

SDI Group Plc ('SDI' or 'the Group')

DIVERSITY, EQUITY AND INCLUSION POLICY

Graticules Optics Ltd is part of SDI Group PLC and complies with all SDI business policies.

At SDI Group Plc we believe that being a diverse and inclusive business is the morally and ethically right thing to do. We can only succeed as a business if all our employees are able to be comfortable in the workplace, without fear of inappropriate comment/judgement. This policy should be read in conjunction with the relevant sections of the Employee Handbooks which provides some further detailed guidance.

STATEMENT OF INTENT

We are fully committed to the elimination of unlawful and unfair discrimination and value the differences that diversity brings. We will not discriminate because of age; disability; gender; marital status; pregnancy; race religion; sex; sexual orientation.

This policy applies equally to the treatment of any third party who interacts with SDI Group Plc.

We value the diverse nature of people, and have a zero tolerance policy on harassment and discrimination. We all have a duty to act in accordance with this policy and treat colleagues with dignity at all times. We will not tolerate discriminatory practices or behaviours.

In ensuring adherence to this policy, it should be noted that discrimination may be direct or indirect and may occur intentionally or unintentionally. Direct discrimination occurs where someone is treated less favourably because of age; disability; gender; marital status; pregnancy; race; religion; sex; sexual orientation. Indirect discrimination occurs where some is subjected to an unjustified practice or provision which puts them at a disadvantage. Indirect discrimination can be justified if it is proportionate to delivering business requirements on a legitimate basis.

PAY EQUITY

At SDI Group Plc, we ensure that everyone is paid fairly for their work. This means that we will not discriminate on the basis of gender, race, or any other protected characteristic when determining compensation.

VICTIMISATION

Victimisation occurs where an individual has suffered because they have brought proceedings under the Equality Act, or given evidence for a proceeding, or raised a grievance/allegation. It is unlawful to victimise any individual, in any of these circumstances.

HUMAN RIGHTS

Our business activities are pursued with respect for human rights. It is not acceptable to abuse the human rights of either individuals or groups of individuals or to fail to operate in a manner consistent with the principles of the Human Rights Act 1998.

We will not participate in, contribute to or obtain information from any blacklist or other similar service which undermines these principles.

RECRUITMENT AND SELECTION

We will operate recruitment for all positions in a fair and non-discriminatory manner. It is essential that recruitment and selection procedures are based on objective criteria related to the needs of the job, and that such criteria are applied equally at all stages during the process to all applicants at all levels.

PERSONAL RESPONSIBILITIES

We expect everyone who works for us to take responsibility for their personal involvement in the practical application of this Policy, and for creating an inclusive work environment, We all have accountability for behaving in line with our values and creating a culture where people feel valued and respected.

All leaders, managers and supervisors are expected to actively promote and uphold this policy and are responsible for keeping the workplace free of discrimination (including harassment and victimisation) and bullying.

MONITORING

As part of our commitment to diversity and inclusion, we will monitor diversity data on an ongoing basis. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

COMPLAINTS

If you feel that you have a grievance or a complaint under this Policy, it is recommended that in the first instance and if you feel comfortable to do so, make the issue known to the person responsible for the behaviour and request that it should cease. You may also, as an alternative, seek the direction and guidance of a more senior manager or Director.

Where it does not prove possible to reconcile issues informally, or if you do not want a matter dealt with informally, you can make a complaint using our grievance procedure. The grievance procedure is set out in our Employee Handbook.