

## **Kingston Landscape Group Right to Work Policy (UK)**

### **1. Policy Statement**

Kingston Landscape Group is committed to complying fully with UK immigration legislation and preventing illegal working. We will conduct right to work checks on all prospective employees in accordance with guidance issued by the Home Office.

We are committed to treating all job applicants and employees fairly and consistently, regardless of race, nationality, ethnicity, or national origin, in line with the Equality Act 2010.

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### **2. Purpose**

The purpose of this policy is to:

- Ensure compliance with UK immigration laws
  - Prevent illegal working
  - Protect Kingston Landscape Group from civil penalties and criminal liability
  - Provide clear guidance to managers responsible for recruitment
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### **3. Scope**

This policy applies to:

- All job applicants
- All employees (permanent, temporary, and fixed-term)
- Casual workers and apprentices
- Agency workers (checks may be conducted by the agency but must be confirmed)

Right to work checks must be completed before employment begins.

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### **4. Legal Framework**

This policy operates in accordance with:

- Immigration, Asylum and Nationality Act 2006
- Immigration Act 2016
- Home Office Right to Work Guidance
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Failure to carry out compliant checks may result in significant civil penalties and, in serious cases, criminal sanctions.

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### **5. Right to Work Check Procedure**

Kingston Landscape Group Conducts Right to work checks by carrying out the following :

#### **A. Manual Document Check**

For British and Irish citizens and others with physical documents:

1. Obtain original documents from the approved Home Office list.
2. Check documents in the presence of the holder (in person or via live video link).
3. Make and retain clear copies.
4. Record the date the check was conducted.

#### **B. Online Right to Work Check**

For individuals with digital immigration status:

1. Obtain a share code from the candidate.
2. Verify status using the Home Office online checking service.
3. Confirm the individual's identity matches the online profile.
4. Retain confirmation of the check.

## C. IDSP (Identity Service Provider) Check

Where applicable, an approved Identity Service Provider may be used for British and Irish passport holders.

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### Follow-Up Checks

Where an individual has time-limited permission to work in the UK:

- A follow-up check will be conducted before the expiry date.
  - Employment will not continue beyond the permitted period unless a valid extension is confirmed.
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## 7. Record Keeping

Kingston Landscape Group will:

- Retain copies of right to work documents securely
  - Keep records for the duration of employment and for two years after employment ends
  - Store records in accordance with data protection legislation
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## 8. Non-Discrimination

We will:

- Conduct checks on all new employees, regardless of nationality
- Avoid discriminatory practices
- Not make assumptions about a person's right to work

All recruitment decisions will be based on merit and suitability for the role.

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## 9. Responsibilities

### Directors, Senior Management & HR

- Ensure the company complies with immigration law
- Monitor adherence to this policy

### Hiring Managers

- Ensure checks are completed before employment begins
- Escalate concerns to senior management

### Employees

- Provide accurate documentation
  - Inform the company of any change to immigration status
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## 10. Breach of Policy

Failure by managers to carry out required checks may result in disciplinary action.

Knowingly employing an individual without the right to work is a criminal offence.

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## 11. Policy Review

This policy will be reviewed annually or in line with changes to UK legislation or Home Office guidance.

Signed .....

Date .....

Review Date - 14/02/2027