

North of Tyne Local Pharmaceutical Committee (LPC) equality, diversity and inclusion policy 2020

North of Tyne LPC is committed to encouraging equality, diversity and inclusion among our workforce and committee members, and eliminating unlawful discrimination.

The aim is for our workforce and committee members to be truly representative of all sections of society, our contractors and our customers, and for each committee member and employee to feel respected and able to give their best.

The LPC - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of its customers, members, patients or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- provide equality, fairness and respect for all who attend our meetings, as committee members or as visitors
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

North of Tyne LPC commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working and meeting environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers, members and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the LPC provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff and committee members should understand they, as well as the LPC, can be held liable for acts of bullying, harassment, victimisation and unlawful

discrimination, in the course of their employment, against fellow employees, fellow members, visitors, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, LPC committee members, customers, suppliers, visitors, the public and any others in the course of the LPC's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all staff and committee members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the LPC.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by the Chief officer, Chair and Governance group of the LPC

Details of the organisation's grievance and disciplinary policies and procedures for employees can be found within the LPC personnel files and employee statements of particulars of employment. This includes with whom an employee should raise a grievance – usually their line manager.

Details of the organisation's grievance and disciplinary policies and procedures for committee members and visitors can be found on the LPC website or obtained from the LPC chair, chief officer or member of the Governance sub-group.

Details of the organisation's grievance and disciplinary policies and procedures for contractors can be found on the LPC website within the LPC constitution, or obtained from the LPC chair, chief officer or member of the Governance sub-group.

Use of the organisation's grievance and/or disciplinary procedures does not affect an LPC employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.