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B&P
ASSOCIATES
Lawyers & Consultants

B&P ASSOCIATES DIVERSITY,
EQUALITY, AND
INCLUSION (DEI) POLICY.

10
B&P
ASSOCIATES
TEN Years
of Impact and
Empowerment

1.0 Overview

B&P Associates recognises and values the unique differences among individuals and is committed to helping everyone reach their full potential by harnessing their talents. The Firm is dedicated to ensuring that recruitment, training, and promotion decisions are based solely on qualifications, experience, and abilities across all roles within the organisation.

This policy reflects B&P Associates' commitment to complying with equality obligations and treating everyone with fairness and respect. The Firm unequivocally opposes any form of discrimination based on age, disability, gender, marriage or civil partnership, pregnancy and maternity, race, religion, or any other protected characteristic.

B&P Associates understands that the diverse experiences and perspectives within our team fuel innovation and business success. We believe that embracing diversity enhances our creativity, productivity, responsiveness, and overall value for stakeholders.

2.0 Scope

This policy is applicable to all current employees of the firm, including legal trainees and interns, as well as all job applicants, covering every stage of employment, from recruitment and selection to promotion and training.

3.0 Our Commitment

At B&P Associates, our vision is rooted in the core values of passion, excellence, efficiency, safety, integrity, and a positive culture of mutual respect and hard work. Since our inception, we have remained steadfast in our commitment to fostering a diverse and inclusive community that promotes fairness and values the unique contributions of each employee. This dedication to diversity, equity, and inclusion is woven into our firm's culture and guides our actions as we strive to create a workplace where everyone thrives.



As a firm, we are committed to:

- Creating a work culture where everyone is treated with respect and dignity and knows their contributions are valued.
- Providing a safe working environment free from any kind of discrimination and harassment.
- Practicing equal opportunity when making employment decisions such as recruitment, work assignment and promotions.
- Receiving feedback from our employees on how best we can support them in the workplace.
- Making necessary and reasonable adjustments to meet the needs of employees to improve their productivity.
- Providing appropriate training to our employees to improve inclusion in our workplace.
- Building a community where employees feel a sense of belonging and acceptance.
- Encouraging employees to engage in initiatives to advance their career goals and promote inclusion.
- Creating a reporting mechanism for employees who feel they have been treated in a way that violates their safety.

4.0 Responsibility

All employees and legal trainees of the Firm are obligated to act in accordance with this policy, ensure its compliance, and report any suspected discriminatory actions or practices. The responsibility for promoting awareness of this policy and overseeing its adherence lies with the Practice Manager.

5.0 Breaches of the DEI Policy

Any violation of this policy by employees may be addressed in accordance with the disciplinary measures outlined in the B&P Associates Employee Handbook, specifically, under the sections covering breaches of conduct and severe breaches of conduct.

Additionally, employees and legal trainees may be held personally liable under equality legislation for any acts of unlawful discrimination.

6.0 DEI in Practice

In carrying out the policy, the Firm will practice the following actions:

- I. Use of selection criteria that do not unlawfully discriminate in our recruitment and promotion procedures.
- II. Entry to employment /legal training or progression within the firm will be based on merit.
- III. Zero Tolerance of discrimination in opportunities for training and promotion of existing employees.
- IV. Every individual is assessed according to his or her personal capability to carry out their given job/role.
- V. All employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value.
- VI. Equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures.
- VII. All relevant requirements of equality in relation to disability are met and adhered to. This includes making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- VIII. Employees must treat clients with respect, fairness, and equality and that clients reciprocate the same standards.

IX. All Employees of the Firm have equal access to the Firm's facilities and resources in carrying out their respective roles.

X. Any amendments to any legislation relating to discrimination must be met and adhered to.

7.0 Implementation

All Employees and legal trainees will contribute to fostering an environment that upholds equality and values diversity by:

- Ensuring all new hires have been provided with this policy and have the opportunity to discuss the policy with the practice manager or colleagues.
- Utilizing team meetings to review the policy and identify areas for improvement in practice.
- Offering non-discriminatory selection training to the recruitment team.
- Delivering equality and diversity training and guidance to all staff.
- Creating a committee to oversee DEI initiatives, provide guidance, and ensure accountability.
- Pairing diverse employees with Senior Leaders in the Firm for mentorship and career development.
- Celebrating diverse holidays and events.
- Engaging in community outreach and pro bono work with diverse organizations and communities during the Firm pro bono week.
- Encouraging employees to participate in training programmes and networking events to gain a competitive edge in the Ghanaian legal landscape.

- Encouraging employees to publish articles and opinions on legal and social topics of interest to boost their professional profiles and confidence.
- Encouraging employees to interact with each other personally and professionally during social events like dinner dates, game nights and weekly meetings conducted in the office.

In addition to firm initiatives, our firm actively participates in activities of the following affinity organisations:

- Institute for African Women in Law (IAWL)
- Men Advocates in Law for Equality (M.A.L.E) Allies [in the IAWL Network]
- Women in Law and Development in Africa (WiLDAF)
- Women Experts in Law for Equality and Development (We LEAD)

8.0 Monitoring The Policy

We are committed to a regular assessment of this Policy and constantly seeking ways to enhance it. Monitoring will involve all staff and service users, utilizing various methods such as:

- Soliciting feedback from employees through anonymous surveys (annually) and during annual employee evaluation interviews.
- Holding employees and Firm leaders accountable for promoting DEI.
- Conducting regular assessments at the end of the year to identify areas for improvement, focusing on diversity metrics and employee satisfaction.
- Conducting exit interviews to understand reasons for leaving.
- Sharing progress and results with employees and stakeholders through company-wide emails, social media platforms and annual DEI reports from the DEI committee of the firm.



9.0 Reporting Discrimination / Potential Discrimination

Employees or legal trainees at B&P Associates are encouraged to report any form of discrimination they have experienced by contacting the practice manager at hr@bpaghana.com. B&P Associates has a zero-tolerance towards harassment by third parties directed at its employees, legal trainees, volunteers, interns, or clients, and will take appropriate measures to prevent its recurrence.

If an employee, legal trainee, intern, or service user witnesses behaviour they find offensive concerning age, marriage or civil partnership, pregnancy and maternity, disability, gender, race, religion, or belief, even if it is not directed at them, they are urged to follow this.

10.0 Review

This policy will be reviewed every two years by the Managing Partner and Practice Manager to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

Legislative Support for the Firm's DEI Policy

Our commitment to DEI is further shown by adherence to the following:

- Article 17 of the 1992 Constitution of the Republic of Ghana
- Parts V through VII of the Ghana Labour Act, 2003 (Act 651)
- Section 9 of the Ghana Labour Regulations, 2007 (L.I. 1833)
- Section 4 of the Persons with Disability Act, 2006 (Act 715)
- Section 12 of the Whistleblower Act, 2006 (Act 720)
- Section 54 of the Mental Health Act, 2012 (Act 846)
- Ghana National Gender Policy (May 2015)
- Ghana National Mental Health Policy 2019 – 2030
- Affirmative Action Gender Bill [After it has been assented to by the president]
- The United Nations, Sustainable Development Goals 5 and 10