

# **THE MEDIATION SPACE LLP EQUALITY AND DIVERSITY POLICY**

## **1. Purpose**

This policy sets out THE MEDIATION SPACE LLP's approach to equality and diversity. THE MEDIATION SPACE LLP are committed to actively promoting and advancing equality and diversity. All persons encountering THE MEDIATION SPACE LLP will be treated fairly and with respect. We aim to ensure a culture that actively values difference and to ensure that our commitment to equality and diversity is embedded in our daily working practices with colleagues, clients and third parties.

THE MEDIATION SPACE LLP will not tolerate discrimination based on protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation (Equality Act 2010).

## **2. Scope**

This policy applies equally to:

- A. Members.
- B. Clients.
- C. Employees.
- D. Suppliers and contractors.

Each Member or employee has a personal responsibility for the implementation of this policy.

Each member is responsible for:

- a. Monitoring changes in legislation and regulatory requirements and updating THE MEDIATION SPACE LLP policies and procedures accordingly.
- b. Effective implementation and promotion of the E&D policy.
- c. Development of the Equality and Diversity plan and its successful implementation.
- d. Hearing and resolution of concerns relating to equality and diversity issues.

### **3. Implementation**

To facilitate the implementation of this policy THE MEDIATION SPACE LLP shall:

- A. Provide a copy of this policy to all partners, associates and employees.
- B. Publish a copy on THE MEDIATION SPACE LLP website.
- C. Ensure that all partners, associates and employees who are involved in any recruitment activities have been appropriately trained in fair recruitment.

### **4. Fair Access to Work**

The distribution of work to all partners, associates and employees shall be carried out in a manner that is fair to all and without discrimination. THE MEDIATION SPACE LLP will not accede to discriminatory instructions from clients. The member of THE MEDIATION SPACE LLP may be selected only based on the skills and experience required for a particular instruction.

### **5. Complaints and Grievances**

#### *THE MEDIATION SPACE LLP Members*

Any partner, associate or employee who wishes to raise an equal opportunities or diversity issue should raise it with one of the founding partners. If, in the opinion of the founding partners, the issue should be dealt with as a complaint they may, with the consent of the person who raised the matter, refer the complaint to the Chairperson.

If the matter is not raised as a complaint, then the founding partners will carry out all necessary investigations into the issue and give all relevant persons the opportunity to state their opinion on the issue. On completion of the investigation the founding partners will report in writing their findings to the person who raised the issue and to the founding partners. The report will include details of any changes to THE MEDIATION SPACE LLP's policies or practices which the founding partners consider should be implemented by THE MEDIATION SPACE LLP because of their investigation.

All conversations and documents relating to any issue will be treated as confidential and will be disclosed only to the extent necessary for the investigation of the issue.

The investigating founding partners will keep a record of every issue raised in accordance with this policy showing:

- (i) the nature of the issue.
- (ii) the investigation report.
- (iii) any action taken as a result of the issue having been raised.

### Clients

Any client, visitor or contractor who wishes to raise a complaint in relation to an equality and diversity issue should do so by using THE MEDIATION SPACE LLP client complaints procedure.

## **6. Review**

This policy will be reviewed every two years, or sooner if legal or regulatory requirements are implemented. The policy will be reviewed by one of the Partners. The date of the next policy review will be May 2023.