



CONTRACT SOLUTIONS

PRECISION ENGINEERING

ADMINISTRATION

ZERO TOLERANCE POLICY

Purpose

This Zero Tolerance Policy establishes a clear framework to promote a safe, respectful, and productive environment for all individuals within Contract Solutions Scotland Ltd. The policy outlines behaviours that are strictly prohibited and the consequences of violating these standards.

Scope

This policy applies to all employees, contractors, vendors, and visitors within Contract Solutions Scotland Ltd. or while representing the organization in any capacity.

Policy Statement

Contract Solutions Scotland Ltd. is committed to maintaining a culture of respect, inclusivity, and safety. To uphold these values, the following behaviours are subject to a zero-tolerance approach and will result in immediate disciplinary action, up to and including termination of employment or expulsion:

1. **Harassment and Discrimination**
 - Any form of harassment, bullying, or discrimination based on race, gender, age, religion, disability, sexual orientation, or any other protected characteristic.
2. **Violence and Threats**
 - Physical violence, verbal threats, or any actions that endanger the safety or mental health & well-being of others.
3. **Substance Abuse**
 - Possession, use, or distribution of illegal drugs or alcohol in violation of company policies or applicable laws.
4. **Theft and Fraud**
 - Theft, embezzlement, or fraudulent activity of any kind, including falsification of records.
5. **Workplace Safety Violations**
 - Intentional acts or negligence that compromise health and safety standards.
6. **Insubordination**
 - Wilful refusal to comply with lawful and reasonable instructions from supervisors or management.

Enforcement

Violations of this policy will be thoroughly investigated in accordance with established procedures. Consequences may include, but are not limited to:

- Verbal or written warnings
- Suspension
- Termination of employment or expulsion
- Legal action, where applicable

Reporting

All individuals are encouraged to report violations of this policy immediately. Reports can be made to the Managing Director or Office Manager by:

- Phone
- Email
- In person

Confidentiality will be maintained to the extent possible, and retaliation against individuals who report violations in good faith is strictly prohibited. Any reported violations can be made without fear of reprisal.

Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, or organizational priorities.

R DUNCAN

Managing Director

A handwritten signature in black ink, consisting of a stylized 'R' followed by a long, horizontal, slightly wavy line extending to the right.

ISSUED: 30.04.2025

REVIEW: 30.04.2026