



# Immigration Policy



**IMMIGRATION POLICY (updated 16/5/2014)  
FOR ALL WORKERS**

- A Person will only be allowed to work for our company if they provide us with the documents outlined in any of the categories B-V.
- B A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- C A current passport containing a certificate of entitlement issued by, or on behalf of, the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
- D A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
- E A United Kingdom Residence Permit issued to a national of a State which is a party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
- F A current passport or a biometric residence card issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
- G A current passport or biometric residence card endorsed to show that the holder is exempt from immigration control, has Indefinite Leave to Enter or Remain in the United Kingdom or has no time limit on their stay.
- H A current passport or a biometric residence card endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- I A current passport or a biometric residence card endorsed to show that the holder is a student and has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- J An asylum seekers registration card which indicates that the holder is entitled to take employment in the United Kingdom.

- M A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND a birth certificate issued in the United Kingdom which specifies the names of the holder's parents.
- N A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND a birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- P A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND a certificate of registration or naturalisation as a British citizen.
- R A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND an Immigration Status Document issued by the Home Office to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Indefinite Leave to Enter or Remain in the United Kingdom.
- T A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

Furthermore the exact date of expiry of the visa / etc must also be recorded within our Adapt and payroll system (known as the flag up system) and once the relevant date has been reached the temp can no longer be employed unless he / she produces a renewal document.

Remember it is crucial that all documentation has been received BEFORE the temp has started so it is therefore necessary to ask the temp to come to the office with the

original documentation required so that you can initial that documentation and take a copy or if for example it's a worker who is starting on site the next morning it is crucial that you meet the worker BEFORE he starts work, initial the required documentation and take a copy.

We do not use any third parties to supply us with temps under any circumstances and if anybody is caught doing this they will be subjected to disciplinary procedures.

“As a catch all” situation under no circumstances will a temp be paid by payroll unless they have produced the correct documentation.  
(Please note the onus is on the Resourcers/Consultants not to start these people in the first place and if you do you are breaching your service agreement and will be subjected to disciplinary action).

We also confirm that we do not discriminate against any category of worker i.e. there is no racial discrimination of any type whatsoever and all questions will be asked on a very objective basis to all potential temps regardless of race.  
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