

# References and Referee policy

## **1. SCOPE**

- 1.1. This policy applies to GDLP Graduates.
- 1.2. This policy sets out Leo Cussen's approach to Leo Cussen staff members providing references and/or acting as referees for Graduates, and Graduate reproduction of written appraisal feedback in support of Graduate work profiles.

## **2. APPLICATION OF THE POLICY**

- 2.1. This policy applies to the following:
  - 2.1.1. the provision of a reference from a Leo Cussen staff member in support of a Graduate (whether current or past) for whatever purpose;
  - 2.1.2. a Leo Cussen staff member acting as a referee for a Graduate (whether current or past) in whatever context;
  - 2.1.3. a Graduate copying and reproducing either all or any part of written appraisal or other feedback which the Graduate may receive from a Leo Cussen staff member during the Course; and
  - 2.1.4. the recording of an online session between a Leo Cussen staff member and a Graduate or Graduates.

## **3. REFERENCES AND REFEREES**

- 3.1. Leo Cussen may, in its sole discretion, provide a reference for a Graduate in support of a Graduate's application for employment with a prospective employer, where such reference may be:
  - 3.1.1. a written reference provided by the Graduate's Mentor; and /or
  - 3.1.2. an oral reference provided by the Graduate's Mentor acting as referee.(together, the **Reference**)
- 3.2. Prior to Leo Cussen consenting in writing to provide a Reference on behalf of a Graduate, the Graduate must:
  - 3.2.1. put the request for a Reference in writing by email to the Graduate's Mentor, copying also the relevant Head of Course;
  - 3.2.2. state succinctly the purposes and the reasons for the Reference;
  - 3.2.3. set out which third party shall rely on the Reference; and
  - 3.2.4. where applicable in relation to an oral Reference, the details of the person who will contact the Graduate's Mentor for the Reference.
- 3.3. Where Leo Cussen agrees to provide a Reference on behalf of a Graduate, the Reference will, in the discretion of Leo Cussen, refer only to the following information:
  - 3.3.1. the period of which the Graduate was a student of the Mentor;
  - 3.3.2. whether the Graduate competently completed the GDLP Course;

- 3.3.3. general comments relating to the Graduate's general demeanour during the Course as directly observed by the Mentor; and
- 3.3.4. general highlights of feedback or course activity appraisal as recorded in the learning management system of the Graduate's course activities.

#### 4. REPRODUCTION OF APPRAISAL FEEDBACK

- 4.1. A Graduate must not, without first having received written consent from Leo Cussen, copy or reproduce from the learning management system any written appraisal, or other, feedback a Graduate may receive in respect of any GDLP learning activity the Graduate has completed in the GDLP (the **Feedback**), and further the Graduate must not whether on the internet, via social media, hard copy or soft copy format publish the Feedback generally.
- 4.2. For the purposes of clause 4.1, Leo Cussen may in its sole discretion, provide written consent to the Graduate reproducing the Feedback subject to the Graduate:
  - 4.2.1. first putting a written request by email to the Graduate's Mentor and relevant Head of Course stating that the Graduate wishes to copy, reproduce and publish the Feedback;
  - 4.2.2. setting out in the written request the exact Feedback the Graduate wishes to copy, reproduce and publish;
  - 4.2.3. detailing where the Graduate will publish the Feedback; and
  - 4.2.4. stating succinctly the purposes and the reasons for the copying, reproduction and publication of the Feedback.
- 4.3. Where Leo Cussen provides its written consent in accordance with clause 4.2, Leo Cussen may, in its sole discretion, place any further conditions on the copying, reproduction or publication of the Feedback to which the Graduate must abide. Where a Graduate, breaches the conditions of any consent provided by Leo Cussen, the Graduate must, upon notice from Leo Cussen, immediately remove the Feedback.
- 4.4. For the purposes of this Policy, a breach of clause **Error! Reference source not found.** is deemed to be a breach of the [Social Media Policy](#) and/or [IT Policy](#).

#### 5. RECORDING MEETINGS

- 5.1. During the GDLP, the Graduate may be required to:
  - 5.1.1. attend one-on-one or group meetings with either their Mentor or Supervising Lawyer; or
  - 5.1.2. attend and engage in appraisal activities with an activity appraiser; and
  - 5.1.3. such meetings or appraisals may occur online via Zoom or via any other online meeting platform as may be used by Leo Cussen from time to time.
- 5.2. In the course of attending an online meeting or appraisal as set out in clause 5.1, a Graduate must not, without the express consent of all participants present, record the online meeting whether by using:
  - 5.2.1. an audio recording device;

- 5.2.2. a visual recording device; or
  - 5.2.3. any software programme or application capable of recording any aspect of the meeting and/or appraisal.
- 5.3. Where a Graduate records a meeting or appraisal, the Graduate must not publish the recording on any social media platform or otherwise.
- 5.4. Where a Graduate makes a recording as set out in clause 5.2, Leo Cussen may require the Graduate to immediately remove and delete or destroy any copies of the recording. The Graduate must immediately comply with any such request from Leo Cussen and provide Leo Cussen with written confirmation that the Graduate has removed and deleted or destroyed the recording as required.

## **6. RELATED POLICIES**

- 6.1. Graduates are encouraged to read this policy in conjunction with other relevant policies, including:
- 6.1.1. the [Social Media Policy](#);
  - 6.1.2. the [Graduate Workplace Behaviour Policy](#);
  - 6.1.3. the [IT Policy](#); and
  - 6.1.4. the [Complaints Policy](#)

## **7. Contact Information**

For any questions or concerns related to this policy, please contact:

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<b>Policy Approver</b>	Leo Cussen Management Committee

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\* Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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