

## Human Rights

This policy applies to Burgess Salmon LLP (“the Firm”), all Burgess Salmon subsidiaries and affiliated entities and for work undertaken in all jurisdictions.

### Introduction

Burgess Salmon LLP is the independent UK law firm which delivers the best mix of advice, service and value. As a responsible business we support and respect internationally recognised human rights in line with the principles and guidance of the UN Global Compact, the UN Universal Declaration of Human Rights, the core conventions of the International Labour Organisation (ILO) and the UN Guiding Principles on Business and Human Rights.

We value a positive reputation particularly with our clients, our people, our suppliers and the communities where we operate. We believe the respect of human rights is integral to our culture and values in operating as a responsible business.

Our Human Rights policy aims to:

- avoid causing or contributing to adverse human rights impact through our own activities;
- uphold the respect of human rights in direct relation to our operations and business relationships; and
- support the promotion of human rights within our operations and our sphere of influence.

Our Human Rights Policy applies to all of our people including contractors and temporary workers. We expect our suppliers to respect and adhere to this policy as part of our Purchase Terms and Conditions and our approach to supplier due diligence.

### Our commitments

We are committed to respecting human rights and considering our human rights

impacts in light of our operations and the main rights holders namely our clients, our people, our suppliers and our communities. In the respect of fundamental human rights we will:

- Not use **child labour** and will comply with all relevant laws in this regard.
- Not tolerate any forms of **forced labour**, including trafficked labour and servitude. No person, whether working directly or indirectly is to be subjected to debt bondage, restriction of freedom of movement nor the confiscation of personal papers. All forms of intimidation, including physical and verbal abuse and harassment are unacceptable.
- Not tolerate bullying or **harassment** in any form.
- Provide a **healthy, safe and sanitary** environment for our people, business associates and visitors within and to our premises.
- Prohibit **physical abuse**, the threat of physical abuse, sexual or other forms of harassment, verbal abuse or other forms of intimidation.
- Ensure that **working hours** comply with the law and industry standards
- Support **equal opportunities** and non-discrimination in recruitment, training, working conditions and career progression on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex and sexual orientation.
- Provide clarity on the Firm’s **employment terms and conditions**

by contractual arrangement in line with recognised employment law and practice.

- Provide **fair remuneration** with wages and benefits which meet as a minimum national, professional and job role standards.
- Support and enable **grievance** reporting and **remediation** in the instance of a potential or actual human rights breach where the Firm has accountability.
- Not tolerate or participate in **bribery and corruption**.
- Respect **freedom of association** recognising that our people have the right to form and join organisations of their own choosing as long as it does not contravene the firm’s independence in terms of advice to clients as governed by the Solicitors Regulation Authority and in line with regulatory requirements.

### Our actions

We will take the following actions in order to uphold our respect of human rights:

- Apply human rights impact assessment methodology to gain insight into the most salient human rights for the Firm.
- Conduct appropriate employment checks to ensure eligibility to work and potential implications in relation to child labour and modern slavery.
- Support legitimate workplace apprenticeships, internships, work experience and other similar programmes that comply with the >

applicable laws, regulations and ILO conventions particularly mindful of those in relation to child labour.

- Provide relevant training to our people on expectations for acceptable behaviour and conduct.
- Provide targeted training to relevant personnel on the specific issue of Modern Slavery and Human Trafficking.
- Publish our Modern Slavery Statement on TISCreport.org and make reference to benchmark information in the pursuit of continuous improvement.
- Take active measures to seek the views of our people and fully comply with our legal obligations to inform and consult employees.
- Have documented disciplinary and grievance procedures available to our people and professional expertise within our People Advisory Team, to enable the prompt and fair resolution of any

disciplinary or grievance issue that may arise, in a consistent manner.

- Support community endeavours that help to address inequalities.
- Support diversity and inclusion within the firm and participate in relevant benchmarks.
- Undertake regular health and safety risk assessments and provide training and equipment to mitigate the risk of accident or injury as appropriate.
- Incorporate and apply criteria relevant to the respect of human rights into our supplier assessments and applying appropriate due diligence checks as appropriate.
- Respectfully address any concerns or complaints that are notified to the Firm whether that originates from a regulatory authority, a client, an employee, a supplier, a community partner or neighbour.

- Maintain a 'Whistleblowing Policy' that enables our people to raise potential concerns regarding unacceptable practices and behaviours within the firm without fear of reprisal.
- Support remediation, if it is identified or suspected that we have contributed to adverse human rights impacts, in a timely and appropriate manner.
- Will maintain an appropriate suite of Policies and Procedures that are relevant to human rights and make available to our people on the intranet. This includes our People Policies and Procedures, Health and Safety Policy and Procurement Policy.

## Document approval and issue

This Human Rights Policy was approved by the Partnership Committee. It is subject to version control. Date of issue: 1st May 2019.

---

### [www.burges-salmon.com](http://www.burges-salmon.com)

Burges Salmon LLP is a limited liability partnership registered in England and Wales (LLP number OC307212), and is authorised and regulated by the Solicitors Regulation Authority. It is also regulated by the Law Society of Scotland. Its registered office is at One Glass Wharf, Bristol BS2 0ZX. A list of the members may be inspected at its registered office. Further information about Burges Salmon entities, including details of their regulators, is set out on the Burges Salmon website at [www.burges-salmon.com](http://www.burges-salmon.com).

© Burges Salmon LLP 2020. All rights reserved. Extracts may be reproduced with our prior consent, provided that the source is acknowledged. Disclaimer: This briefing gives general information only and is not intended to be an exhaustive statement of the law. Although we have taken care over the information, you should not rely on it as legal advice. We do not accept any liability to anyone who does rely on its content.

Your details are processed and kept securely in accordance with the Data Protection Act 1998. We may use your personal information to send information to you about our products and services, newsletters and legal updates; to invite you to our training seminars and other events; and for analysis including generation of marketing reports. To help us keep our database up to date, please let us know if your contact details change or if you do not want to receive any further marketing material by contacting [marketing@burges-salmon.com](mailto:marketing@burges-salmon.com).