



ALLIANCE
CLEANING



P O L I C I E S

**ENTITLEMENT TO WORK
IN UK**

VERSION 3.0- 07/05/2020

ENTITLEMENT TO WORK IN UK

Entitlement to work in the UK

All employees are required by law to produce evidence of their entitlement to work in the UK on or before the first day of employment. The following will be accepted as evidence of entitlement to work in the UK:

- A UK passport;
- A passport or national identity card of a European Economic Area (EEA) state and if relevant, any worker registration or other supporting documentation; or
- A passport from a non-EEA state, the relevant endorsement showing that the holder is permitted to live and take employment in the UK and, if relevant, any additional required documentation (e.g. documentation from the UK Border Agency, evidence of student status, Biometric card).

Please bring the relevant documentation to a Director. Employees who do not produce evidence of their entitlement to work in the UK on or before their first day of employment cannot commence employment and will not receive their salary payments.

Right to work in the UK

The Company as your employer has a legal responsibility to ensure that you are legally entitled to work in the UK. This means that the Company is required to check your status both before the start of your employment, and afterwards, if your right to work here is time bound or if there are restrictions placed on type or level of work you can do. Such checks will be carried out at least on an annual basis.

If further checks about your status are required, you should always ensure that your documents, such as passport and travel document are produced as and when requested by us. You are required to store these documents safely and in a place where they can be retrieved with ease for our purpose. If you fail to produce your documents as and when requested by us, this will be regarded as a refusal to carry out a reasonable instruction and will normally result in dismissal.

If you are no longer legally entitled to work in the UK or legally able to continue with the level and type of work that you do for us, for whatever reason, this will result in the termination of your employment.

If you have **any** questions about what documents you may need to produce, please speak with your Line Manager.



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