

## **Reasonable Adjustments Policy**

### **Aim and Remit of Policy**

1. Serjeants' Inn Chambers ("chambers") is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working within chambers or receiving legal services from it. This policy covers all barristers, staff, pupils, mini-pupils and visitors to chambers.

### **Circulation**

2. This policy is circulated to all barristers, staff, pupils and mini-pupils.

### **Definition of Disability**

3. For the purposes of this policy the definition of disability follows 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 twelve months or more.

### **Examples of Reasonable Adjustment**

4. This policy does not provide an exhaustive list of the reasonable adjustments that chambers will make for barristers, staff, pupils, mini-pupils or visitors. However, the types of adjustment that may be made are listed below:
  - a. Provision of information in alternative formats (e.g. large print, Braille, etc).
  - b. Paid leave for disabled employees.
  - c. Provision of auxiliary aids, e.g. induction loops.
  - d. Provision of accessible conference room facilities.
  - e. Provision of a reader or interpreter.

### **Barristers, Staff and Others in Chambers**

5. Barristers or staff with specific requirements should make requests to for reasonable adjustment decisions to the Business Director. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of chambers' Equality and Diversity Officers and, where it is not possible to make the adjustment requested, chambers will discuss viable alternatives with the applicant.
6. The Business Director is responsible for considering whether or not disabled barristers, staff, 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 such a plan is required, it will be developed in partnership with the

individual concerned in order to ensure that adjustments may be made to the emergency evacuation procedure set out in the Operations Manual.

### **Visitors to Chambers**

7. Barristers are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any reasonable adjustments that are likely to have to be made for visitors whom they know to be disabled and to be likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting the Chambers Administrator, Stacey Hunt.

### **Cost of Making Reasonable Adjustments**

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

### **Monitoring and Review**

9. This policy is reviewed by chambers' Equality and Diversity Officers every two years. The next review is due in May 2016.