

## **Prevention of Illegal Working & UK Entitlement Policy**

CBS Concreting Limited are committed to the compliance with terms of the Immigration, Asylum & Nationality Act 2006, which is designed to prevent illegal working in the UK. This policy applies to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

All CBS Concreting Limited staff authorised to offer employment and engage employees in any form of employment must make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, CBS Concreting Limited can ensure a statutory defence against conviction for employing an illegal worker.

### **All employees/Workers**

Employment for office and non-site workers is offered to all UK and non-UK residents provided they comply with the provisions of the Immigration, Asylum & Nationality Act 2006.

#### **In order to comply with the Act, all applicants are asked to provide one of the original documents from the following list:**

- A passport – showing that the person named on the passport is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK.
- A passport or national identity card showing that person named on the passport or identity card is a national of the EEA or Switzerland.
- A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued by the UK Border Agency to the holder, which indicates 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.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK or no time limit on their UK stay.

#### **Further checks upon induction to verify further their legality to works. These compulsory checks are as follows:**

- National insurance number
- Document of permanent abode – Driver's license; utility bill

- Emergency contact within the UK and their details
- UTR Reference (for validation check with HMRC for sub-contractors/Limited companies)

**Further elementary checks for validity are then conducted for site operatives:**

- Relevant CSCS card – trade specific (Checked and verified online <https://www.citb.co.uk/courses-and-qualifications/check-a-card-training-record/online-cardchecker/>)
- Other qualification cards where applicable for the task e.g IPAF; PASMA;
- If in supervisory of management then must have SSSTS; SMSTS; First Aid (Or an international equivalent)

**Upon qualification and verification of all the above and CBS Concreting Limited can confirm their work entitlement then we conform with the governing law and the operative/worker can commence legally to work in the UK**

“All our company policies are reviewed quarterly to ensure that CBS Concreting Limited remains knowledgeable, learned and abreast with the latest industry legislation. We employ highly trained professionals and outsource consultancy where applicable to ensure the highest standard of consultation is received. I personally communicate each policy to all of our members to ensure anyone representing CBS Concreting Limited are well briefed, attentive and working safely.”

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CONCRETING LTD