ANDEL LIMITED

RIGHT TO WORK & PREVENTION OF ILLEGAL WORKING POLICY

Version: 4.0
Date: April 2026
Owner: Head of Compliance / HR
Approved by: Managing Director

---

1. Policy Statement

Andel Limited is committed to preventing illegal working and ensuring full compliance with UK immigration legislation and Home Office guidance.

The Company will not knowingly employ, engage, or continue to employ any individual who does not have the legal right to work in the United Kingdom. All right to work checks will be conducted in a lawful, consistent, fair, and non-discriminatory manner prior to the commencement of employment and throughout the duration of employment where applicable.

A compliant right to work check, carried out in line with Home Office guidance, establishes a **statutory excuse** against liability for a civil penalty.

2. Legal Framework

This policy is informed by and compliant with the following:

- Immigration, Asylum and Nationality Act 2006
- Immigration Act 2016
- Illegal Migration Act 2023
- Home Office: *Right to Work Checks – An Employer's Guide* (latest version)

Failure to comply may result in:

- Civil penalties of up to £60,000 per illegal worker
- Criminal prosecution
- Business closure notices
- Significant reputational damage

3. Scope

This policy applies to all individuals engaged by Andel Limited, including:

- Employees (permanent and fixed term)
- Agency workers
- Contractors and consultants
- Apprentices
- Temporary, casual, and zero-hours workers

A compliant right to work check must be completed **before any individual commences work**, regardless of nationality.

4. Equality and Non-Discrimination

Andel Limited is committed to ensuring that right to work checks are conducted in a fair and non-discriminatory manner.

Checks must be applied consistently to all individuals and must not be influenced by nationality, ethnicity, accent, or perceived immigration status.

5. Right to Work Check Requirements

5.1 General Principle

Under no circumstances may any individual commence work before a compliant right to work check has been completed and verified.

The method of check must be in accordance with Home Office guidance.

5.2 Acceptable Checking Methods

a) Home Office Online Check (Mandatory where applicable)

Where an individual holds a digital immigration status, an online check must be carried out using the Home Office service.

Requirements:

- Share code and date of birth provided by the individual
- Verification of photograph and identity
- Confirmation of any work restrictions
- Evidence retained (PDF or screenshot)

Physical documents must not be accepted where an online check is required.

b) Manual Document Check

Manual checks are permitted only where allowed (e.g. British and Irish citizens).

Requirements:

- Original documents must be reviewed in the presence of the individual
- The check may be conducted physically or via a live video link where permitted
- Documents must be copied, dated, and signed by the checker
- The checker must confirm that the documents appear genuine and relate to the individual

c) Digital Verification Services (DVS)

For British and Irish passport holders, an Identity Service Provider (IDSP) may be used.

The Company must retain:

- Confirmation of identity verification
- Output report from the provider

5.3 Employer Checking Service (ECS)

Where an individual cannot provide valid documentation due to an outstanding application, appeal, or administrative review:

- The Employer Checking Service must be used
- A **Positive Verification Notice (PVN)** must be obtained

Employment must not commence or continue without a valid PVN.

5.4 Follow-Up Checks

Where an individual has time-limited permission to work:

- A follow-up check must be completed **before expiry**
- Failure to complete a follow-up check will result in loss of statutory excuse

6. Record Keeping and Data Protection

The Company will retain clear and accurate records of all right to work checks.

Records must:

- Be clear, legible, and complete
- Include the date of the check
- Include the name/signature of the checker
- Be stored securely in line with UK GDPR

Retention period:

- Duration of employment
- Plus **two years after employment ends**

7. Roles and Responsibilities

Managing Director

- Overall accountability for legal compliance

Head of Compliance / HR

- Ownership of this policy
- Maintenance of the central right to work register
- Monitoring visa expiry dates
- Ensuring follow-up checks are completed
- Conducting audits and ensuring audit readiness
- Delivering training to relevant staff

Recruiters / Hiring Managers

- Ensuring no individual is offered unconditional employment without a right to work check
- Ensuring checks are completed prior to start date
- Escalating any concerns immediately

Line Managers

- Ensuring no individual starts work without HR confirmation
- Reporting any concerns regarding an individual's right to work
- Supporting compliance with follow-up checks

8. Training

All employees involved in recruitment, onboarding, or right to work checks must receive appropriate training to ensure compliance with this policy and Home Office requirements.

9. Audit and Monitoring

The Company will conduct periodic audits of right to work documentation to ensure ongoing compliance.

- Non-compliance will be addressed immediately
- Corrective actions will be implemented
- Findings may be reported at senior management or board level

10. Breach of Policy

Failure to comply with this policy may result in disciplinary action up to and including dismissal.

Any deliberate or negligent breach may be treated as **gross misconduct**.

Breaches may also expose the Company and individuals to:

- Civil penalties
- Criminal liability
- Reputational damage

11. Acceptable Documents

The Company will rely on the official Home Office **List A and List B** documentation as set out in the most current version of:

Home Office: Right to Work Checks – An Employer's Guide

HR will maintain an up-to-date reference to ensure compliance with any legislative or procedural changes.

12. Continuous Improvement

Andel Limited is committed to continuous improvement in compliance processes. Lessons learned from internal reviews, audits, or external investigations will be used to strengthen controls and reduce risk.

Peter Double

Managing Director

Andel Limited

01st May 2026

Andel Ltd. Head Office, Unit 1 Dodworth Business Park South, Upper Cliffe Road, Dodworth, Barnsley S75 3SP, UK
+44 (0)1484 845 000 help@andel.co.uk www.andel.co.uk Offices in Netherlands and Romania

Registered in England No. 2722655 Registered Office: Bank Chambers, Market Street, Huddersfield, West Yorkshire HD1 2EW VAT Reg. No. GB 779 8250 69