



Professional Paralegal Register

Equality and Diversity Policy

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The Professional Paralegal Register (PPR) is committed to a set of core values in which to work and promote the interests of its Members, Staff and Board Members ('stakeholders'). The PPR will at all times ensure that all stakeholders will be treated fairly and in accordance with strict anti-discriminatory practices on all levels.

The PPR embraces the Equality Act 2010 and actively promotes a policy of equality and diversity for all people in order for it to fulfil its aims and objectives of providing a robust voluntary regulatory scheme for Paralegals. The PPR promotes equality in accordance with the protected characteristics.

The PPR shall at all times act with integrity in promoting its stakeholders' best interests by being open and transparent in all that we do.

The PPR will evaluate its performance against the criteria set out in its Equality and Diversity Policy to ensure that it offers equality of opportunity and will ensure that the principles outlined herein are carried into every area of the PPR work.

The PPR's core values are:

- Inclusivity (to embrace equality and diversity by meeting our commitment to equality of opportunity)
- Transparency
- To act with Integrity
- To be Progressive in our thinking
- Member Focused

Please see the PPR's action plan on equality and diversity to ensure adherence to its duty under the law and its own commitment to ensure people's equality.

Equality and Diversity Action Plan 2016/17

1. Policies & Procedures Objectives	Actions		Responsibility	When
1.0	All Board members and management to consider E&D in all strategic plans	Agenda item at all meetings	Chairs of the Boards	On-going
1.1	E&D objectives encompassed in all staff and members activities	E&D to be an integral part of individual and collective objectives	Directors	To be reviewed annually
1.2	Assessment of policies and procedures	Carry out surveys/questionnaires to identify any differential treatment or effect. If differential treatment is identified-review and rectify policies accordingly.	Directors	Bi-annually
1.3	Ensure HR policies adhere to anti-discriminatory practices	Monitor disciplinary and grievance processes by race, disability, age and gender. Take appropriate action when required.	Directors	Annually
2. Suppliers/ outside agencies Objectives	Actions		Responsibility	When
2.0	Ensure consideration is given to obtaining a diverse range of suppliers	Review and monitor criteria for selection of suppliers and other outside agencies to ensure equality and diversity in approach	Directors/RRC/Advisory Board	Ongoing at selection and reviewed annually
3. Third Parties Objectives	Actions		Responsibility	When
3.0	Monitor Recognised Bodies comments	Invite comments and record them – act on any issues that arise	Admin/Directors/RRC/AB	On-going review results

4. Members Objectives	Actions		Responsibility	When
4.0	Monitor diversity of Members	Keep records of the diversity of its members in terms of personal data and geographical location	Admin/membership	Report annually to the Directors
4.1	Monitor any actual or perceived barriers to access assessment	Invite comments from the Members	Membership/Directors	Report every instance when a barrier is found
4.2	Provide information on customer satisfaction	Review findings from customer satisfaction surveys and use those findings to improve access	Membership	Yearly review
5. Staff Objectives	Actions		Responsibility	When
5.0	Ensure monitoring of any E&D issues	Ensure that staff handbooks emphasise a commitment to equal treatment in employment, promotion and training.	Directors	Review annually
5.1	Staff awareness	Ensure Senior Managers understand how the organisation is perceived across a diverse range of staff and make appropriate changes if required.	Directors	Annually
6. Accessibility Objectives	Actions		Responsibility	When
6.0	Fair access to all information and services	Carry out risk assessment to identify access to information	Directors	Spring 2017