# Equality and Diversity Policy

## 1 Introduction

This document sets out our policy on equality and diversity. This policy confirms our commitment to ensuring equality and diversity and preventing discrimination. We are particularly concerned that equality and diversity is maintained in the workplace, when providing services to clients and in all our dealings with third parties.

We may amend this policy at any time when appropriate and without prejudice to pre-existing rights under an earlier version.

## 2 Statement of principle

Our statement of principle of equality and diversity is:

**“We are committed to a policy of treating all our employees, co-workers, job applicants, clients and third party suppliers equally. Nobody should receive less favourable treatment because of age, their particular health conditions or impairments, gender or gender reassignment, marriage or civil partnership status, race, colour, nationality or ethnic or national origins, religion or belief, or sexual orientation.**

**We aim to encourage, value and manage diversity and are committed to equality for our entire staff. These principles of equality and diversity also apply to the manner in which we treat clients, our business partners, suppliers and all agencies with which we deal.”**

## 3 Application of this policy

The principles set out in this policy apply in the workplace and outside the workplace.

We are generally free to decide whether to accept instructions from any particular client. Where we decide not to accept instructions, this will not be based on any of the

characteristics listed above. We reserve the right to immediately cease to act for any client, and to immediately terminate any contract with a supplier or agent, where the client, supplier or agent, does not respect the above principle of equality and diversity.

Disciplinary action will be taken against staff if they fail to comply with this statement of equality and procedures.

## 4 Who is responsible for equality and diversity?

Colin Jamieson is responsible for creating and updating this policy in consultation with staff, monitoring and reviewing our equality and diversity arrangements, helping to build a culture of equality and diversity awareness, providing assistance to individuals as required and reporting back on equality and diversity issues as they arise.

Special responsibility for the practical application of our equality policy falls on those involved with recruitment, appraisals, promotion, supervision and training of staff.

All staff  have personal responsibility for the practical application of the firm's equality and diversity  policy.in their dealings with  job applicants, other staff members and former staff members, clients, partners, suppliers and agencies with whom we deal.

## 5 Discrimination, victimisation and harassment

There should be no discrimination, victimisation or harassment whether direct or indirect, on any of the grounds set out in the firms' Statement of Principle on equality and diversity (see above).

## 6 Equality and diversity in the workplace

The firm will appoint, train, develop, reward and promote on the basis of merit and ability.

## 7 Complaints procedure

Our grievance procedure is available to anyone, including staff, who believe that they may have been unfairly discriminated against, or unlawfully harassed, victimised or bullied.

The grievance procedure should be enacted by contacting Colin Jamieson in the first instance. If it is felt, for whatever reason, that such a contact is not appropriate, or if the initial contact does not lead to what you consider to be a satisfactory outcome, complaint can be made to our Bar Association, the Ordine degli Avvocati di Milano by making an “esposto” – a formal complaint via the procedures set out on this web page:

https://www.ordineavvocatimilano.it/it/contestazioni-esposto-tentativo-conciliazione/p153

We will take seriously any complaint of discrimination by or on behalf of a member of staff, client, supplier or agent and act promptly to investigate.

Avv. Colin Jamieson

Assago, January 2026