

Illegal Workers Policy

1. Purpose

This policy outlines our commitment to preventing illegal working within our organization, ensuring compliance with the Immigration, Asylum & Nationality Act 2006 and related Home Office guidance.

2. Identification of Foreign Workers

Our organization identifies foreign workers and their nationalities through:

- Collection of valid identification documents (e.g., passports, national ID cards)
- Verification of visas and work permits
- Use of the Home Office online right to work checking service

3. Compliance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006

To ensure compliance, we:

- Conduct right to work checks before employment begins
- Follow the prescribed steps to establish a statutory excuse against liability for a civil penalty
- Maintain records of all checks conducted

4. Applicability of Controls

The controls outlined in this policy apply to:

- All potential employees during the recruitment process
- All current employees throughout their employment

5. Verification of Right to Work Documents

We ensure that documents used to verify the right to work are:

- Compliant with the Home Office guidance "Comprehensive Guidance for Employers on Preventing Illegal Working"
- Retained for at least 2 years after the individual has left our employment

6. Inclusion of Agency, Self-Employed, and Subcontracted Personnel

Our checks and controls extend to:

- Agency workers
- Self-employed individuals
- Subcontracted personnel

7. Periodic Reviews

We conduct periodic reviews of the right to work status for all workers, including:

- Agency workers
- Temporary employees
- Seasonal employees

8. Record Keeping

All documentation related to right to work checks is securely stored and retained in accordance with legal requirements.

9. Training and Awareness

We provide regular training to all relevant staff on:

- Conducting right to work checks
- Identifying fraudulent documents
- Understanding the legal implications of employing illegal workers

10. Reporting and Monitoring

We have established a reporting mechanism for any concerns related to illegal working. Regular audits are conducted to ensure ongoing compliance with this policy.

Signed: Siobhan Hamill
Position: Managing Director
Date: 18/11/2024

Signature:



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FACILITIES MANAGEMENT LTD