

## Asylum and Immigration Verification Policy

## Information for Employees:

All employees are required to provide original documentation to prove their eligibility to work in the UK (on the day of interview wherever possible). Where the checks carried out establish that the prospective employee is not permitted to work, the Company will refuse employment to that person. It is up to the prospective employee to show the Company that he/she is permitted to do the work offered by the Company. Failure to supply documentation prior to the proposed start date will delay the start date and may result in the offer being withdrawn. The Company will accept as verification documents as stated in current Home Office Guidance. It is the responsibility of the employee to determine the nature of the appropriate documentation.

The persons responsible for this section of the policy are the Managing Group.

Signed: 6

Karen Johnson - Director

Date: 07/12/2022