

Dignity at Work (Anti-Harassment and Unacceptable Behaviour) Policy

1. Ten Old Square is committed to providing a work environment in which all individuals, clients and the public are treated with dignity and respect. Ten Old Square is determined to promote a work environment in which everyone is valued, treated equally and with dignity and can flourish.
2. A copy of this policy is provided to all those for whom chambers constitutes a working environment, including members of chambers, pupils, 'squatters', clerks and other employees, temporary workers, those who provide services to chambers such as contract cleaners, accountants and IT consultants, and mini-pupils and work experience students.

Harassment

3. Harassment in any form will not be tolerated or condoned at Ten Old Square. Harassment includes any unwanted conduct related to sex, race, disability, gender re-assignment, religion or belief, sexual orientation or age. Such behaviour may take many forms including;
 - conduct which is unwanted by the recipient and perceived as hostile or threatening;
 - conduct which gives rise to a hostile or threatening work environment;
 - conduct which creates an atmosphere in which it is feared that rejection or submission will be used as a basis for decisions which have an impact on the recipient at work such as an allocation of work or tenancy decision.
4. The following are examples of types of behaviour which may amount to harassment:
 - physical or sexual assault;
 - requests for sexual favours in return for career advancement;
 - unnecessary physical contact;
 - exclusion from social networks and activities or other forms of isolation;
 - bullying;
 - compromising suggestions or invitations;
 - suggestive remarks or looks;
 - display of offensive materials, including on a computer screen;
 - tasteless jokes or verbal abuse, including any sent by email;
 - offensive remarks or ridicule;
 - dealing inappropriately or inadequately with complaints of harassment.

5. Harassment is unlawful under the Equality Act 2010¹. In addition to the above unwanted conduct, it can arise where a person engages in any kind of unwanted sexual behaviour (or behaviour that is related to gender reassignment or sex).
6. Harassment is misconduct for employees and a breach of the Bar Code of Conduct for barristers.

Unacceptable behaviour

7. Unacceptable behaviour is wider than harassment and can be described in general terms as any behaviour that could potentially undermine someone's self-worth or self-respect. Everyone who works within the Chambers' environment is required to conduct themselves in a professional manner, which recognises the dignity of work, when interacting with others. They should consider their own behaviour and the impact that this can have on others. Chambers recognises that personalities, characters and styles of interaction may differ but, notwithstanding these differences, as a minimum standard everyone is expected to (where relevant):
 - establish and maintain good working relationships;
 - work co-operatively with others in order to achieve objectives;
 - manage performance in an appropriate, fair and proportionate manner;
 - consider other people's perspectives in order to help reach agreement;
 - maintain confidentiality as appropriate.

Complaints

8. Complaints of harassment and/or unacceptable behaviour should be made and will be dealt with in accordance with Ten Old Square's procedure for Grievances and Complaints set out in the Equality and Diversity Policy.
9. Chambers is committed to ensuring that no-one who makes an allegation of harassment and/or unacceptable behaviour, in good faith, should be subjected to any detriment as a result. Any victimisation of a complainant, witness or anyone else involved in the investigation of a complaint will be viewed as a disciplinary matter.
10. Anyone to whom the policy is provided, and indeed anyone else, who considers they have been the subject of harassment, has a right to complain.

How to assist

11. Those working within the Chambers environment can help stop harassment and unacceptable behaviour by:

¹ s 26, Equality Act 2010.

- complying with this policy and treating others with dignity and respect;
- challenging harassing and unacceptable behaviour;
- ensuring their own behaviour does not contribute to or collude with harassment or unacceptable behaviour;
- cooperating fully in any investigation undertaken by Chambers or the BSB;
- being supportive to others working with Chambers who are being harassed or subjected to unacceptable behaviour.

12. This policy will be reviewed by Ten Old Square's Equality and Diversity Officers every two years. The next review will be during May 2022.