mini-pupillage, pupillage or tenancy should make any requests for reasonable adjustments to the individual named on the relevant application form, or to Chambers' Equality and Diversity Officer(s).
- e. In no circumstances will Chambers pass on the costs of a reasonable adjustment to a disabled person.

This policy was adopted at a Chambers' meeting on 26 January 2023, and will be reviewed in January 2024.