



**ELY PLACE**  
CHAMBERS

**ELY PLACE CHAMBERS**  
**Pupillage Policy Document**

**Contents**

<b>Application Process</b>	<b>1</b>
<b>Selection Process</b>	<b>2</b>
<b>General Pupillage Matters</b>	<b>5</b>
<b>Pupils' Responsibilities</b>	<b>8</b>
<b>Pupil Supervisors' Responsibilities</b>	<b>13</b>
<b>Tenancy</b>	<b>16</b>
<b>Complaints and Grievances</b>	<b>18</b>
<b>Equality and Diversity</b>	<b>18</b>

## **Equal Opportunities**

Chambers runs and implements an equal opportunities pupillage policy. This runs throughout the selection process to the training and finally to the selection of tenants. Chambers takes all steps to ensure that proper arrangements are made for dealing with pupils and pupillage and that the affairs of Chambers are conducted in a manner, which is fair and equitable for all pupils.

### **1 APPLICATION PROCESS**

- 1.1 Chambers will advertise pupils in accordance with the Bar Standards Board rules current at the time.
- 1.2 In the event that Chambers is recruiting Chambers considers applications for up to one funded 12 month Pupillage per year. Pupils when last recruited were awarded £25,000 for the first six months of Pupillage (“1<sup>st</sup> Six”). In their second six months of Pupillage (“2<sup>nd</sup> Six”) Pupils are guaranteed a further £25,000 of earnings made up of receipts and a Chambers’ award. This funding will be the subject of discussion within the Management Committee when it is determined that pupils will be recruited.
- 1.3 Chambers occasionally offers third six Pupillages. Such opportunities may be advertised on the Chambers website, Bar Council Website, Counsel magazine and in the Inns when they arise.
- 1.4 Applications for 12 month Pupillages will be through the Pupillage Gateway operated by the Bar Council, unless decided otherwise by the Management Committee. Applications will be on the online form operated by the Pupillage Gateway as from time to time updated.
- 1.5 Applications for third six Pupillages are by way of a CV and covering letter addressed to the Secretary to the Pupillage Committee (“the Secretary”). . Applications by e-mail will be accepted but only to the specified email address in the advertisement.. No applications received after the advertised closing date will be entertained. Chambers does not encourage applications for deferred placements. Applicants who might

require a deferral should inform the Committee of this possibility as soon as possible. If there is a medical reason for the deferral this should be drawn to the attention of Chambers.

- 1.6 From time to time there may be candidates who approach Chambers from Commonwealth jurisdictions who seek a pupillage intending to practice other than in England and Wales on completion of their pupillage. Chambers may, at its absolute discretion, consider such applicants contingent upon them confirming it is not their intention to practice at the Bar of England and Wales, them reaching the required standards to undertake a pupillage in Chambers and the appropriate funding and advertising waivers being secured. The inclusion of this part of the pupillage policy is not intended to be an invitation to any such candidate to make an application.

## **2 SELECTION PROCESS**

- 2.1 It is Chambers' intention to ensure that the opportunity to undertake pupillage is open to all upon merit and ability.
- 2.2 The composition of the Pupillage Committee represents a range of seniority and is chaired by a Head of Pupillage who oversees the application process and the provision of training generally. Members of the Pupillage Committee will have undergone the Bar Council's Fair Recruitment and Selection Training, or equivalent, or have familiarised themselves with the same.
- 2.3 All applications are reviewed by 2 Members of the Committee and a shortlist will be drawn up of applicants invited for a first round interview. No applicant will be rejected where the reviewing members disagree and in the event of disagreement the Head of the Pupillage Committee will assess the application and his/her decision will prevail. A random selection of application forms, together with the scores awarded by the allocated 2 members, will be further reviewed by the Chair of the Pupillage to ensure the consistency of approach to candidates in the selection process.

- 2.4 When reviewing written applications the Committee will consider pre-determined criteria and may include an applicant's character and aptitude, experience, appropriate skills and academic achievement. The Committee will normally consider evidence of appropriate academic achievement as a 2: 1 degree level or above (2:2 degrees will only be considered in exceptional circumstances accompanied by strong mitigation evidence, whether personal or medical. A Mini-Pupillage at Ely Place is not a pre-requisite for Pupillage, nor is it a guarantee of a first round interview.
- 2.5 Selected applicants will be offered a first round interview in accordance with the Pupillage Gateway timetable or agreed timetable. Insofar as is possible interviews will be conducted at a time when candidates are most likely to be able to attend and when it does not interfere with any academic examinations.
- 2.6 Every effort is made to ensure that the Interview Panel features barristers of varying seniority and where possible a recently qualified barrister will be included on the Interview Panel to enable applicants to get a "recent" view of Pupillage. The Interview Panel will typically be drawn from members of the Committee although other Members of Chambers may sit on the Interview Panel where required. The first round interview will last approximately 15-20 minutes. Questions will cover the same areas for each candidate. Performance at interview is assessed separately by each member of the Interview Panel against pre-determined criteria and standardised marking. The principal criteria applied in allocating marks are the candidate's intellect and academic merit, aptitude for oral advocacy, achievements, ability to answer the questions posed and the structure and reasoning of those answers.
- 2.7 The Pupillage Committee will keep the marks for each candidate at each stage in confidence.
- 2.8 Selected candidates will be invited to attend a second round interview in accordance with the Pupillage Gateway timetable or agreed timetable.. The second round interview follows a similar format to the first with the same criteria being applied. The Interview Panel will usually consist of three or more of the Committee although other Members of Chambers

may sit on the Interview Panel where required. References are usually taken up at that stage although Chambers reserves the right to take decisions without receipt of references.

- 2.9 It is usual at the second round of interviews for the applicants to be provided with written assessments to undertake. The form of these assessments and the time allocated to the preparation and submission will be determined prior to the recruitment process for any given year being commenced.
- 2.10 Due to the significant number of applications Chambers only provides feedback for those candidates interviewed and requires a written request for feedback.
- 2.11 In exceptional cases, third round interviews may be conducted, and this is likely to include an interview with Head of Chambers, if not previously involved.
- 2.12 Written reasons for decisions with respect to pupillage offers will be maintained.
- 2.13 Selected candidates will receive offers of Pupillage shortly thereafter and, subject to satisfactory references, places will be finalised in accordance with the timetable laid down by the Pupillage Gateway or agreed timetable . Unsuccessful interviewees will be informed of their decision in writing.
- 2.14 Offers will remain open for a period of 14 days from the date that they are made. Offers will contain relevant details of the pupillage including proposed date of commencement, likely first Pupil Supervisor and funding.

### **3 GENERAL PUPILLAGE MATTERS**

#### **Structure of Pupillage**

- 3.1 Pupils will generally have three Pupil Supervisors for the duration of their pupillage ideally for four month periods. Pupils will be expected to work for other members of Chambers pursuant to section 5 herein.

- 3.2 The pupil will be supplied with relevant Chambers' policies prior to commencement of their pupillage.
- 3.3 The Pupil's Supervisor will within the first week of pupillage undertake an induction of the pupil to ensure they understand their obligations and rights under this policy and more generally what is expected of them. This will include introducing the Pupil to the clerks and other Members of Chambers if they are available.

**Pupils' remuneration and costs**

- 3.4 The remuneration of pupils in the past was as follows. It is likely that following discussion at the Management Committee the procedure set out will be the same or similar
  - 3.4.1 In the past during the 1<sup>st</sup> Six, the Chambers award is £4,166? per month paid by standing order on such date as is confirmed by the Head of Pupillage.
  - 3.4.2 During the 2<sup>nd</sup> Six, Pupils will receive a minimum of £4,166 per month. This sum consists of receipts for work done plus a further "top up" paid by Chambers. As Pupils are unlikely to have any receipts in the first month of the 2<sup>nd</sup> Six, the Chambers' Director retains the discretion to allow Pupils a grace period in the first month of the 2<sup>nd</sup> Six and to apply any receipts in that first month towards the calculation of the minimum payment in the second month.
  - 3.4.3 Payments received by Pupils after the completion of Pupillage will not be reduced due to the payment of guaranteed earnings during the 2<sup>nd</sup> Six.
  - 3.4.4 Chambers does not apply any deductions to a pupil's monthly receipts .
  - 3.4.5 .

Chambers reserves the right to recoup any overpayment that may be made.

### **Work during First Six**

- 3.5 In accordance with the need to properly train the Pupil primarily the Pupil will undertake work with their Supervisor. This will include reading and working on papers, undertaking research, attending conferences, seminars and court appearances and, where requested taking notes.
- 3.6 The Pupil Supervisor should endeavour to ensure that the Pupil has the opportunity to undertake work in line with paragraph 3.3 with other Members of Chambers and in other areas of work.
- 3.7 Pupils will be expected to behave with appropriately at all times when with professional and lay clients.
- 3.8 From time to time the Pupil's Pupillage Supervisor or other Member of Chambers may request the Pupil to attend a marketing event or other similar opportunity. The Pupil is not required to attend such events and pressure should not be exerted upon them to do so, although the potential importance of such events should be explained to the Pupil.
- 3.9 A pupil may do a noting brief in the non-practising period, provided that he or she has the permission of their pupil supervisor or (in their absence) the Head of Chambers or equivalent. Pupils may be paid for this service.
- 3.10 They may also undertake other paid, non-reserved legal activities, so long as that work does not affect their pupillage, is done with permission of their pupil supervisor, and is consistent with the Code of Conduct.

### **Allocation of work in 2<sup>nd</sup> Six**

- 3.11 Pupils will be exposed to a variety of work in the course of the 2<sup>nd</sup> Six where available and the allocation of work between Pupils in the 2<sup>nd</sup> Six will be fair. The allocation of work will be monitored by the Senior Clerk.  
. Should any Pupil consider that the allocation of work is not fair, then that Pupil should raise the matter in the first instance with the Senior Clerk or the Head of Pupillage where appropriate. If the Pupil is not satisfied with the result of this action, then the Pupil may use the Informal Complaints Process or the Formal Grievance Process set out at section 7 herein.

- 3.12 When not undertaking their own work the Pupil will be expected to perform the same tasks set out with respect to their 1<sup>st</sup> Six.

### **Devilling**

- 3.13 Where a Pupil is asked to devil work for a Member of chambers, any payment for that work is a matter between the Pupil and relevant barrister. It is not anticipated that a pupil will be paid for devilled work, such work being encompassed within their pupillage training.

## **4 RESPONSIBILITIES OF THE PUPIL**

### **Beginning pupillage**

- 4.1 Pupils must:

- Be a member of an Inn of Court before starting pupillage (see section 1.4).
- Ensure the initial registration of pupillage (see chapter 8).

### **General requirements in pupillage**

- 4.2 Pupils are required to adhere to the Core Duties and Conduct Rules, as set out in the BSB Handbook.

### **Standards in practice**

- 4.3 In practice, this means that pupils must apply with the BSB Handbook:
- Take steps to ensure that the required standards are met (see chapter 9).
  - Act appropriately on feedback provided by the pupil supervisor and in relation to assessment and appraisal of their work, and complete any remedial or additional work that is required by the PTO or BSB (see section 9.4).
  - Undertake compulsory courses that are required by the PTO and the BSB (see chapter 10).
  - Behave at all times in accordance with professional ethics and conduct as stated in the BSB Handbook.

- Preserve the confidentiality of every client's affairs in accordance with the BSB Handbook.
- Notify the BSB of any material changes in pupillage arrangements, eg change in pupil supervisor, change in start or end dates of pupillage (see section 8.2).

### **Standards in non-practising stage**

#### 4.4 Whilst in practice the pupil will

- Not exercise any reserved legal activities, including rights of audience. A noting brief may be undertaken with permission of the pupil supervisor or Head of Chambers.
- Ensure they have met the required standards, with evidence of completed checklists and work diaries.
- Ensure they have completed the Pupillage Advocacy Course.
- Ensure their Pupil supervisor signs the form declaring satisfactory completion of the non-practising period, and submit it immediately to the BSB.
- Ensure that they are called to the Bar (if they were not called prior to pupillage)
- Register their practising period of pupillage

### **Standards in practising stage**

#### 4.5 At the practicing stage:

- Pupils can exercise rights of audience only with permission of their pupil supervisor or Head of Chambers or equivalent, having been notified by the BSB they are eligible to do so. A pupil requires a provisional Practising Certificate, which will be issued by the BSB upon completion of their non-practising period).
- Complete any additional checklists for the practising period.
- Register with the Information Commissioner. It is a criminal offence not to do so where required (see below).
- Ensure compliance with taxation requirements. If relevant, register as self-employed with HMRC and for VAT upon commencing the practising period of pupillage.

### **Completion of pupillage**

4.6 On completion of pupillage the pupil will:

- Ensure that their pupil supervisor signs the form that declares satisfactory completion of the practising period of pupillage, and submit it immediately to the BSB with copies of completed checklists.
- Once pupillage ceases, apply immediately to the BMIF for their own insurance cover.
- A provisional Practising Certificate is valid for 30 days after pupillage, by which time a pupil must have obtained 2 certificates:
  - a Full Qualification Certificate from the BSB (by submitting evidence of completion),
  - an annual Full Practising Certificate by application online to the Bar Council.

### **Hours of work**

4.7 Pupils' hours of work are 9am to 6pm Monday to Friday save that occasions may arise where additional hours are required. Pupils will not normally be obliged to work later than 6.00 pm.

4.8 However from time to time Members of Chambers present seminars in Chambers and it is reasonably expected that a Pupil will attend these, even when out of the normal working hours.

4.9 Pupils may take part time work with the permission of the pupil supervisor, provided it will not materially interfere with training. Pupils may be able to obtain part time work that has some relevance to work as a barrister, for example, teaching, lecturing or libel reading for the press. Relevant opportunities are advertised on the notice boards in the Inns and in Bar News, Counsel Magazine and in the national press.

### **Work for Members of Chambers other than Pupil Supervisors**

4.10 Pupils should not undertake work for other Members of Chambers without the knowledge and consent of Pupil Supervisors. It is their duty to obtain that consent where reasonably practicable.

- 4.11 It is Pupil's own responsibility, along with that of the Pupil Supervisor to ensure that wherever possible the Pupil is exposed to a broad range of work from across Chambers such that Chambers as a whole is able to make an informed assessment of the standard of that Pupil's work.
- 4.12 It is the Pupil's responsibility, where practicable, to obtain written feedback from all Members of Chambers for whom they have done written work.

### **Holidays**

- 4.13 Each Pupil will be allowed two weeks (i.e. 10 working days) paid holiday per each 6-month period ("Holiday Entitlement"). The Holiday Entitlement does not include statutory holidays or any other periods where:
- Chambers is closed;
  - the Pupil Supervisor has given prior permission for the Pupil to be absent for another reason; or
  - the Pupil is unable to work as a result of illness.

Any further holiday period will only be permitted by the express agreement of the Chambers Director and the Pupil's Supervisor and will necessitate (pursuant to Bar Standards Board Regulations) prior approval from the Bar Standards Board to extend pupillage for that period.

- 4.14 Unauthorised absence without reasonable and acceptable explanation by the pupil will be treated as voluntary termination of pupillage with immediate effect and will be considered misconduct on the pupils part (thus rendering the pupil liable to repay all pupillage awards paid to date).

### **Illness**

- 4.15 Where a Pupil is unable to attend Chambers or Court owing to illness the Pupil should notify the Pupil Supervisor and the Clerks at the earliest opportunity. In the case of extended illness the Pupil should keep the Pupil Supervisor informed.

- 4.16 At the discretion of the Pupil Supervisor if the pupil is absent for more than 7 working days in a row the Pupil may be required to produce a fit (otherwise known as 'sick') note from their GP or other relevant medical practitioner.

### **Training Courses**

- 4.17 The cost of all Compulsory Pupillage Training Courses are met by Chambers. Chambers does not pay for the Forensic Accounting Course which is not a course that the Pupil is required to undertake during Pupillage.

### **Confidentiality**

- 4.18 At all times Pupils are bound by a duty of confidentiality both to Chambers and its Clients indicated by their acceptance of a Pupillage and confirmed by their signature to this Policy. Sensitive information acquired during Pupillage should not generally be disclosed to third parties save where required by law. Papers (whether in hard copy or electronic form) should not be taken out of Chambers without prior permission.
- 4.19 Chambers recognises that social media is a relevant and increasingly important area for practice development and promotion. However, pupils should not post/tweet/blog or otherwise refer to any case or client in their social media profile(s) without the express and written consent of the appropriate instructing solicitor and chambers.

### **General Information Protection Regulations (“GDPR”)**

- 4.20 Before the commencement of the 2<sup>nd</sup> Six, Pupils must register as a data controller with the Information Commissioner. The necessary documentation is available at:

<https://forms.informationcommissioner.gov.uk/cgi-bin/dprproc?page=7.html>

Each pupil is responsible for the registration cost of £35.

4.21 Chambers operates a privacy policy which is to be found at <https://elyplace.com/privacy-policy>. Information collected, processed or stored about the Pupil will be collected, processed or stored in accordance with this policy. Further, the Pupil is expected to abide by the terms of the Chambers' privacy policy when complying with their own GDPR obligations.

#### **Library and Law Reports**

4.21 Books should not be taken from Chambers without the prior permission of the librarian..

#### **Pupillage Checklist**

4.22 At the end of each six months of their Pupillage, it is the duty of Pupils to ensure that the relevant parts of the Bar Standards Board's Pupillage Checklist are completed and are signed by the Pupil Supervisor. Pupils must also ensure that the Checklists are returned to the Bar Standards Board at the end of Pupillage.

## **5 RESPONSIBILITIES OF THE PUPILLAGE SUPERVISOR**

### **Training**

5.1 The Pupil Supervisor will ensure that the pupil is exposed to and adequately instructed in the conduct of all matters and procedures set out in the Pupillage checklist.

5.2 The Pupil Supervisor will afford adequate and repeated opportunity to the pupil to:

- Read and discuss the Pupil Supervisor's work.
- Practise their own paperwork, attend conferences.
- Observe the Pupil Supervisor in Court.
- Observe other members of Chambers in Court.
- Receive regular and constructive feedback upon the pupil's progress as set out in this policy.
- Receive thorough training in the field of professional ethics, paperwork and court work

- 5.3 In addition Chambers will provide in-house advocacy training and a formal assessment of the Pupil's advocacy skills prior to the commencement of their practicing stage.

#### **Expenses**

- 5.4 A Pupil Supervisor will ensure that the Pupil is reimbursed for reasonable expenses properly incurred during the non-practicing stage of Pupillage and where they are attending court with their Pupil Supervisor or other Member of Chambers. These include reasonable travel costs between Chambers and courts beyond central London and outlays incidental to Chambers' work (e.g. photocopying and printing). Where a Pupil is assigned to any other Member of Chambers the same responsibilities apply to that Member of Chambers.
- 5.5 During the practicing stage of pupillage the expectation is the Pupil will pay for travel from their pupillage award save in the circumstances where travel outside London (zones 1-6) is disproportionately expensive when compared to the brief fee in which circumstances expenses will be sought from the professional client or the Chambers Director will discuss other funding with the pupil.

#### **Work for Members of Chambers other than Pupil Supervisors**

- 5.6 Pupil Supervisors will ensure that they are the first point of contact for other Members of Chambers requiring Pupils to undertake work. Pupils should not undertake work for other Members of Chambers without the knowledge and consent of Pupil Supervisors.
- 5.7 It is also the responsibility of the Pupil Supervisor, in conjunction with the Pupil's own responsibility, to ensure that wherever possible the Pupil is exposed to a broad range of work from across Chambers such that Chambers as a whole is able to make an informed assessment of the standard of that Pupil's work.

#### **Assessment of work**

- 5.8 Pupils will be assessed on the core skills set out in section 9 of the BSB Pupillage Handbook i.e.:

1. Conduct and etiquette
  2. Advocacy
  3. Conferences and negotiations
  4. Drafting, paperwork and legal research
- 5.9 Assessments will take place in accordance with section 9 generally and using the relevant checklists at section 9.2.
- 5.10 In the event that a pupil does not reach the expected standards it shall be the obligation of the Pupil's Supervisor to take such remedial steps as are necessary to assist the pupil in attaining those standards.

### **Feedback**

- 5.11 It is anticipated that Pupils will be given written feedback in respect of every piece of work they undertake for their Supervisor or any other Member of Chambers. This feedback is to be recorded on the feedback form and retained in the Pupil's file. Whilst it is primarily the Pupil's responsibility to ensure, where practicable, this feedback is provided the Pupillage Supervisor should do all they can to assist.
- 5.12 The completed feedback forms will be shown to the Pupil and will be available to Members of Chambers on request to the appropriate Pupillage Supervisor and in respect of any consideration of that Pupil's tenancy application.
- 5.13 The Pupil should, where possible, have a monthly meeting with their Pupil Supervisor to discuss matters arising out of their pupillage and provide feedback upon their work. A short record of this meeting will be kept and filed with the Pupil's records.
- 5.14 Every three months the Pupil will have a meeting with their Pupil Supervisor and another member of the Pupillage Committee to provide further feedback and discuss the progress of that Pupil. A short record of this meeting will be kept and filed with the Pupil's records.
- 5.15 Where possible further feedback will be given in accordance with the BSB Pupillage Handbook For the avoidance of doubt the contents of the Pupillage Training Guidance set out non-binding guidance and the

failure to meet any steps in the Pupillage Structure does not amount to a breach of this Pupillage Policy.

### **Pupillage Checklist**

- 5.16 Pupil Supervisors will ensure that their Pupils carry out work and attend conferences and hearings in accordance with the requirements of the Bar Standard Board's Pupillage Checklist.

### **Preparation for Training Courses**

- 5.17 Pupils will be afforded reasonable time to prepare for and attend Training Courses.

### **Certificates**

- 5.18 Upon satisfactory completion of each six months of Pupillage, the appropriate Pupil Supervisor will complete the Pupil's "*Certificate of Satisfactory Completion of Pupillage.*"

## **6 TENANCY**

- 6.1 Tenancy decisions are based upon the suitability of the candidates and whether or not it is appropriate for Ely Place Chambers to recruit another barrister at the relevant time. Pupils are expected to submit a written application for Tenancy. Questions regarding this application may be directed to Pupil Supervisors, the Secretary or the Head of Pupillage.
- 6.2 Chambers operates a policy of initially recruiting from its own Pupils and decisions are based on soundings taken from Members of Chambers, the Clerking Team and Instructing Solicitors.
- 6.3 Chambers is committed to a process that is fair, comprehensive and includes on-going assessment and it is on the basis of the Pupil's work, achievements, feedback and assessments during their pupillage that this decision is made. The purpose is two-fold.
- To ensure that pupils are given every opportunity to demonstrate their skills over the period of their pupillages.

- The ultimate aim is that Chambers recruits the talented pupil(s). The standard expected of pupils is a high one. Chambers recruits pupils who are “exceptional”.
- 6.4 The Pupil’s Supervisors and the Pupillage Committee will make a recommendation to Chambers based upon all the material available. In the event that there is not an agreement by the majority of those involved then application will continue without an recommendation either may being made.
- 6.5 Whatever recommendation (or otherwise) is made the final decision on recruitment is taken at a Chambers’ Meeting again with the relevant material being supplied to all Members and the findings of the Pupillage Committee etc. being set out. Where necessary the decision on Tenancy will be put to a vote of all those present at the Meeting. Members of Chambers not present at the Meeting, but wishing to vote on the decision, may convey their vote or proxy to the Chambers Director, the Chairman or the Head of Chambers.
- 6.6 Tenancy decisions will be finalised with a view to informing Pupils of the outcome by the second week of September.
- 6.7 If a pupil is not offered tenancy a ‘period of grace’ to be determined by the Head of Chambers will be afforded to allow them to make applications elsewhere. Pupils are encouraged to make applications prior to any tenancy decision by Chambers on the basis that Chambers does not wish the Pupil to miss out upon other opportunities. The Pupil does not need to disclose that they have made any application elsewhere and in the event the Chambers is made aware of the same it will have no relevance to the decision it takes on that Pupil’s application to Chambers.

## **7 INFORMAL COMPLAINTS AND FORMAL GRIEVANCES**

- 7.1 Pupils may wish to ‘voice concerns’ on a matter.. This can be done to their Pupil Supervisor or to any Member of Chambers in a confidential

way. That Member of Chambers can then advise and assist the Pupil as to what, if anything, should be done.

- 7.2 Pupils may raise Informal Complaints with any Member of Chambers. Informal Complaints will be dealt as the relevant barrister considers appropriate. Any Informal Complaint raised will be treated in the strictest confidence save with the consent of that Pupil or where dissemination of the complaint by the Member of Chambers is necessary for determination of the Informal Complaint.
- 7.3 Where a Pupil has a Formal Grievance this should initially be raised with the Pupil Supervisor.
- 7.4 If the Pupil Supervisor is unable to help, or if the Pupil would prefer to raise the matter with a Member of Chambers other than the Pupil Supervisor, then the Pupil should discuss the matter confidentially with the Chairman or, where appropriate, the Secretary.
- 7.5 If this course of action does not address the Pupil's concerns, then the Pupil should provide details in writing to the Chairman. The Chairman will then nominate a Grievance Committee to consider the Formal Grievance in accordance with Chambers' Grievance procedure, a copy of which is available on the Chambers' website.

## **8 EQUALITY AND DIVERSITY**

- 8.1 Chambers operates a strict equal opportunity and anti-discriminatory policy and does not discriminate directly or indirectly on grounds of age, race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion or political persuasion.

*- This Pupillage Policy Document is up to date as of November 2018 -*