



PREVENTION OF ILLEGAL WORKERS POLICY

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PURPOSE

The purpose of this policy is to ensure compliance with UK law and show how Thomann-Henry® confirms that all potential employees and subcontractors are legally entitled to work in the UK.

POLICY STATEMENT

Thomann-Henry® believe and are committed to ensuring that they have a workforce of operatives who are legally entitled to work in the UK, and that this is critical to the business success.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (known as the 2006 Act) which came into force on 29 February 2008. These rules replaced the previous ones under section 8 of the Asylum and Immigration Act 1996 (known as the 1996 Act).

The law is in place to:

- Make it harder for people with no right to work in the UK to unlawfully gain or keep employment.
- Make it easier for employers to ensure that they only employ people who are legally allowed to work for them.
- Strengthen the Government's controls on tackling illegal working by making it easier for them to act against employers who use illegal workers.

The Company is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of our employees' employment that all employees comply with all reasonable requests to provide details of their identity, right to work in the UK and place of residence, to ensure they are legally allowed to work in the UK.

ORGANISATION

Our Managing Director has overall and final responsibility to ensure that all potential employees and subcontractors are legally entitled to work in the UK.

As part of the onboarding process and in conjunction with the People and Culture Manager, right to work checks are carried out on all potential employees and subcontractors ahead of employment.

METHOD OF CHECKING

Before the employee or subcontractor commences employment Thomann-Hanry® ensures that one of the following is completed:

- A right to work check online – In order to do this, Thomann-Hanry should be in receipt of a relevant a share code.
- Check original documents.
- A right to work check using Identity Document Validation Technology (IDVT) via the services of an Identity Service Provider (IDSP)

Please note that British and Irish citizens cannot get an online share code to prove their right to work. Original documents will need to be checked - for example, their passport or passport card - or use an identity service provider instead.

ACCEPTABLE DOCUMENTS TO CHECK

Original documents are checked by Thomann-Hanry® taking into account the following process:

- Ask to see the applicant's original documents. Please note that Thomann-Hanry can no longer accept biometric residence cards or permits. A share code should be requested instead.
- Check that the documents are valid with the individual present.
- Make and keep copies of the documents and record the date any checks are made.

WHAT IS CHECKED?

- All documents are checked to ensure they are genuine, original and unchanged and belong to the person who has submitted them.
- Checks of the photos across all documents are made to confirm that they look the same and look like the applicant.
- Dates of birth are checked and should be the same across all documents.
- If 2 documents give different names, supporting documents showing why they're different, such as a marriage certificate or divorce decree are checked.

If the applicant/subcontractor is not a British or Irish citizen, Thomann-Hanry® also check that:

- The dates for the applicant's/subcontractor's right to work in the UK have not expired.
- The applicant/subcontractor has permission to do the type of work being offered (including any limit on the number of hours they can work)
- For students, evidence of their study and vacation times are also checked and kept on file.

FOLLOW-UP CHECKS

Where an employee's right to work is time-limited, a further check on their documents is made again when it's due to expire.

TAKING A COPY OF THE DOCUMENTS

When Thomann-Hanry® copy documents, the following is ensured:

- A copy is made that cannot be changed, for example a photocopy.

- Any copy is clear enough to read.
- With passports, it is ensured that the organisation copy any page with the expiry date and applicant's details (for example nationality, date of birth and photograph) including endorsements, for example a work visa.
- For all other documents a complete copy is made
- Copies during any employment and for 2 years after employment is finished is kept.
- The date the check was made is recorded.

All data is kept in accordance with data protection law.

WHERE AN INDIVIDUAL CANNOT SHOW THEIR DOCUMENTS

Thomann-Henry® will approach the Home Office to check an employee's or potential employee's immigration status if they cannot show their documents or online immigration status. This could be, for example, because they:

- Have an outstanding appeal, review or application with the Home Office
- Arrived in the UK before 1989 and do not have documents to prove their immigration status or right to work.

Thomann-Henry® will also ask the Home Office to check their status if they have:

- A digital or non-digital Certificate of Application that says you need to ask the Home Office to check their right to work.
- An Application Registration Card.

Application Registration Cards must state that the work the employer is offering is permitted. Once the Home Office send any 'Positive Verification Notice' to confirm that the applicant has the right to work a copy of the document is kept on file.

The Company reserves the right to amend and update this policy in accordance with UK law and as required.

For Heritage Building Conservation Ltd t/as Thomann-Henry®



Mark Styles
Managing Director
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