

Equality and Diversity Policy

At Applied Photophysics we aim to treat all people fairly, irrespective of their race, colour, religion, political opinion, ethnicity, nationality, disability, gender, trans-gender, age, sexual orientation or marital status. It is therefore fundamental to our success that we address our own internal behaviours with vigour and commitment. The way we recruit, and work should make sure that employees are selected, promoted and treated according to their ability and everyone will have equal opportunity to develop.

Applied Photophysics is committed to being an employer of choice and strives to build an environment where people are respected as individuals and where their diverse range of views, perceptions, qualities, experiences and contributions are valued.

The success of the business depends on people. By accessing, recruiting and developing talent from the widest possible talent pool we can gain an insight into different markets and generate greater creativity in anticipating customer need. We all have a duty to embrace and support equality and diversity and must challenge behaviour and attitudes that prevent us from achieving this. Our aim is to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on gender, trans-gender status, race, disability, age, political or religious belief or sexuality.
- All employees have an equal chance to contribute and to achieve their potential.

Types of discrimination

Direct – treating a person less favourably than another on the grounds of gender, marital status, gender reassignment, race, sexual orientation, religion, belief or disability. Direct discrimination cannot be justified except in very limited circumstances specified in the legislation, for instance where a man or woman is a genuine and necessary requirement for the job in question.

Harassment – where unwanted conduct occurs which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Indirect – less obvious discriminatory treatment e.g. a provision, criterion or practice which a employee may have more difficulty complying with, or achieving due to gender, marital status, gender reassignment, race, sexual orientation, religion, belief or disability.

Victimisation – treating a person less favourably than another on the grounds that he or she has made a complaint of discrimination or harassment through internal procedures or external means.

Raising a complaint

In order for complaints to be dealt with promptly and fairly, the employee should raise the complaint in writing to their Line Manager. The complaint must:

- Identify the alleged person;
- Give specific examples of the actions or conduct that the employee believes constitutes discrimination or harassment;
- Include times, dates and names of any witnesses.

Our objective is to address situations positively and correct them, so early advice of situations is far better than allowing them to deteriorate beyond a point where remedial action can be taken.

Applied Photophysics will ensure that any breach or complaint is dealt with in a serious, sensitive and confidential manner, so that the matter can be resolved as quickly as possible for all concerned.

In the event that an employee has good reason to believe that their complaint has not been so addressed, then they have the right to communicate their concerns to the CEO, who will investigate and respond promptly.

Disciplinary and grievance procedures follow the ACAS guidelines, a copy of which can be viewed at <http://www.acas.org.uk/CHttpHandler.ashx?id=1043>.

Any employee who raises a complaint in good faith will be protected against victimisation. Malicious complaints will be treated as a serious disciplinary matter.



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C.E.O.

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