Boulevard Construction Limited

Right to Work Policy and Procedures

Policy

Boulevard construction Ltd recognise its corporate and social responsibility to prevent illegal working. And do this by conducting simple right to work checks before employing anyone, to make sure the individual is not disqualified from carrying out the work in question by reason of their immigration status. The aim is to provide a sustainable future by creating and enforcing practical and achievable solutions for a conscious and economically sustainable environment.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006. Under section 15 of the 2006 Act, an employer may be liable for a civil penalty if they employ someone who does not have the right to undertake the work offered.

The 'Right to Work' is the legal right to live and work in a country. The Immigration, Asylum and Nationality Act 2006 is the UK legislation that requires Boulevard Construction Limited to make basic document checks on every potential new employee they intend to employ before they start working for Boulevard Construction Limited.

The purpose of the policy is to:

- Ensure the Company's employment practices are robust and to ensure that all employees hold current and valid permission to work in the UK;
- Prevent people without the Right to Work from gaining employment;
- Avoid negative PR; and
- Enable us to take a proactive stance to ensure that we are complying with this legislation and to provide the Company with a defence against prosecution.

This policy applies to all employees within the Company.

Roles and responsibilities:

Project managers and supervisors must check all the following documentation to ensure there is a true likeness in the photographic ID and, that that the ID has not been visibly tampered with.

- Valid Passport or Photographic EU ID Card.
- All Non-EU Citizens must all hold valid and/or in date work visas or permits.
- UTR Number.
- NI Number.
- Proof of address.
- A UK bank account number and sort code.

The photographic ID is to then be checked under a UV scanner on site to ensure it has holographic images, that look consistent with other ID's presented by other operatives.

1. Following these visual checks, the manager must also ensure that all the documents bare the same name and personal details, along with obvious age-related ID – DOB etc.
2. At this point a record of checks must be recorded on a copy of the documentation, ie; countersigned and dated by the person checking.

Once these checks have been carried out all of the above information is scanned and sent to our Head office for further checks and processing.

At the Head Office;

1. The payroll manager is to begin the process of setting them up on the database / payroll.
2. Carry out the same checks on all the information received from site to ensure it is correct.
3. Each individual is then processed via the HMRC verification system, using their unique UTR and NI numbers, Name and DOB.
4. Additional checks of their right to work and their tax status, and is confirmed back to our payroll office with a verification status from HMRC.

At this point if the checks are complete and correct the individual is then eligible to work for Boulevard Construction Limited.

The Directors personally accept the responsibility to ensure the relevant actions and procedures are implemented to achieve all aims set out in the policy, to be reviewed at least on an annually.

This Policy is approved & authorised by:

Name:	Peter Brookes
Position:	Operations Director
Date:	5th January 2025
Signature:	