

Anti-Harassment, Bullying and Discrimination Policy

Sheffield
LMC



October 2019

Sheffield LMC 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 Sheffield LMC, 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. Alternatively, if this is difficult, embarrassing, or uncomfortable for you, we would encourage you to speak to Dr David Savage, LMC Secretary and Accountable Personnel Officer, who can provide confidential advice and assistance. Dr Savage can be contacted via (0114) 2588755.

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 Dr Savage via email: secretary@sheffieldlmc.org.uk or post: Sheffield LMC, Media House, 63 Wostenholm Road, Sheffield S7 1LE.

If you consider that there is some reason why making contact with Dr Savage would not be an appropriate course of action, and would prefer to deal with someone external to Sheffield LMC, please contact Dr Dean Eggitt, Chief Executive Officer, Doncaster LMC via office@doncasterlmc.co.uk.

You can be assured that 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 an employee of Sheffield LMC 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.

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 of retaliation or victimisation as a result.