



Right to Work Checking Policy

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1. Introduction

The Parkwood Group are legally obliged to comply with the requirements set by the UK Border Agency, to ensure that new staff and current staff are eligible to work in the UK and to adhere to any restrictions on their employment.

Penalties for employing illegal workers:

If found guilty of employing someone who you knew or had “reasonable cause to believe” didn’t have the right to work in the UK, you can be subject to a 5 year prison sentence and unlimited fine.

If you employ someone who does not have the right to work in the UK and the correct checks were not undertaken or completed properly, you may face a civil penalty for each illegal worker, currently up to £20,000.

A closure notice can be issued, whereby the premises is closed for a limited time where an employer or a person connected with the employer operating at the premises is found to be employing illegal workers and has been previously non-compliant with illegal working legislation. The notice prohibits access to the premises and paid or voluntary work on the premises, unless it is authorised in writing by an immigration officer.

This policy is applicable to current employees, new employees or employees joining the company under TUPE regulations and applies regardless of race, gender, religious belief, age, sexual orientation or disability.

This policy outlines the requirements of obtaining proof of eligibility to work in the UK for potential and current employees. If you are unsure of the procedure, you should contact the Human Resources Department.

2. Checking Employee Eligibility to Work Policy

The Company is required to comply with the following, in ensuring that employees have the right to work in the UK:

- Immigration Act 1971
- Asylum and Immigration Act 1996
- Immigration, Asylum and Nationality Act 2006
- Immigration Act 2016

3. Application

All employees regardless of service, age, employment type, race, gender, religious belief, age, sexual orientation or disability will be covered by this policy.

All employees and prospective employees will be asked to provide the appropriate documents and will be treated equally, in line with the Company's Equal Opportunities policy.