

Illegal Working and 'Right to Work' Checks Policy

Introduction

The ability to work illegally is a key driver of illegal migration. It leaves people vulnerable to exploitation and results in unscrupulous employers undercutting compliant businesses. It can also negatively impact on the wages of lawful workers and is linked to other labour market abuse such as tax evasion, breach of the national minimum wage and exploitative working conditions, including modern slavery in the most serious cases.

The Company fully acknowledges its responsibilities as an employer to prevent illegal working and does this by conducting simple right to work checks before it employs someone, to make sure the individual is not disqualified from carrying out the work in question by reason of their immigration status.

Policy

The Company will not employ a person who is subject to immigration control or not allowed to carry out the work in question because either they have not been granted leave to enter or remain in the UK or because their leave to enter or remain in the UK is invalid; has ceased to have effect whether by reason of curtailment, revocation, cancellation, passage of time or otherwise; or is subject to a condition preventing them from accepting the employment.

Obtain

Before employment commences, the Company will obtain the following original documentation from the prospective employee;

- National Insurance card, and
- UK Photocard Driving Licence, or
- Other Proof of Residence in the UK such as a valid Passport, or
- Immigration documents from the Home Office that demonstrates a right to work, or
- Other acceptable documents that demonstrates a right to work.

Check

The Company will conduct a manual right to work check, and also may use the 'Home Office Right to Work Checking Service' and 'Check if a document allows someone to work in the UK' online checking services available on GOV.UK, or contact the Employer Checking Service, in order to verify any documentation provided.

Copy

The Company will make a clear copy of each document in a format which cannot later be altered and retain the copy securely: electronically or in hardcopy. All copies of documents taken will be kept securely for the duration of the employee's employment and for two years afterwards.

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