

## **SOUTH SQUARE CODE OF CONDUCT**

1. At South Square we strive for a modern working environment of professionalism, courtesy and fairness in which all individuals are able to make the best use of their skills, free from discrimination, bullying, victimisation or harassment.
2. The purpose of this Code is to ensure that every individual working in chambers is treated with dignity and respect. A copy of this Code is provided to everyone working in chambers. Everyone should take the time to ensure they understand what types of behaviour are unacceptable under this Code.

## **PRINCIPLES**

3. Everyone who works in chambers, whether they are members, pupils or staff, is expected to treat each other in a manner which is professional, courteous and fair.
4. Everyone who works in chambers should enjoy equal opportunities without discrimination. No individual working in chambers may discriminate against another on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
5. The principle of equality of opportunity and non-discrimination applies equally to the way in which members and staff treat visitors, clients and suppliers.
6. Discrimination, bullying, victimisation and harassment are unacceptable. Such behaviour is harmful to those directly affected and to chambers as a whole. Each of us has a personal responsibility to ensure that our working environment is free from discrimination, bullying, victimisation and harassment, and conducive to effective working.

## **ACTION**

7. Any barrister, employee, pupil or mini-pupil or any other person visiting chambers has the right to complain if any discrimination, bullying, victimisation or harassment occurs in breach of this Code Any complaint of discrimination, bullying, victimisation or harassment in breach of this Code may be raised informally in the first instance with the person concerned, or either or both of chambers' equality and diversity officers, who will agree an appropriate response.
  
8. If raising the matter informally is unsuccessful or if it would be inappropriate then any formal complaint should be made directly to the Chambers Director or the Head of Chambers.
  
9. South Square will take allegations of a breach of this Code seriously and will address such allegations promptly, sensitively and, where possible, confidentially.
  
10. South Square is committed to ensuring that no-one who makes an allegation of discrimination, bullying, victimisation or harassment in good faith should be subjected to any detriment as a result. Any victimisation of a complainant, witness or anyone else involved in the investigation of a complaint will be viewed as a disciplinary matter.

## **The Executive Committee (reviewed in June 2020)**

Note: The South Square Values and Behaviours set out below were developed in consultation with staff and Members.

## **SOUTH SQUARE VALUES AND BEHAVIOURS**

### **WE ARE OPEN AND TRANSPARENT**

Honesty and openness are core to who we are and central to us creating a place in which everyone can thrive.

### **WE ARE INCLUSIVE AND SUPPORTIVE**

We recognise the benefits of having a diverse and inclusive team and we understand the importance of building a respectful and compassionate working environment.

### **WE ARE RELIABLE**

We are reliable individuals and teams who are committed to delivering results and supporting each other to meet the overall needs of the business.

### **WE ARE DRIVEN**

We are motivated and driven by achieving results in a fast-paced environment.

The behaviours below describe how staff and Members should (and should not) behave in the workplace.

### **We are open and transparent**

<b>We do</b>	<b>We don't</b>
We listen to and respect the ideas and opinions of others	We don't shoot down the opinion of others
We communicate clearly about what we need from others	We don't assume people know what we want and need from them
We own our mistakes	We don't try to cover things up
We are happy to have tough conversations when required	We do not resent constructive criticism

We share information with other members of the team	We don't keep information to ourselves or act in a political way
We give credit where credit is due	We don't take credit for other people's hard work
We accept that people make mistakes	We don't hold grudges
We treat people as we would expect to be treated	We don't have one standard for others and one for ourselves

### **We are inclusive and supportive**

<b>We do</b>	<b>We don't</b>
We embrace diversity and encourage people from diverse and underrepresented communities to join us	We don't just talk about diversity, we actively promote and support it through numerous initiatives
We take positive and pro-active steps to identify and call out conduct or language which may be experienced as sexist, racist or otherwise discriminatory	We are not bystanders. We don't ignore or turn a blind eye to inappropriate or discriminatory behaviour
We are compassionate and we look out for one another	We don't ignore the personal struggles that our colleagues may be facing – we provide support and help wherever we can
We celebrate and accommodate differences	We don't ignore the need to be flexible and sensitive towards different backgrounds, beliefs and needs

We value different perspectives and approaches to problem solving	We don't expect everyone to work in the same way we work – we focus on outcomes
We recognise and respect the important role played by each person in Chambers	We don't take people for granted

### **We are reliable**

<b>We do</b>	<b>We don't</b>
We meet our deadlines	We don't partly complete a task
We do what we say we will do	We don't let people down
We use our initiative to produce tangible results	We won't deliver inconsistent levels of quality
We sort things out when we see a problem	We won't assume someone else will sort it
We hold ourselves accountable for our actions	We don't blame others

### **We are driven**

<b>We do</b>	<b>We don't</b>
We always look to do things better	We don't miss the bigger picture
We use our initiative to produce the best results	We don't accept mediocre performance

We go the extra mile	We don't do the bare minimum
We see extra responsibilities as an opportunity	We don't see extra responsibilities as a burden
We are happy to push ourselves beyond our comfort zone	We will not stick to what we know and avoid stretching ourselves