



## **Angard Staffing Recruitment and Illegal Working Checks Policy**

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*Angard has certain obligations to ensure that it complies with the law when carrying out recruitment, in particular in relation to the prevention of illegal working. This policy is designed to set out Angard's approach.*

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### **Getting help**

Please contact the Angard Helpline Number 0333 240 8502 or email [angard.employee@reedglobal.com](mailto:angard.employee@reedglobal.com).

For web access go to: [www.angardstaffing.co.uk](http://www.angardstaffing.co.uk).

## **Overview**

This policy sets out Angard Staffing (**Angard**)'s approach to recruitment of employees and, in particular, to illegal working checks. In particular it sets out the obligations that Angard has under the Immigration, Asylum and Nationality Act 2006 with respect to the prevention of illegal working and Angard's procedure for complying with these obligations.

This policy applies to all employees of Angard.

This policy is effective from 1<sup>st</sup> April 2014

## **Responsibilities in relation to preventing illegal working**

As an employer, Angard has legal responsibilities under the Immigration, Asylum and Nationality Act 2006 to prevent illegal working. Angard will therefore carry out various document checks before employing a person. Your employment with Angard is conditional on having the right to live in the UK and work at Angard in the UK both at the time you join Angard and on a continuing basis. You are required to provide original documentary evidence of this. You must inform Angard if your immigration status changes.

## **Discrimination and recruitment**

Angard's recruitment practices will not discriminate on any grounds and all applicants will be treated in the same way at the same stage in the recruitment process. Document checks will be undertaken on every prospective employee as a standard part of the recruitment process and in any event before employment commences.

Employees of Angard will not make assumptions about a person's right to work in the UK on the basis of their colour, race, nationality, or racial/national origins, or the length of time they have been resident in the UK. Job selections will be made on the basis of suitability for the post and Angard will use its best endeavours to ensure that no prospective applicants are discouraged or excluded, directly or indirectly, because of their personal appearance or accent.

## **New employee checks**

Before any new employee can be employed by Angard, Angard will check the employee's eligibility to work in the UK.

In this section of the policy we will refer to "List A" and "List B". These are lists of the documents that, by law, provide an employer with satisfactory evidence that a person has the legal right to work in the UK. Details of the documents that are included on List A or List B can be obtained from Angard via the Angard Helpline Number on 0333 240 8502. Photocopies or scanned copies of documents will not be accepted.

Therefore, Angard will check and copy one of the original documents, or a specified combination of original documents, from List A and List B before employing a person. Applicants will be asked to produce the relevant document/documents at interview and Angard will not proceed with the recruitment process until proof of right to work is evidenced. In addition, all offers of employment will be made subject to checking of the relevant documents and subject to that person proving that they have the legal right to work in the UK.

Where an employee or prospective employee produces an original List A document, Angard will not carry out any further checks. This is because the List A documents show that there are no time restrictions on the individual's ability to take up employment in the UK.

## **Ongoing checks**

If, when you apply or join Angard, you produce an original List B document, Angard will carry out follow up checks of the document at least every 12 months after the initial check. Again, this will involve requiring you to produce an original document or documents from List A or List B. This is because the documents from List B show that there are restrictions on the length of time you can stay in the UK and Angard will need to ensure that you have retained your entitlement to work.

You must at all times comply with Angard's requests for documents. If you fail to do this, you may be subject to disciplinary action which may include dismissal.

Angard may need to contact the Employer Checking Service (ECS) at the Border and immigration Agency to verify whether you continue to have the right to work in the UK.

Job applicants will not be treated less favourably if they produce a document or documents from List B rather than List A either before or during their employment. This includes treatment relating to the terms of employment provided, opportunities for training, promotion or transfer, benefits, facilities or services, or dismissing the employee or subjecting them to some other detriment, other than the repeat checks required by law.

Questions will only be asked about your immigration status where necessary, for example to determine whether your status imposes limitations on the number of hours they are entitled to work each week, or on the length of time they are permitted to work within their overall period or type of leave given.

Employees with limited leave will be checked every 12 months to ensure continued compliance (or at shorter intervals if you have a shorter period of leave remaining).

In the event that annual repeat document checks are required, or if you notify Angard that your immigration status has changed, if you fail to produce your original documents, you will not be placed on assignment by Angard.

### **Vetting**

You will also be vetted to the standards of any business to which you are assigned, for Royal Mail this will include criminal record checks in compliance with the Royal Mail vetting policy.

### **Data protection**

Angard will at all times comply with data protection law regarding the processing of personal and sensitive personal data.

Documents will only be retained for the purpose of copying. Angard will store the documents and copies in an appropriate and safe place.

Angard will limit photocopying of documents to those which must be copied and will at all times respect the privacy of individuals.

### **Where to go for further information**

Contact the Angard Helpline Number on 0333 240 8502 or email [angard.employee@reedglobal.com](mailto:angard.employee@reedglobal.com) if you have any queries about this policy.  
For web access please go to: [www.angardstaffing.co.uk](http://www.angardstaffing.co.uk).

### **Review**

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.

