



MICHAEL LONSDALE GROUP

Illegal Immigration Policy for:

The Michael Lonsdale Group of Companies inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd)

1. The Immigration, Asylum and Nationality Act (2006 Act) makes it illegal for the Michael Lonsdale Group to employ a person aged 16 or over who does not have the legal right to work in the UK.
2. This policy provides a consistent framework for establishing an individual's eligibility to work in the UK and ensuring that we fulfil our legal obligations set out in the 2006 Act.
3. This policy applies to all employees, self-employed individuals and agency workers (via their recruitment agency).

Documentation to confirm eligibility of work in the UK

4. Before you start work for any company within the Michael Lonsdale Group, you will be asked to provide documents to confirm that you are eligible to work in the UK. The documents that can be accepted are detailed in Annex A. List A sets out the documents required to confirm that you are not subject to immigration control and have no restrictions on your stay in the UK. List B sets out the documents you need to provide if your leave to remain in the UK is limited.
5. We are required to check your documentation from either List A or B before you start work with us in order to establish the statutory excuse.
6. We will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the organisation being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question.
7. If your right to work in the UK is time-bound, and your supporting documents are from List B and have an expiry date, we will need to carry out a new check on your continuing right to work when your documents are due to expire. Alternatively, if applicable, we will carry out a check via the Home Office online checking service, on or before the expiry date. We will retain the records and documents relating to the check on file.
8. If a successful job candidate is unable to provide evidence of their right to do the work in question, and a Home Office online check, if applicable, fails to confirm the right to do the work



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in question, we will withdraw the job offer. Under no circumstances will you be able to start work without confirmation that you have the right to work in the UK.

9. If it appears to the us that during the course your employment that you do not have the right to work in the UK, we will carry out an investigation into the circumstances. If it is established that you do not, or do not appear to, have the right to work in the UK, we may terminate your contract of employment. This is a clear requirement within the contract of employment.

Skilled Worker Visa (Points based System)

10. The Michael Lonsdale Group will comply with the requirements of the Home Office's skilled worker visa for employing foreign workers. Where a worker who is subject to immigration control and who does not already have the right to work in the UK, is to be recruited, the organisation will take steps to be an approved sponsor.
11. Where the organisation employs a worker under this scheme it will ensure full transparency to the recruitment process and as noted above fully comply with its obligations as a licensed sponsor.

Avoiding race discrimination

12. We will do all that we can to avoid race discrimination in the workplace, and to ensure that no job applicant is excluded from a position because of their colour, race, nationality, or ethnic or national origins.
13. We will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made based on, for example, appearance or a foreign name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK.
14. We will recruit candidates who are most suited to the position in question and comply with its equal opportunities policy at all times. To this end (although subject to the requirement to meet the resident labour market test where applicable and eligibility for sponsorship where necessary), the nationality of the most suitable candidate will have no bearing on whether they are selected for the post. If we do not have a sponsor licence at the time of the recruitment process, this will not be a bar to the recruitment of a foreign national in a role that would otherwise qualify for sponsorship.
15. The requirement to provide evidence of the right to work in the UK will apply to all appointees, regardless of their race, nationality or ethnic or national origins.
16. Anyone who cannot evidence their right to work in the UK in the role in question will be referred to the Citizens' Advice Bureau for further advice. However, we will not employ such an individual until the necessary checks have been carried out.



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Agency Workers

17. We work with a preferred supplier list of recruitment and agency worker agencies and they are responsible for confirming the right to work of all workers that are supplied to us. As part of our engagement with the agency, we will carry out ad-hoc requests on the right to work documentation to ensure compliance. This is a key aspect of an agency's performance output and ongoing contract of engagement.

Data protection

18. We will ensure that individuals' personal data, including information about racial or ethnic origin, collected to establish the right to work in the UK and to comply with other immigration requirements, is handled in accordance with the organisation's data protection policy including processing special categories of personal data.
19. All information collected is retained in compliance with the Government's guidance on Right to work checks, which is for the duration of employment and a further two years.

Review and Update

20. This policy is kept under constant review and in line with employment legislation and is the responsibility of the Board.

Name: Gary Herbert

For and on behalf of the Michael Lonsdale Group of Companies

Position: Managing Director

Signature:

Date: 24th March 2022



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Appendix A

List A

The following list contains 10 combinations of documents that you can provide to the Michael Lonsdale Group to confirm your eligibility to work in the UK. You should be able to provide documents from List A if you are not subject to immigration control or have no restrictions on your stay in the UK.

The individual must provide both Document 1 and Document 2 (where required from the same combination). You cannot mix and match documents from different combinations.

Combination	Document 1	Document 2
1	A passport showing that the holder is a British citizen of the United Kingdom and Colonies and has the right of abode in the United Kingdom.	Not required
2	A passport or identity card showing that the holder is a national of a European Economic Area country or Switzerland.	Not required
3	A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland	Not required
4	A permanent residence card issued by the Home office or the Border Immigration Agency to a family member of a national of a European Economic Area country or Switzerland	Not required
5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	Not required
6	A current passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK	Not required
7	An Immigration Status Document issued by the Home Office to the holder with an endorsement	An official document containing the individual's permanent NI Number and name issued by a



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	indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
10	A certificate of registration or naturalisation as a British citizen	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.

List B

You should be able to provide documents from List B if you have limited leave to remain in the UK i.e. if your stay is time-bound. If your document has a positive verification notice, please refer to Group 2.

Combination	Document 1	Document 2
Group 1		
1	A current passport endorsed to show that the holder can stay in the UK and is allowed to do the work in question.	Not required



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2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and can do the work in question.	Photographic evidence should also be provided to verify the individual's identity.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has derivative right of residence.	Photographic evidence should also be provided to verify the individual's identity.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the person named in it may stay in the UK and is allowed to do the type of work in question.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
Group 2		
1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old.	A Positive Verification Notice from the Home Office Employer Checking Service.
2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question.	A Positive Verification Notice from the Home Office Employer Checking Service.
3	A Positive Verification Notice from the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	Not required.