

## M27 - Right to Work in the UK Policy

### Asylum & Immigration Act

The Company has a responsibility to prevent illegal migrant working in the UK and is aware it is a criminal offence to employ anyone who does not have permission to live or work in this country. The Act requires us as the employer to make document checks on every person we intend to employ, and to prove that this has been done. Prior to commencing employment or on the first day of employment the Company will ask the employee to provide documentation to ensure that he/she is working in the UK legally and the Company will hold a copy of this documentation on the employee's personnel file.

### Right to Work Checklist

### Breathe / Msite

Check process and documents held within Breathe for employees and Msite for Labour only sub-contractors.

### Record of changes to this document

Issue No.	Date of Issue	Summary of Changes
1	August 2014	Original policy document issue
2	15/08/15	Reviewed and no changes made
3	15/08/16	Reviewed and no changes made
4	15/08/17	Reviewed and no changes made
5	Dec 2018	Reviewed, formatting changes only.
6	Dec 2019	Reviewed checklist location added
7	December 2020	Reviewed no changes
8	February 2021	Reviewed no changes
9	February 2022	Reviewed and no changes
10	February 2023	Breathe and Msite references added