



## **ADMINISTRATION**

### **EQUITY, DIVERSITY & INCLUSION POLICY**

#### **1. Purpose**

At Contract Solutions Scotland Ltd. we are committed to fostering a workplace that is equitable, inclusive, and diverse across all levels of the organization — from our engineering workshop to our metal plating line. We believe a respectful and fair working environment leads to stronger collaboration, safer operations, and a more innovative, resilient business.

#### **2. Scope**

This policy applies to all employees, apprentices, contractors, suppliers, and visitors who engage with our facilities and operations. It covers workplace behaviour, hiring, training, promotion, and day-to-day interaction across all manufacturing areas and office.

#### **3. Our Commitment**

We are committed to:

Ensuring all individuals are treated with fairness and respect, regardless of their background, gender, age, ethnicity, disability, religion, sexual orientation, or any other protected characteristic.

Promoting inclusion at every level, whether in our manufacturing areas or office.

Creating an environment where everyone can safely and fully participate — physically and culturally — in the workplace.

Addressing and removing systemic or physical barriers, including access to the mezzanine area for individuals with mobility needs.

#### **4. Key Principles**

**Equity:** We recognize that different people may need different levels of support and access to succeed. This includes physical accommodations and tailored training opportunities.

**Diversity:** We actively welcome people from all walks of life and understand that diverse thinking improves problem-solving, safety, and quality outcomes.

**Inclusion:** Every team member should feel respected and involved, whether they are on the shop floor, handling quality control, or managing the plating process.

#### **5. Responsibilities**

**Management:** Company directors and team leads are expected to lead by example — encouraging respectful communication, equal treatment, and inclusive practices. This includes ensuring safe, equitable access to all working areas.

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All Employees: Everyone plays a role in maintaining an inclusive culture by treating colleagues with respect and reporting concerns without fear of retaliation.

Health & Safety: Those responsible for people and operations must consider both physical and cultural accessibility when making decisions — especially where safety, workflow, or training is concerned.

#### **6. Practical Applications in Our Workplace**

We review access to the mezzanine floor to ensure it is as inclusive as possible and explore adjustments where needed.

Recruitment is based on skill, potential, and fair access — we advertise roles broadly and use inclusive language.

New hires are welcomed into an environment that encourages open feedback, with mentorship offered across all levels.

Regular toolbox talks and team briefings may include EDI topics, ensuring ongoing learning in a format suited to our team.

#### **7. Reporting & Accountability**

We take any form of discrimination, harassment, or exclusion seriously. Concerns can be raised directly with a manager or team lead. All reports will be handled fairly, confidentially, and without prejudice.

#### **8. Policy Review**

This policy will be reviewed annually, or sooner if workplace changes (e.g., new equipment, expansion, or staffing shifts) impact its effectiveness. Feedback from staff is encouraged and will be taken into account.

**R DUNCAN**  
**Managing Director**



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