

MILS LEGAL LTD (“MILS”)

REASONABLE ADJUSTMENTS POLICY

Aim

1. MILS is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with MILS or receiving legal services. This policy covers all employees of MILS, barristers, solicitors, pupils, mini-pupils and visitors to the workplace.

Circulation

2. This policy is circulated to all members of staff and those who are required to read and understand it.

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 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 12 months or more.

Types of Reasonable Adjustment

4. This policy does not provide an exhaustive list of the reasonable adjustments that MILS will make for all staff or visitors; however, the following 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; and
 - (e) Provision of a reader or interpreter.

Staff and Others in a BSB authorised body

5. Staff with specific requirements should make requests to Katharine Davidson KC, the Equality and Diversity Office (EDO) for MILS for reasonable adjustments decisions. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of the EDO. Where it is not possible to make the adjustment requested, the EDO will discuss viable alternatives with the applicant.
6. The Head of Legal Services (Christopher Baylis) is responsible for considering whether or not disabled staff require assistance during an emergency evacuation and, if so, whether or not a personal emergency evacuation plan is required for the individual/s concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

Visitors to the Work Place

7. Barristers, solicitors and other members of staff are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any likely

reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting the EDO, Katharine Davidson KC, on either kdavidson@mils.co.uk or 020 7244 6790.

Cost of making reasonable adjustments

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

Monitoring and Review

9. This policy is reviewed by the EDO every 2 years. The date of the last review was 1st March 2023.

Revised: 1st March 2023 (KDKC)