



## Right to Work Policy

### 1. Introduction

1.1 QiRC is committed to ensuring that all individuals working within our workforce, whether employed directly by us or supplied through external employment agencies or our supply chain, are legally entitled to work in the United Kingdom. We adhere to all applicable laws and regulations governing the employment of foreign nationals.

### 2. Legal Obligations

2.1 QiRC will comply with the Immigration, Asylum, and Nationality Act 2006, and any subsequent legislation or amendments relevant to ensuring the right to work in the UK.

### 3. Verification Process

3.1 All prospective employees, temporary workers, and contractors supplied through external employment agencies, or our supply chain will undergo a thorough verification process to confirm their right to work in the UK.

3.2 This verification process includes, but is not limited to, checking original documents, such as passports, identity cards, visas, and residence permits, to ascertain their authenticity and validity.

3.3 Copies of these documents will be securely retained in line with data protection legislation and retained only for the duration of employment, in accordance with the Home Office guidelines.

### 4. Record Keeping

4.1 QiRC will maintain comprehensive records of right to work checks conducted for all employees and workers, including details of the documents examined and the date of the check.

### 5. Training and Awareness

5.1 We provide training to all relevant personnel involved in the recruitment and onboarding process to ensure that they are aware of their responsibilities regarding right to work checks.

### 6. Reporting Suspected Breaches

6.1 Any suspected breaches of right to work regulations, such as the presentation of false or fraudulent documents, must be reported immediately to the designated point of contact.

### 7. Cooperation with Authorities

7.1 QiRC will cooperate fully with the Home Office and relevant authorities in any investigations or inquiries related to right to work checks, including the sharing of necessary information.

## **8. Continuous Monitoring**

8.1 We will regularly review and update our right to work procedures to ensure they remain compliant with changes in legislation and best practices.

### **Signed By:**

**Calvin Boden**

*C. Boden*

Managing Director

**Jason Palmer**

*J. Palmer*

Projects Director