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GRAY'S INN SQUARE

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Human Resources Policy

4–5 Gray’s Inn Square Chambers – Human Resources Policy

Document Control

Document Title	Human Resources Policy
Version	1.0 Draft
Approved by	Head of Chambers
Review Date	Annually or upon policy/law change

1. Purpose

This policy establishes a consistent framework for the management of employees, pupils, and barristers at 4–5 Gray’s Inn Square Chambers (“the Chambers”). It ensures compliance with UK employment law, the Equality Act 2010, Bar Standards Board (BSB) requirements, and the ISO/IEC 27001:2022 standard on information security management.

2. Scope

This policy applies to all employees, pupils, and barristers who are members or tenants of Chambers.

3. Policy Statement

Chambers is committed to fair and lawful employment practices, equality, inclusion, a safe workplace, information security, professional development, and ethical conduct aligned with ISO/IEC 27001.

4. Legal and Regulatory Framework

This policy aligns with

- UK employment law
- Equality Act 2010
- Health and Safety at Work Act 1974
- Data Protection Act 2018
- UK GDPR
- Bar Standards Board Handbook
- ISO/IEC 27001:2022.

5. Employment Principles

Recruitment and selection shall be fair and transparent. All new personnel undergo induction including data protection, confidentiality, and cybersecurity awareness. Contracts and terms of engagement reflect statutory and ISO27001 obligations.

6. Equality, Diversity, and Inclusion

Chambers promotes an inclusive workplace where all individuals are treated with respect and without discrimination. Reasonable adjustments will be provided where appropriate.

7. Health, Safety, and Wellbeing

Chambers maintains a safe working environment and conducts regular risk assessments. Mental health and wellbeing support are available confidentially.

8. Conduct and Professional Standards

All personnel must act with integrity and professionalism, safeguarding confidential information and complying with BSB and Chambers' policies.

9. Information Security and Confidentiality

- All staff, pupils, and barristers must protect client and Chambers data from unauthorised access or disclosure.
- Remote access must be delivered over HTTPS and protected by MFA.
- Devices must be encrypted and securely managed.

10. Disciplinary and Grievance Procedures

Chambers follows ACAS guidelines for disciplinary and grievance matters, ensuring fairness, confidentiality, and non-retaliation.

11. Training and Development

Chambers supports continuous professional development and maintains secure training records. Mandatory annual training includes information security, GDPR, and equality awareness.

12. Leave and Absence

Employees are entitled to statutory and contractual leave including annual, parental, and sick leave. Pupils should coordinate leave with their supervisors or the Head of Chambers.

13. Data Protection and Privacy

Chambers processes personal data lawfully and securely under the Data Protection Act 2018 and UK GDPR.

14. Termination and Exit Procedures

- Departing personnel must return Chambers' assets and data.
- Access is revoked promptly, and confidentiality obligations remain post-departure.

15. Policy Review

This policy is reviewed annually or sooner if legal, regulatory, or ISO27001 requirements change.

16. Related Policies

- Data Protection and Privacy Policy
- Information Security Policy
- Code of Conduct
- Cybersecurity Policy



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To get in touch

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