RIGHT TO WORK POLICY

DISTRIBUTION

This Right to Work Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

1. PURPOSE

The purpose of this policy is to ensure that the Company complies with all legal requirements relating to the prevention of illegal working and the verification of employees' right to work in the United Kingdom. The Company is committed to conducting Right to Work checks fairly, consistently and without discrimination.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

2. SCOPE

This policy applies to all employees, directors, managers, supervisors, security officers, control room personnel, mobile patrol officers, relief staff, agency workers and contractors.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

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3. POLICY STATEMENT

The Company has a legal obligation to prevent illegal working and will undertake Right to Work checks on all prospective employees before employment commences. Checks will be applied consistently and without discrimination.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

4. RECRUITMENT AND PRE-EMPLOYMENT CHECKS

All applicants must provide evidence of their right to work before employment begins. Recruitment decisions will be based solely on competence, qualifications, experience and suitability for the role.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

5. DOCUMENT VERIFICATION

The Company will verify documents in accordance with Home Office guidance and retain records securely for statutory periods.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

6. ONLINE RIGHT TO WORK CHECKS

Where permitted by law, the Company may use Home Office online checking services and retain evidence of completed checks.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

7. FOLLOW-UP CHECKS

Where permission to work is time-limited, follow-up checks will be completed before expiry dates.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

8. DATA PROTECTION AND CONFIDENTIALITY

All Right to Work information will be processed in accordance with Data Protection legislation and UK GDPR requirements.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

9. MANAGEMENT RESPONSIBILITIES

Managers must ensure compliance, maintain records, monitor expiry dates and seek guidance when necessary.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

10. EMPLOYEE RESPONSIBILITIES

Employees must provide accurate information, cooperate with checks and notify the Company of any changes affecting their immigration status.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

11. TRAINING AND AWARENESS

The Company will provide training to relevant personnel on Right to Work requirements and document verification procedures.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

12. NON-COMPLIANCE

The Company operates a zero-tolerance approach to illegal working, fraudulent documentation and knowingly providing false information.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

13. GRIEVANCES AND COMPLAINTS

Employees who believe they have been treated unfairly may raise concerns through the grievance procedure.

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The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

14. MONITORING AND REVIEW

This policy will be reviewed annually or following legislative changes.

The Company remains committed to maintaining compliance with UK immigration legislation, promoting equality, protecting personal data and ensuring that all recruitment and employment processes are lawful, transparent and fair.

15. APPROVAL

Approved By: Managing Director

Name: Danish Iftikhar

Signature: 

Date: 22-09-2023