YORLMC Ltd
ANTI HARASSMENT, BULLYING AND DISCRIMINATION

This policy is based on work the GPDF commissioned Pennington Manches to deliver – June 2019

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs, also referred to as Branches of YORLMC. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

YORLMC Ltd is committed to providing an environment free from harassment, bullying and discrimination and wishes to ensure that all those operating within the organisation are treated, and treat others, with dignity and respect.

If you feel you are being harassed, bullied or otherwise discriminated against by someone associated with YORLMC Ltd, or you are aware of others being subjected to such treatment, we strongly encourage you to raise this with us.

You may wish to consider first whether you feel able to address the problem informally with the person responsible. If so, you should explain clearly to them that their behaviour is not welcome or makes you uncomfortable.

However, if this is difficult, embarrassing, or uncomfortable for you, we would encourage employees of YORLMC to speak to their line manager and LMC Members to speak to their LMC Chair, or YORLMC's Medical Secretary who can provide confidential advice and assistance. They can be contacted via the Corporate Affairs Team

If informal steps are not appropriate, or have not been successful, the matter can be escalated and formally presented as a complaint in writing to the Chief Executive. Their contact details are available here

You can be assured, that such complaints will be investigated in a timely and confidential manner. Where possible, the investigation will be conducted by someone with appropriate experience and no prior involvement in the situation. Details of the investigation, your name and the name of the person accused will only be disclosed on a "need to know" basis (which may include enabling the accused person properly to answer the allegations). We will of course, consider with care whether any steps are necessary to manage the ongoing relationship between you and the person accused during the period of any investigation.

Once an investigation is complete you will be informed of its outcome. If it is found that you have been harassed, bullied or otherwise discriminated against by a Member, Officer or employee of

YORLMC the matter will be dealt with under the Disciplinary Procedure. If the harasser, bully or discriminator is a third party, we will consider what action would be appropriate to deal with the problem.

Whether or not your complaint is upheld, we will consider how best to manage any ongoing relationship between you and the person concerned.

YORLMC recognises that certain treatment of or by particular individuals is unlawful. Further information of the legal definition of such treatment is available from Shanee Baker, LMC Law

For the purpose of this policy, you are encouraged to raise all concerns you may have relating to any unwanted, inappropriate or improper conduct of which you are aware. It is imperative to us that we know about these matters so they should properly be addressed, regardless of whether or not legal protections and liabilities are triggered. We want people to come forward and anyone, who in good faith makes complaints or participates in any investigation, must not suffer any form or retaliation or victimisation as a result.

YORLMC has developed a Code of Conduct that provides guidance on expected behaviour and sets out standards of conduct that support our values in the work that we do. Appendix 1 refers

Date	Author	Document History
October 2019	Corporate Affairs Team, YORLMC Ltd	Considered by YORLMC Board 06.11.19
February 2020	As above	Reviewed and agreed by YORLMC Board