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Reviewed By:	Reviewed 13.03.24 AS

DIVERSITY AND INCLUSION POLICY

1. INTRODUCTION

1.1 BARBRI (the "Company") delivers higher education courses internationally, with a particular focus on the SQE and professional development courses in the UK and the State Bar Exam in the US. The Company has over 50 years of legal exam prep innovation and pass rate success. This policy was developed to set out the Company's Equality, Diversity, and Inclusion policy.

1.2 The Company aims to promote equality, diversity and inclusion as an employer and legal education provider. This policy outlines how gender equality, diversity and inclusion will underpin all areas of the Company's work and service provision, including the communities within which it operates.

2. PURPOSE

2.1 The Company's Equality, Diversity and Inclusion purposes are set out as follows:

- 2.1.1 to provide equality, fairness and respect for all students, employees and related individuals whether temporary, part-time or full-time;
- 2.1.2 not to unlawfully discriminate based on the protected characteristics of: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation; and
- 2.1.3 to oppose and avoid all forms of unlawful discrimination. This includes: access to Company courses, access to guidance from the learning teams, pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other development opportunities.

3. COMMITMENTS

3.1 The Company commits to:

- 3.1.1 encourage equality, diversity and inclusion in the workplace;
- 3.1.2 create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued;
- 3.1.3 training managers and all other employees about their rights and responsibilities under this equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and preventing bullying, harassment, victimisation, and unlawful discrimination;
- 3.1.4 ensuring all staff understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public;
- 3.1.5 take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during work activities;
- 3.1.6 make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential; so their talents and resources can be fully utilised to maximise the efficiency of the organisation;
- 3.1.7 make decisions concerning staff based on merit;
- 3.1.8 review employment practices and procedures when necessary to ensure fairness, and to update these and this policy to take account of changes in the law;

- 3.1.9 monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and towards achieving the aims and commitments set out in this policy; and
- 3.1.10 assessing and monitoring how this policy, and any supporting action plan, are working in practice reviewing them annually, and considering and taking action to address any issues.

4. **AGREEMENT TO FOLLOW THIS POLICY**

- 4.1. This policy is fully supported by senior management and all employees of the Company. We expect students and all parties associated with the Company to adopt the ethos and practices set out in this policy.

5. **MISCONDUCT**

- 5.1 Acts of misconduct will be dealt with as misconduct under the Company's disciplinary and misconduct procedures, and appropriate action will be taken. Serious complaints could amount to gross misconduct and lead to dismissal without notice.

6. **OUR DISCIPLINARY AND MISCONDUCT PROCEDURES**

- 6.1 Details of the Company's disciplinary and misconduct policies and procedures can be found in our Bullying and Harassment Policy and Procedure, and our Student Misconduct and Disciplinary Policy and Procedure (the "Disciplinary Policies"). These procedures include instructions for each person involved in a complaint as well as a list of actions which could constitute a breach of the Disciplinary Policies; resulting in disciplinary action.

7. **OUR DIVERSITY & INCLUSION FRAMEWORK**

- 7.1 This policy is guided by our other policies around bullying and harassment and all relevant legislation, but it also goes beyond these policies and legislation to ensure that it reflects our values.

8. **DEFINITIONS**

- 8.1 Discrimination is defined as less favourable treatment. The two main types of discrimination are:

- 8.1.1 **direct discrimination**, whereby a person is treated less favourably because of a protected characteristic; and
- 8.1.2 **indirect discrimination**, whereby a person experiences discrimination as a consequence of a practice or policy that does not overtly appear discriminatory but has a discriminatory impact.

- 8.2 Protected groups/characteristics include the following:

- 8.2.1 gender, for example, man, woman, transgender, intersex or non-binary;
- 8.2.2 civil status, for example, single, married, separated, divorced, widowed, civil partners and former civil partners;
- 8.2.3 family status, for example, parent of a person under 18 years, resident primary carer or parent of a person with a disability, pregnancy and maternity/paternity;
- 8.2.4 sexual orientation, for example, gay, lesbian, bisexual, transsexual, asexual, heterosexual and non-binary;
- 8.2.5 religion, for example, religious belief, background, outlook or none;
- 8.2.6 age, this applies to people over the age of 16;
- 8.2.7 disability, for example, physical, intellectual, learning, cognitive or emotional disabilities, and a range of medical conditions;
- 8.2.8 race, for example, skin colour, nationality or ethnic origin; and
- 8.2.9 membership of the traveller community.

8.3 Protections for these groups cover the areas of recruitment, promotion, compensation, working conditions, training or experience, dismissal, harassment (including sexual harassment), victimisation and all terms and conditions of the Company.

9. POLICY STATEMENT

8.1 It is the Company's policy that all students, staff and related parties with whom the Company interacts, are treated with the same high level of respect, dignity and courtesy and be offered the same opportunities regardless of their gender, civil status, family status, sexual orientation, religion, age, disability, or race.

8.2 Furthermore, the Company seeks out, when appropriate, opportunities to increase diversity and inclusion in the Company; for example, through the scholarship offering, support of BARBRI Bridges, and by offering Equality, Diversity and Inclusion training to staff as well as other relevant training opportunities.

10. SCOPE

9.1 This policy applies to all the Company's employees, students and contractors and governs how we interact with each other, showing respect and consideration in all our dealings.

9.2 The policy also applies to third-party groups that we interact with including, but not limited to, our vendors, our clients, former employees, recruits, and any person visiting or working in our offices.

11. RESPONSIBILITY

10.1 Everyone in the Company has a personal responsibility to review this policy and adhere to its principles and practices. This means, in all dealings to behave in a non-discriminatory way and to go beyond that when possible, to actively seek out opportunities to practise inclusion.

10.2 Managers and lead tutors have a specific responsibility to show leadership in this area and to be role models – setting the standard and leading by example.

12. REVIEW & MONITORING

11.1 The Company has appointed an HR Manager who regularly reviews and monitors implementation of the policy to ensure that it is successful in reflecting the Company's Diversity & Inclusion ideals.

13. COMMUNICATION

12.1 This policy is available on induction, on the Company website and will be saved on the universal document filing system. Any changes to the policy will be brought to the attention of all staff and made available to all staff.

12.2 The details of this policy are specifically highlighted and discussed in all induction training.

14. COMPLAINT PROCEDURE

Any student or employee who has concerns about discrimination in the workplace or who considers that they are being unfairly treated on any of the grounds laid out in this policy or the legislation should bring these issues to the attention of the Head of Operations. Students and employees can raise concerns and make reports without fear of reprisal and all complaints will be treated confidentially, as far as is practicable, in accordance with the Bullying and Harassment Policy and Procedure documents and other relevant policies.

13.1 Any employee who breaches this policy will be subject to the Disciplinary Procedure (see Employee Handbook). Likewise, if it is found that there is a systemic issue that is in violation of this policy, the Company is committed to quickly addressing and remedying the issue.

13.2 The Company takes violations of this policy seriously and any attitudes, behaviours or practices which do not contribute to a positive environment will not be tolerated.