



### **Illegal Worker Policy**

East Kirkby Engineering Company Limited has a zero-tolerance approach to any form of Illegal Workers.

East Kirkby Engineering Company Limited are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place.

East Kirkby Engineering Company Limited ensure that we are conducting business in an ethical and transparent manner to ensure there is no Illegal Working.

Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against illegal working.

In addition to the above, as part of our contract with Suppliers and Subcontractors, East Kirkby Engineering Company Limited request that they confirm to us that:

Suppliers/Subcontractors have taken steps to eradicate Illegal Workers within their business.

Suppliers/Subcontractors hold their own suppliers to account over Illegal Working.

Our performance indicators

### **Right to Work in the UK – Company Statement**

East Kirkby Engineering Company Limited as a condition of employment, will confirm that potential employees have the legal right to work in the UK.

East Kirkby Engineering Company Limited reserves the right, to confirm immigration status with possible employee, undertake an online right to work check.

East Kirkby Engineering Company Limited also reserves the right to ask new possible employees to produce the original documents, for verification.

No one can start work until successful screening has taken place.

Prior to commencement of employment, employees (both UK and non-UK) will provide original documents for inspection. Any offer letter will provide a list of required acceptable documents, and the Company will retain a copy of these documents for record purposes.

For those with only limited permission to remain or work in the UK, the Company will retain a note of the expiry date. Whilst the Company will check an employee's documentation is valid or carry out a further online check, it is the employee's responsibility to ensure that they allow sufficient time when applying for any extensions.

East Kirkby Engineering Company Limited will not employ and person who does not have the legal right to work in the UK.

East Kirkby Engineering Company Limited will not employ any Supplier or Subcontractor it finds to employ a person who does not have the legal right to work in the UK.

East Kirkby Engineering Company Limited is a private limited company registered in England and Wales. Registration number: 4125935. Registered office: Avocet House, Bittern Way, Riverside Industrial Estate, Boston, Lincolnshire PE21

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## Building Services Contractors

Any possible employee found to have provided falsified Right to Work documentation, will have their employment terminated and the Immigration authorities will be notified. The company will follow the Home Office Codes of Practice as below

- <https://www.gov.uk/government/publications/illegal-working-penalties-codes-of-practice-for-employers/code-of-practice-on-preventing-illegal-working-in-force-from-6-april-2022-accessible-version>
- <https://www.gov.uk/government/publications/right-to-work-checks-code-of-practice-on-avoiding-discrimination/code-of-practice-for-employers-avoiding-unlawful-discrimination-while-preventing-illegal-working-in-force-from-6-april-2022-accessible-version>

East Kirkby Engineering Company Limited ensure compliance with sections 15 to 20 of The Immigration, Asylum & Nationality Act 2006.

Signed:

A handwritten signature in blue ink, appearing to be 'J. King', written over a horizontal line.

Managing Director

on behalf of East Kirkby Engineering Company Limited

Date: **1<sup>st</sup> February 2023**

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