

ADMINISTRATION

LABOUR STANDARDS & HUMAN RIGHTS POLICY

1. Purpose

This policy outlines Contract Solutions Scotland Ltd's commitment to upholding labour standards and human rights in line with UK law, Scottish employment regulations, and internationally recognised principles, including the UN Guiding Principles on Business and Human Rights and the International Labour Organization (ILO) conventions.

We are committed to fair, safe, and dignified treatment of all workers — whether directly employed, contracted, or working within our supply chain.

2. Scope

This policy applies to all staff, including permanent, temporary, agency, apprentice, and contract workers across all operations — from engineering and assembly to the metal plating line — as well as key suppliers and business partners.

3. Our Commitments

We commit to the following principles, in full compliance with UK and Scottish law:

Key Labour Standards

a. Freedom of Association & Collective Bargaining

- We respect the right of employees to join or not join trade unions or other representative bodies.
- Employees are free to engage in collective bargaining and workplace dialogue without fear of retaliation.

b. No Forced or Compulsory Labour

- Employment with Contract Solutions Scotland Ltd. is voluntary.
- We prohibit the use of any form of forced labour, human trafficking, or bonded labour.

c. No Child Labour

- We do not employ anyone under the minimum legal working age.
- Where young workers are legally employed (e.g., apprentices), additional protections are in place in line with the **Employment Rights Act 1996, Working Time Regulations 1998**, and relevant Scottish safeguarding guidance.

d. Fair Wages & Benefits

- All employees are paid at least the **National Minimum Wage** or **Real Living Wage** (if adopted voluntarily), and receive lawful benefits including paid holidays, sick pay, and pension contributions under the **Pensions Act 2008**.
- Wages are paid on time and transparently, with no unlawful deductions.

e. Working Hours

- Working hours comply with the **Working Time Regulations 1998** and any collective agreements.
- Employees are entitled to rest breaks, weekly rest periods, and statutory paid leave.



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f. Non-Discrimination and Equal Opportunity

- We do not tolerate discrimination on the basis of age, disability, gender, race, religion, sexual orientation, or any other protected characteristic under the **Equality Act 2010**.
- Recruitment, promotion, and training are based solely on merit and job-related criteria.

g. Safe and Healthy Working Environment

- We are committed to providing a safe workplace under the **Health and Safety at Work etc. Act 1974**, including our plating area, engineering floor, and office spaces.
- Regular risk assessments are carried out, and appropriate PPE, training, and welfare facilities are provided.

4. Human Rights and Modern Slavery Compliance

We are committed to protecting human rights in our operations and supply chain, in line with the **Modern Slavery Act 2015**. We:

- Conduct due diligence on suppliers and partners.
- Expect all suppliers to uphold equivalent labour and human rights standards.
- Will terminate relationships with suppliers involved in modern slavery, forced labour, or unethical labour practices.

5. Grievance & Reporting Mechanisms

We maintain open and confidential reporting channels for staff to raise concerns about labour rights, bullying, harassment, discrimination, or unsafe practices. Reports can be made to a manager or team lead, and will be taken seriously, without fear of retaliation.

6. Implementation

This policy is shared with all employees during induction.

7. Review and Continuous Improvement

This policy will be reviewed annually and revised as necessary to reflect changes in UK and Scottish legislation, industry standards, or our business operations. We welcome feedback from staff and stakeholders.

R DUNCAN
Managing Director

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