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Right to Work Policy Statement

January 2023

Our prospective employees must prove that they:

- have permanent entitlement to work in the UK
- or, have a temporary entitlement to work in the UK

They can provide us with:

- one relevant document
- or, two relevant documents in specified combinations

They must provide us with the original documents.

Documents to prove permanent entitlement to work in the UK

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of the Republic of Ireland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is:
 - a. allowed to stay indefinitely in the UK, or
 - b. has no time limit on their stay in the UK
5. A current passport endorsed to show that the holder is:
 - a. exempt from immigration control
 - b. is allowed to stay indefinitely in the UK
 - c. has the right of abode in the UK, or
 - d. has no time limit on their stay in the UK
6. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that:
 - a. the named person is allowed to stay indefinitely in the UK,
 - b. or, has no time limit on their stay in the UKThis must be supplied with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
7. A full birth or adoption certificate issued in the UK which includes the name of at least one of the holder's parents or adoptive parents. This must be together with an official document giving

the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

8. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Documents to prove temporary entitlement to work in the UK

Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder. This should include a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – documents where a time-limited statutory excuse lasts for six months:

1. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question

Documents that are not acceptable for proving the right to work

1. A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If a manager is presented with these documents, they should advise the applicant to call 0151 237 6375 for information about how they can apply for an Application Registration Card
2. A National Insurance number on its own in any format
3. A driving licence issued by the Driver and Vehicle Licensing Agency
4. A bill issued by a financial institution or a utility company
5. A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar
6. A short birth certificate issued in the UK which does not have details of at least one of the holder's parents
7. A licence provided by the Security Industry Authority
8. A document check by the Disclosure and Barring Service
9. A card or certificate issued by the Inland Revenue under the Construction Industry Scheme

Right to Work Checks Statement

In order to safeguard the rights of workers, it is EP Ecology's policy that all prospective employees or workers must prove their right to work in the UK prior to any commencement of work or employment.

EP Ecology will perform the following checks:

1. A right to work check on all prospective employees prior to employment;
2. That for any migrant worker, EP Ecology will check all documents and confirm their right to work prior to offering them employment;
3. That for any migrant worker with a temporary right to work in the UK, EP Ecology will perform additional checks to verify the worker's permission expiry date and renewal status of temporary right to work; and
4. That any prospective employee is not under any immigration restriction which would prevent them from completing their work with EP Ecology.



Erik Paterson,
Director,
EP Ecology Ltd.

Date of review: 18 January 2023

Date of next review: on or before 31 January 2024