

# EQUAL OPPORTUNITIES POLICY

Premier Windscreens Edinburgh

Automotive Glazing & ADAS Calibration

Issue Date: 18 June 2026 | Review Date: 18 June 2027

Responsible Director: David Conquer

Ref: PWE-EQP-001

|                              |                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------|
| <b>Company:</b>              | Premier Windscreens Edinburgh                                                     |
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## 1 POLICY STATEMENT

Premier Windscreens Edinburgh is committed to providing equal opportunities in employment and ensuring that all employees, applicants, customers, contractors and visitors are treated fairly, with dignity and respect.

The Company aims to create a working environment free from discrimination, harassment, victimisation and bullying, where individuals are selected, trained, promoted and rewarded on the basis of merit, ability and suitability for the role.

Premier Windscreens Edinburgh will comply with the requirements of the Equality Act 2010 and all other relevant employment legislation.

## 2 PURPOSE

The purpose of this policy is to:

- Promote equality and fairness throughout the workplace.
- Prevent unlawful discrimination.
- Encourage diversity and inclusion.
- Ensure employment decisions are based solely on business needs, skills, qualifications and performance.
- Create a positive working environment for all employees.

## 3 SCOPE

This policy applies to:

- Employees
- Directors
- Managers
- Apprentices
- Temporary workers
- Contractors
- Job applicants

The policy applies during:

- Recruitment and selection
- Training and development
- Promotion opportunities
- Pay and benefits
- Performance management
- Disciplinary procedures
- Dismissal processes
- Day-to-day working relationships

#### 4

### COMMITMENT TO EQUALITY

Premier Windscreens Edinburgh will not unlawfully discriminate against any individual on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Colour
- Nationality
- Ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

Employment decisions will be based solely upon an individual's suitability, qualifications, competence and ability to perform the requirements of the role.

#### 5

### RECRUITMENT AND SELECTION

The Company is committed to ensuring recruitment and selection processes are fair and objective. The Company will:

- Advertise vacancies fairly.
- Assess applicants against relevant job requirements.
- Select candidates based on skills, experience and suitability.
- Avoid discriminatory practices during recruitment.
- Ensure interview decisions are based on merit.

All recruitment decisions shall be documented and justified where appropriate.

## 6 TRAINING AND DEVELOPMENT

Premier Windscreens Edinburgh is committed to providing equal access to training and development opportunities. Employees will be considered for:

- Technical training
- Health and safety training
- ADAS accreditation
- Automotive glazing qualifications
- Career development opportunities

Selection for training shall be based on operational requirements, competence and business needs.

## 7 PROMOTION AND CAREER DEVELOPMENT

Promotion opportunities will be offered fairly and objectively. Decisions relating to advancement shall be based on:

- Ability
- Experience
- Qualifications
- Performance
- Business requirements

Unlawful discrimination will not be tolerated.

## 8 HARASSMENT, BULLYING AND VICTIMISATION

Premier Windscreens Edinburgh has a zero-tolerance approach to:

- Harassment
- Bullying
- Intimidation
- Victimisation

- Offensive behaviour

Examples include:

- Offensive jokes or comments
- Unwanted conduct
- Verbal abuse
- Threatening behaviour
- Exclusion from workplace activities
- Discriminatory language

Any employee who experiences or witnesses such behaviour is encouraged to report the matter immediately. All complaints will be investigated fairly and confidentially.

## 9 REASONABLE ADJUSTMENTS

Where reasonably practicable, Premier Windscreens Edinburgh will make appropriate adjustments for employees or applicants with disabilities. Adjustments may include:

- Workplace adaptations
- Equipment modifications
- Adjustments to working practices
- Additional support where appropriate

Each case will be considered individually.

## 10 EMPLOYEE RESPONSIBILITIES

All employees are expected to:

- Treat colleagues with dignity and respect.
- Support equal opportunities within the workplace.
- Avoid discriminatory behaviour.
- Report incidents of discrimination, harassment or bullying.
- Cooperate with investigations where required.

Failure to comply with this policy may result in disciplinary action.

## 11 MANAGEMENT RESPONSIBILITIES

Managers and supervisors are responsible for:

- Promoting equal opportunities.
- Leading by example.
- Addressing inappropriate behaviour.
- Supporting fair employment practices.

- Investigating complaints promptly and fairly.

## 12 COMPLAINTS PROCEDURE

Any employee who believes they have been subjected to discrimination, harassment or victimisation should report the matter to management as soon as possible. Complaints will be:

- Taken seriously.
- Investigated promptly.
- Handled confidentially where possible.
- Resolved fairly and objectively.

No employee will suffer detriment for raising a genuine concern in good faith.

## 13 MONITORING AND REVIEW

Premier Windscreens Edinburgh will monitor the effectiveness of this policy and review it:

- Annually.
- Following changes in legislation.
- Following workplace incidents.
- Where improvements are identified.

## 14 POLICY COMMITMENT

Premier Windscreens Edinburgh is committed to providing a workplace where all individuals are treated fairly, respectfully and with equal opportunity to contribute and succeed.

The Company believes that a diverse and inclusive workforce benefits employees, customers and the business as a whole.

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## APPROVAL

Signed:

Date:

**David Conquer**

18 June 2026

Owner / Managing Director

Review Date: 18 June 2027

Premier Windscreens Edinburgh