



CONTRACT SOLUTIONS

PRECISION ENGINEERING

ADMINISTRATION

EQUAL OPPORTUNITIES POLICY

1. Policy Statement

At Contract Solutions Scotland Ltd., we are committed to promoting equality, diversity, and inclusion in the workplace. We believe that all employees, job applicants, clients, and suppliers should be treated with dignity and respect, regardless of their background or personal characteristics.

We aim to provide a working environment that is free from discrimination, harassment, or victimisation, where everyone has equal access to opportunities based on merit and ability.

2. Purpose of This Policy

This policy sets out our commitment to:

- Preventing unlawful discrimination in recruitment, employment, training, and promotion.
- Encouraging equality and diversity throughout our operations.
- Ensuring all employees understand their rights and responsibilities under equality legislation.

3. Scope

This policy applies to:

- All employees (full-time, part-time, contract, and temporary staff).
- Job applicants.
- Contractors and consultants.
- Visitors, clients, and service users.

4. Legal Framework

This policy is in line with relevant equality and anti-discrimination legislation, including (but not limited to):

- The **Equality Act 2010** (UK)
- The **EU Equal Treatment Directives** (if applicable)
- Any local or industry-specific codes of practice



ADMINISTRATION

EQUAL OPPORTUNITIES POLICY

5. Principles of Equality and Non-Discrimination

We do not tolerate discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

All employment-related decisions (including recruitment, promotion, pay, training, and termination) are based solely on individual merit and business needs.

6. Responsibilities

- Management is responsible for implementing this policy, ensuring it is upheld across all departments, and handling any breaches effectively.
- Supervisors and team leaders are expected to promote inclusive behaviour and deal promptly with any concerns.
- All employees have a duty to respect the dignity of others and contribute to a fair and supportive workplace.

7. Complaints and Breaches

Any employee who believes they have been subjected to discrimination or unfair treatment is encouraged to raise the issue through our grievance procedure. All complaints will be treated seriously, promptly, and confidentially.

Victimisation of individuals who raise complaints in good faith is strictly prohibited.



CONTRACT SOLUTIONS

PRECISION ENGINEERING

ADMINISTRATION

EQUAL OPPORTUNITIES POLICY

8. Review and Monitoring

This policy will be reviewed annually or in response to changes in legislation or company structure.

R DUNCAN
Managing Director

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

ISSUED: 30.04.2026
REVIEWED: 30.04.2027