

ILLEGAL WORKERS POLICY

Introduction

L Lynch Plant Hire & Haulage Ltd is committed to ensuring full compliance with UK immigration law and the Asylum & Nationality Act 2006. Preventing illegal working is essential to protect our workforce, our clients, and our reputation, and it forms part of our wider commitment to ethical practices and the elimination of modern slavery and human trafficking.

This policy sets out the company's responsibilities and procedures for verifying the right to work of all employees, in line with government guidance, and retaining appropriate records.

Statement of Intent

We are committed to:

- Complying with Sections 15–25 of the Asylum & Nationality Act 2006, which make it unlawful to employ individuals who do not have the right to work in the UK.
- Carrying out all right to work checks consistently and fairly, regardless of an applicant's nationality, race, or ethnic origin.
- Maintaining clear and accurate records to establish a statutory excuse against liability for employing illegal workers.
- Aligning our practices with our Modern Slavery and Human Trafficking Policy, ensuring ethical recruitment and protection of workers' rights.

Identification and Verification Process

Before employment commences, all candidates must provide original documentation that proves their right to work in the UK. We will:

1. Check Government Lists and Codes

- Follow the Home Office right to work checklist and acceptable document list (List A and List B).
- Use official government resources and online verification services, including the Home Office Employer Checking Service (ECS) and online right to work service where a share code is provided by the individual.

2. Check Original Documents

- Verify that documents are genuine, unaltered, and belong to the person presenting them.
- Conduct face-to-face checks where possible (in person or via secure video link).
- Ensure photographs and dates of birth are consistent across documents.

3. Record Keeping

- Take and retain a clear copy of each document, signed and dated by the checker.
- Store records securely in line with data protection requirements.
- Retain records for the duration of employment and for at least 2 years after the employee leaves.

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4. Follow-Up Checks

- For employees with time-limited permission to work in the UK, diarise and carry out follow-up checks before the expiry date.

Training and Awareness

- All managers and HR staff involved in recruitment will be trained on right-to-work procedures and government verification systems.
- Training will also cover how illegal working can link to exploitation and modern slavery, reinforcing our Modern Slavery commitments.

Reporting and Escalation

- Any concerns about fraudulent documents or illegal working must be reported immediately to senior management.
- Where necessary, we will contact the Home Office for confirmation of immigration status.
- Employees are encouraged to raise concerns confidentially through our Whistleblowing and Reporting Portal, ensuring protection from retaliation.

Alignment with Modern Slavery Policy

This policy supports our Modern Slavery Policy by ensuring:

- No worker is employed illegally or without full transparency of employment status.
- No recruitment fees or document retention practices are tolerated.
- Workers' rights, freedom of movement, and dignity are respected.

Policy Review

This policy will be reviewed annually or sooner or sooner if legislation or government guidance changes. Where necessary it will be amended, reissued, and communicated to all employees and people working on its behalf.



Rob Lynch

Joint Managing Director

Date: 01/09/2025

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