



## **ILLEGAL WORKERS POLICY STATEMENT**

Mane Contract Services Ltd has implemented controls in order to demonstrate compliance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006. These controls are applicable to all potential or current employees and workers, irrespective of their nationality.

### **REGISTRATION**

Upon registration for work all workers are required to confirm their nationality and Right to Work status. Irrespective of nationality and in compliance with the Immigration, Asylum & Nationality Act 2006 all workers are required to provide evidence of their Right to Work in the UK. These checks are conducted prior to placement and for all candidates who register for work before being considered for assignment.

### **TRAINING**

Our consultants are given comprehensive training in verifying identity and Right to Work documentation in accordance with Home Office Guidance "Comprehensive Guidance for Employers on Preventing Illegal Working." This document is also made available on our Company intranet as a tool for ongoing referral and training.

### **DOCUMENTATION**

We accept evidence of Right to Work in the UK in accordance with the Home Office "An Employer's Guide to Right to Work Checks" list of acceptable documents, either from List A or List B. All documents verified are compliant with the Home Office Guidance "Comprehensive Guidance for Employers on Preventing Illegal Working."

### **AUDIT CHECKS**

Our Compliance department will perform a daily check of identification and evidence of Right to Work in the UK for any workers who are registered for work. To ensure that documentation is genuine and belongs to the worker we cross-check all relevant documents for photos, names, date of birth and document numbers. We use TrustID to verify documents and seek advice from the Employer Checking Service and other Home Office contacts when discrepancies arise.

### **ONGOING COMPLIANCE**

Copies of documentation are retained on our database and will remain on record for 3 years following the end of the last assignment worked.

All documentation expiry dates are monitored. Our internal software enables us to effectively record and monitor date of expiry and ensure that workers are working legally for the duration of any assignment they are given or being considered for.

The implementation of this policy will be monitored at various levels throughout the company in order to ensure compliance with its objectives, and will be reviewed at least annually for effectiveness.

**Signed**



**Position**

CEO

Date: 18 September 2023