



Summit Timber Group Ltd : Right to Work Policy

1. Introduction

Under the **Immigration, Asylum and Nationality Act 2006**, all employers in the UK have a legal responsibility to prevent illegal working. Sections 15–25 of the Act require employers to check the right to work of every individual they intend to employ.

It is a **criminal offence** to employ someone who does not have the legal right to work in the UK. Employers can establish a statutory defence against prosecution if they can demonstrate that they have carried out the required document checks in accordance with the law.

Recruitment practices must also comply with equality legislation and **must not discriminate** against individuals on racial or national grounds.

2. Scope

This policy applies to:

- All new employees within the Group, including direct hires and labour-only appointments
 - Existing employees where right-to-work documents require verification or renewal
 - Agency workers, contractors, and temporary staff
 - Any individual engaged to perform work on behalf of Summit Timber Group Ltd
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3. Right to Work Checks

3.1 Timing of Checks

Right-to-work checks must be completed **before employment begins**, or at the very latest, on the employee's first day of work.

3.2 Step 1 – Document Request

The potential employee must provide **original documents** demonstrating their right to work in the UK.

- **List A documents** – show unrestricted right to work in the UK.
- **List B documents** – for individuals with time-limited leave to enter or remain in the UK.

A combination of documents may be required to verify identity and eligibility.

3.3 Step 2 – Verification

The Group Company HR/Office Manager must:

1. Ensure the document holder is the rightful owner of the document(s).



2. Check that photographs and personal details match the individual.
3. Confirm that any time-limited leave has not expired.
4. Verify that the individual is authorised to perform the type of work offered.
5. Ensure documents are genuine and have not been tampered with.

Additional Checks: If multiple documents display different names, request evidence to explain the discrepancy (e.g., marriage certificate, divorce decree, deed poll, adoption certificate, statutory declaration).

3.4 Step 3 – Retention of Records

- For **List A documents**, photocopy relevant pages containing personal details, nationality, photograph, signature, date of birth, expiry date, and biometric data.
- For **List B documents**, photocopy relevant pages and ensure verification occurs on the first day of employment if not done earlier.
- All copies must be signed and noted as verified copies of the originals.
- Photocopies are retained securely on the employee's HR file in accordance with the Company's UK GDPR Policy. Originals are returned to the employee.

Further Verification: If there is any doubt regarding the documents, contact the **Home Office Employer Checking Service** at 0300 123 4699. Employment cannot continue if the individual is not permitted to work in the UK.

4. Acceptable Documents

4.1 List A – Continuous Right to Work

Examples include:

1. British or Irish passport showing the right of abode in the UK
2. Current or expired UK passports for those exempt from immigration control
3. UK or Crown Dependency birth or adoption certificate, with National Insurance number documentation
4. Certificate of registration or naturalisation as a British citizen, with supporting documentation

4.2 List B – Limited Right to Work

Group 1 – Statutory excuse lasts until expiry of permission:

- Passport or Home Office Immigration Status Document with valid work endorsement

Group 2 – Statutory excuse lasts six months:

- EU Settlement Scheme documentation with Positive Verification Notice
- Home Office Application Registration Card with Positive Verification Notice
- Positive Verification Notice from the Employer Checking Service

(This list is illustrative. Refer to the latest Home Office guidance for full acceptable documents.)

5. Responsibilities

Company HR / Office Manager

- Conduct all right-to-work checks prior to employment
- Maintain accurate, secure records of all document checks
- Advise employees on acceptable documentation and procedures

Employees, Contractors, and Agency Workers

- Provide original, valid documentation to confirm their right to work in the UK
 - Notify their HR / Office Manager of any changes to immigration status
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6. Record-Keeping

- Copies of verified documents are stored securely in HR files in accordance with UK GDPR regulations.
 - Records are retained for the duration of employment plus **two years** after the individual leaves the Group Company.
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7. Non-Compliance

Employing individuals without the legal right to work in the UK is a criminal offence. Any employee or manager who knowingly breaches this policy may face **disciplinary action**, up to and including **dismissal**.

8. Policy Review

This policy will be reviewed annually, or sooner in the event of legislative changes, to ensure ongoing compliance with UK immigration law.

9. Approval

Approved by the Board of Directors of Summit Timber Group Ltd