

## Right to Work Policy

### 1. Purpose

Ultimate Recruitment (Midlands) Limited is committed to ensuring full compliance with UK immigration laws. This policy outlines the procedures for conducting Right to Work checks to confirm the legal employment status of all workers before they start employment with the company.

### 2. Scope

This policy applies to all employees, temporary workers, and contractors engaged by Ultimate Recruitment (Midlands) Limited.

### 3. Legal Framework

This policy is designed to comply with the Immigration, Asylum and Nationality Act 2006, the Home Office Right to Work Guidance, and all relevant UK employment laws.

### 4. Right to Work Check Process

Before an individual starts employment, Ultimate Recruitment (Midlands) Limited will conduct the following checks:

#### 4.1. Obtain

We will request and obtain original documents from the Home Office's acceptable Right to Work documents list. These include, but are not limited to:

- UK Passport
- Biometric Residence Permit (BRP)
- Share code for online verification (for individuals with an immigration status that can be checked online)
- Other official documents listed in the Home Office's Right to Work checklist

#### 4.2. Check

The document(s) will be carefully checked to ensure:

- They are genuine and unaltered.
- The person presenting them is the rightful holder.
- The photograph and date of birth match the individual.
- The expiry date (if applicable) has not passed.
- Visa or immigration status permits work in the UK

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#### 4.3. Copy & Record We

will:

- Take a clear copy of each document.

- Record the date the check was completed.
- Retain records securely for the duration of employment plus two years after employment ends.

#### **4.4. Follow-Up Checks**

For employees with temporary work permissions, follow-up checks will be conducted before visa expiry.

#### **5. Online Right to Work Checks**

For individuals with digital immigration status, we will use the Home Office online checking service by obtaining a share code from the individual and verifying their status online.

#### **6. Prohibited Employment**

Ultimate Recruitment (Midlands) Limited will not employ any individual who does not have legal permission to work in the UK. Engaging in illegal employment may result in severe penalties, including fines and criminal liability.

#### **7. Consequences of Non-Compliance**

Failure to conduct Right to Work checks properly may result in:

- Fines of up to £20,000 per illegal worker.
- Reputational damage and potential legal consequences.
- Dismissal of employees found to have no right to work in the UK.

#### **8. Responsibilities**

- HR and Recruitment Teams: Responsible for conducting checks and maintaining records.
- Employees & Candidates: Required to provide valid documentation before starting employment.
- Management: Ensuring compliance with the policy and UK immigration laws.

#### **9. Review and Updates**

This policy will be reviewed annually or as required by changes in UK immigration law. Any updates will be communicated to all relevant stakeholders.

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