



## EQUAL OPPORTUNITIES POLICY – UK

### 1. POLICY

It is the firm's policy to provide all members of the firm with an environment free from discrimination or harassment of any kind and to offer equality of opportunity in all areas of the employee life cycle including, but not limited to, all aspects of recruitment, training, promotion and terms and conditions of employment, including pay.

The policy applies to all staff, client personnel and suppliers and anyone visiting our offices. For this purpose all staff includes partners, employees (permanent or fixed term), agency staff, contractors, temporary and casual workers.

All members of the firm have a duty to act in accordance with this policy. Any breach of this policy, such as discriminatory behaviour, harassment or victimisation of any kind will not be tolerated and will be dealt with in accordance with the Conduct Policy.

### 2. FORMS OF DISCRIMINATION

The Equality Act 2010 protects people from discrimination in the workplace. It replaces previous anti-discrimination legislation. Discrimination may be direct or indirect and it may occur intentionally or unintentionally on the basis of one or more individual characteristics (age, civil partner or marital status, disability or gender, gender identity or expression, nationality, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, social mobility and sexual orientation). This occurs where someone is treated less favourably usually because of one or more individual characteristics set out above. For example, rejecting an applicant on the grounds of their sexual orientation would be direct discrimination. The Equality Act outlines different types of discrimination which are outlined below:

#### 2.1 Indirect discrimination

This occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same individual characteristics at a particular disadvantage. For example, specifying a limit on post-qualification experience in a job advertisement may indirectly discriminate against older applicants. Such a requirement would need to be objectively justified.

#### 2.2 Harassment

This occurs where an employee is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Third-party harassment occurs where an employee is harassed (and the harassment is related to individual characteristics) by third parties such as clients or customers.

#### 2.3 Victimisation

This occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he or she made or supported a complaint or

raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so, or being about to do so.

**2.4 Associative discrimination**

This occurs where an individual is directly discriminated against or harassed for association with another individual who has specific characteristics. For example, withdrawing a promotion opportunity because an individual has assumed caring responsibilities for a disabled relative may be discrimination because of the individual's association with a disabled person.

**2.5 Perceptive discrimination**

This occurs where an individual is directly discriminated against or harassed based on a perception that he or she has a particular individual characteristic when he or she does not, in fact, have that characteristic. For example, a heterosexual man could bring a claim for harassment if he is taunted about his sexuality by colleagues who believe him to be gay.

**3. DISABILITY AND HEALTH CONDITIONS**

If you are disabled, or become disabled, we encourage you to tell us about your condition so that we can, where reasonable, support you by making the necessary accommodations and adjustments, to enable you to perform your job.

If you experience difficulties at work because of your disability or health condition, you should contact the Occupational Health Adviser/HR Manager/Line Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Careful consideration will be given to any such proposals and they will be accommodated where possible. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff and service users.

**4. RECRUITMENT OF EX-OFFENDERS**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Hogan Lovells complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

**5. APPLICATION OF THIS POLICY**

This policy applies to all aspects of our relationship with staff. This includes, but is not limited to, job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures and termination of employment.

6. **MONITORING**

The firm collects and monitors equal opportunities data of all staff. This information enables us to decide our strategy and determine policy to maximise equality of opportunity and fairness in all areas of the employee life cycle. All submitted equal opportunities data relating to individual employees is viewed as strictly confidential and is subject to the principles outlined in the Data Protection Act. Any disclosure of statistical data is only reported on an aggregate basis and is not attributable to any individual employee.

7. **BREACHES OF THE POLICY**

Any breach or alleged breach of this policy, such as discriminatory behaviour, harassment or victimisation of any kind will not be tolerated and will be investigated and dealt with in accordance with the firm's Conduct Policy. In serious cases, such behaviour may constitute gross misconduct and could result in summary dismissal.

8. **COMPLAINTS**

If you believe that you have been harassed or disadvantaged on discriminatory grounds you are encouraged where possible to raise the matter through the firm's Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Any personnel who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the firm's Conduct Policy.

June 2017