
	Immigration Asylum & Nationality Policy			
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S&R Construction Ltd is intent on ensuring UK citizens have the best chance at gaining employment. We do not accept illegal workers or those who have not been granted leave to enter or remain in the UK.

Illegal workers are defined as people working without the required permission to work. Typically, illegal workers are foreign workers that do not have a valid work permit in the country where they stay. The responsibility for ensuring all employees have the required permission to work stays accountable with S&R Construction.

Without permission to work, illegal workers are not secured by legally binding labour contracts and fundamental labour rights. They are vulnerable and we cannot accept them in our company and from our supply chains including sub-contractors, agency workers, self employed workers and partners.

The company acknowledges responsibility to the relevant sections of the Immigration, Asylum and Nationality Act 2006 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation.

Sections 15 – 25 of the Immigration, Asylum and Nationality Act 2006 set out the law on the prevention of illegal migrant working.

Employers must comply with these instructions to establish a statutory excuse against payment of a civil penalty if the Border & Immigration Service detects anyone working illegally whom they have appointed.

The civil penalty can be up to £10,000 per illegal worker. If an Employer knows that they are employing a person who is not permitted to work in the United Kingdom, they will **not** be entitled to the excuse and could be prosecuted under the provisions of the 2006 Act. Conviction under this offence will carry the potential of an UNLIMITED fine and / or a prison sentence of up to two years.

It is therefore vitally important that S&R Construction Ltd satisfy themselves that any existing and prospective employee can legally work in the UK by checking and photocopying documents produced by the prospective employee **before they commence employment**. For any employees that are currently employed who may have started work before this law came into effect a retrospective check has been carried out and records kept and updated as required for any new employee.

As part of the company's due diligence processes into legal workers, checks will be made during the recruitment process to ensure the potential employee has a right to work in the UK and on starting with the business the new starter form will be completed for all new employees which incorporates a right to work checklist which includes a document check which complies with the "Comprehensive Guidance for Employers on Preventing Illegal Working" home office guidance.

Copies of all documents verified are retained for at least 2 years after the individual has left the employer.



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The company will not support or deal with any business that employs illegal workers, this includes any agency, self-employed and subcontracted personnel. Following this policy will assure ourselves that all employees are eligible to work in the UK.

The Directors and Senior Management shall take responsibility for implementing this policy and it will carry out all relevant checks and give notice to the secretary of state.

A full copy of this policy is accessible electronically and is available from the SHEQ Dept. on request.

This Policy will be reviewed annually and fully supports the policies and procedures within our Management System.

A handwritten signature in blue ink that reads 'S J Sankey'.

Signature:

Steven Sankey, MD