Illegal Workers Policy

1. Introduction

This Illegal Workers Policy exists to set out the responsibilities of Whites of Winchester Maintenance Ltd (hereinafter referred to as The Company) and those who work for us in regard to observing and upholding our commitment to ensuring we do not employ illegal workers.

The Company is committed to ensuring that its business dealings are carried out in compliance with the relevant laws and, in doing so, we endorse the implementation and promotion of ethical business practices to protect workers from being abused and exploited.

The Company is committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.

2. Employee Eligibility to Work Policy

The Company is required to comply with the following, in ensuring that employees have the right to work in the UK:

- Immigration, Asylum and Nationality Act 2006
- Illegal Migration Act 2023

The Company is legally obliged to comply with the requirements set by the UK Border Agency, to ensure that new staff and current staff are eligible to work in the UK and to adhere to any restrictions on their employment.

Penalties for employing illegal workers:

If found guilty of employing someone who you knew or had “reasonable cause to believe” didn’t have the right to work in the UK, you can be subject to a 5-year prison sentence and an unlimited fine. If you employ someone who does not have the right to work in the UK and the correct checks were not undertaken or completed properly, you may face a civil penalty for each illegal worker, currently up to £20,000.

A closure notice can be issued, whereby the premises are closed for a limited time where an employer, or a person connected with the employer, operating the premises, is found to be employing illegal workers and has been previously non-compliant with illegal working legislation. The notice prohibits access to the premises and paid or voluntary work on the premises unless it is authorised in writing by an immigration officer.

This policy outlines the requirements for obtaining proof of eligibility to work in the UK for potential and current employees. If you are unsure of the procedure, you should contact the Managing Director.

4. Application

All potential employees regardless of service, age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion of belief, sex or sexual orientation will be

covered by this policy before an offer of employment is given.

All potential employees and prospective employees will be asked to provide the appropriate documents as set out in the attached Government Right to Work Checklist and will be treated equally, in line with the Company's Equal Opportunities policy.

All potential employees with a temporary right to work in the UK will be subject to additional checks when their immigration permission is due to expire to determine whether their documents have been renewed.

All potential employees will be checked to ascertain if they have any immigration restrictions preventing them fulfilling the potential role on offer.

Signed by:	Matthew Bailey
Position:	Director
Signature:	M.Bailey
Date:	12.09.2026
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