

RIGHT TO WORK POLICY

Introduction

L-Lynch Plant Hire and Haulage Ltd (“the Company”) recognises its legal and ethical responsibility to ensure that all employees have the legal right to work in the United Kingdom. This policy outlines the Company’s commitment to complying with UK immigration and employment legislation and sets out the processes for verifying, recording, and maintaining right to work documentation.

The Company is committed to operating in accordance with the Immigration, Asylum and Nationality Act 2006, and all related Home Office guidance, to prevent illegal working and protect the integrity of its workforce.

Statement of Intent

L-Lynch Plant Hire and Haulage Ltd is committed to ensuring full compliance with UK immigration and employment law. To achieve this, the Company will:

- Conduct appropriate right to work checks prior to any individual commencing employment.
- Carry out ongoing checks where required by law or where an employee’s right to work is time limited.
- Ensure no individual is employed without satisfactory evidence of their legal entitlement to work in the UK.

The Company will maintain fair, consistent, and transparent processes for verifying right to work documentation and will protect all records in accordance with data protection legislation and company data protection policy QP16.

Policy Aims

The aims of this policy are to ensure that:

- The Company complies fully with the Immigration, Asylum and Nationality Act 2006.
- Illegal working within the business is prevented.
- Verification and record-keeping processes are consistent, lawful, and non-discriminatory.
- The Company and its employees are protected from civil and criminal liability.

Employer Responsibilities

Before employment commences, the Company will carry out one of the following right to work checks:

Manual Document Check

- Inspect original documents from the Home Office’s List A or List B (e.g. passport, biometric residence permit, immigration status document).
- Verify authenticity in the presence of the individual (in person or via live video link while

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viewing the original documents).

- Record and securely store a clear copy, noting the date of the check and the name of the person who conducted it.

Remote Check

- Validate documents through an approved Identification Document Validation Technology (IDVT) service.
- Capture and securely store proof of verification.

Online Right to Work Check

- Use the Home Office online right to work service.
- Obtain a share code from the individual and verify their status online.
- Download and store the result as evidence of compliance, including any time limitations.

Employer Checking Service

- Where an individual cannot provide documents or a share code but has an outstanding application or appeal with the Home Office, the Company will use the Employer Checking Service to confirm temporary right to work status.

Ongoing Checks

For employees with time-limited permission to work in the UK:

- Follow-up checks will be conducted before the expiry of their current permission.
- Evidence of renewal must be provided prior to expiry.
- If the right to work cannot be re-established, employment may be suspended and potentially terminated in line with UK law and Company procedures.

Responsibilities

- Managers and the People & Culture Team are responsible for ensuring right to work checks are completed before employment starts.
- The People & Culture Team is responsible for verifying documents, maintaining accurate records, and scheduling follow-up checks.
- All employees must cooperate by providing accurate and current documentation when requested. Failure to do so may delay or prevent the commencement or continuation of employment.

Record-Keeping

- All evidence of right to work checks will be securely retained for the duration of employment and for two years after employment ends, in line with legal requirements and data protection obligations.

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Non-Compliance

If an employee is found to be working without valid permission to work in the UK:

- Employment may be terminated immediately in accordance with contractual and legal obligations.
- The Company may be required to notify the Home Office.
- Deliberate or negligent breaches of this policy by those responsible for conducting checks may result in disciplinary action.

Equality and Non-Discrimination

The Company is committed to fair and lawful treatment of all candidates and employees. Right to work checks will be carried out consistently and without discrimination, regardless of nationality, race, or ethnic origin. Checks will be based solely on legal entitlement to work, not on assumptions or stereotypes.

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices and on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on their behalf.



Rob Lynch
Joint Managing Director

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