



## **ADMINISTRATION**

### **EMPLOYEE CODE OF CONDUCT POLICY**

#### **1. Purpose**

The purpose of this Code of Conduct is to establish a standard of behaviour expected of all employees to foster a respectful, safe, and productive work environment. This policy sets clear expectations regarding professional conduct, integrity, and accountability.

#### **2. Scope**

This policy applies to all employees, contractors and temporary staff of Contract Solutions Scotland Ltd.

#### **3. Core Principles**

Employees are expected to:

- Conduct themselves with integrity and professionalism.
- Respect the rights, dignity, and diversity of others.
- Comply with all laws, regulations, and internal policies.
- Avoid conflicts of interest and uphold the organization's reputation.

#### **4. Professional Behaviour**

Workplace Conduct

Employees should:

- Be respectful and courteous to colleagues, clients, and stakeholders.
- Avoid harassment, discrimination, bullying, or any behaviour that creates a hostile work environment.
- Communicate professionally in all forms, including email, messaging apps, and social media (when representing the company).

Attendance & Punctuality

- Report to work on time and adhere to agreed work schedules.
- Notify managers promptly in the event of absence or lateness.

Dress Code

- Maintain appropriate and professional attire that reflects the company culture and role responsibilities.



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#### **5. Confidentiality & Data Protection**

Employees must:

- Protect sensitive and confidential information, including client and employee data.
- Not disclose proprietary information to unauthorized parties during or after employment. This includes any customer details, parts or products, designs or drawings or product use. Disclosing or sharing this information during employment may result in disciplinary procedures up to and including termination of employment. Disclosing or sharing this information after employment may result in legal proceedings.

#### **6. Use of Company Property**

Employees are expected to:

- Use company equipment, systems, and resources responsibly and primarily for work-related purposes.
- Refrain from installing unauthorized software or using work devices for inappropriate activities.

#### **7. Conflict of Interest**

Employees must:

- Avoid situations where personal interests conflict with professional duties.
- Disclose any potential conflicts to their manager immediately.

#### **8. Substance Abuse**

The use of illegal drugs, alcohol, or substances that impair work performance or judgment is strictly prohibited in the workplace.

#### **9. Health, Safety, and Environment**

Employees are expected to follow all safety procedures and report any hazards or incidents.

#### **10. Disclosure of Medical Conditions and Medication**

As part of our commitment to maintaining a safe and productive working environment, all employees are required to inform management of any pre-existing medical conditions or medications that may affect their ability to safely and effectively perform their duties. This is especially important in a precision engineering environment, where focus, coordination, and the safe operation of equipment are critical.

All disclosed information will be treated with the strictest confidentiality and used solely for the purpose of ensuring appropriate support and risk management measures are in place.

If you have any health concerns or are taking medication that may impact your performance or safety at work, please speak with your manager or team lead at your earliest convenience.

Your wellbeing and safety – and that of your colleagues – is our top priority.



# CONTRACT SOLUTIONS

## PRECISION ENGINEERING

### ADMINISTRATION

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#### 11. Reporting Violations

Employees are encouraged to report any known or suspected violations of this Code of Conduct in good faith. Reports can be made to:

- A direct Team Lead
- A Manager
- A Director

All reports will be handled confidentially and investigated promptly. Retaliation against individuals who report concerns in good faith is strictly prohibited and will be treated as a serious disciplinary matter.

#### 12. Disciplinary Action

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment, depending on the nature and severity of the breach.

#### 13. Acknowledgment

Employees are required to read, understand, and sign this Code of Conduct as a condition of employment.

**R DUNCAN**  
Managing Director

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