21st October 2026

REFERENCE: P - 033

Wallace Groundwork’s Ltd

Policy

RIGHT TO WORK POLICY

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

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1. General Statement of Intent

Our company is firmly committed to upholding the principles and legal requirements associated with the right to work in the United Kingdom. We recognise the importance of promoting a diverse and inclusive workforce, where individuals are treated with dignity, respect, and fairness, irrespective of their nationality or immigration status. Our policy aims to ensure that all employees have the right to work in the UK and are employed in compliance with the applicable laws and regulations.

We are dedicated to preventing illegal working and will actively take measures to verify the right-to-work status of all prospective and existing employees, in line with the prescribed checks and procedures. We understand that this process may require individuals to provide specific documents and information, and we are committed to handling this sensitive information securely and confidentially while respecting individuals' rights to privacy.

The company and management commit to:-

- Providing comprehensive training and guidance to our managers and relevant staff members equipping them with the knowledge and understanding necessary to carry out right-to-work checks effectively.
- Regularly reviewing and updating our procedures to ensure compliance with any changes in legislation or Home Office guidance.
- Fostering an inclusive work environment where all employees are valued for their skills, abilities, and contributions, regardless of their background.
- Not tolerate any form of harassment, victimisation, or unfair treatment related to an individual's right to work or immigration status.
- Providing appropriate support and guidance to affected employees, ensuring that their rights are respected throughout any checking process.

Our commitment to the right to work in the UK extends beyond compliance with legal obligations. We believe that a diverse and inclusive workforce brings valuable perspectives, creativity, and innovation to our organization.

This statement of intent forms the foundation of our right-to-work policy, which applies to all employees, contractors, and third parties engaged by our company. We expect all individuals associated with our organisation to familiarise themselves with this policy, adhere to its principles, and actively contribute to maintaining a compliant and inclusive work environment.

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Author Job Role/Position	Managing Director
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2. Responsibilities

The functions of the company are designated to the following persons accordingly.

Responsibility	Contact Name	Contact Details
Right to work management		

3. Arrangements

3.1. Process

The company will Identify the appropriate right-to-work check based on the individual's circumstances. This may include a manual right-to-work check, a right-to-work check using IDVT via the services of an IDSP (for British and Irish citizens only), or a Home Office online right-to-work check (for non-British and non-Irish citizens).

Conducting a Manual Document-Based Right to Work Check:

We will obtain original documents from the government's "List A" or "List B" of acceptable documents as below.

List A

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer[footnote 4].
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

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- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

We will then check the documents for genuineness, consistency of information, work restrictions, and any discrepancies in names, providing appropriate supporting documents. Finally, we will make clear and unalterable copies of each document, both electronically and in hardcopy. Retain a secure record of the date on which the check was made.

After carrying out a manual check, the company will also complete the "right to work" checklist provided by the government to ensure that we have correctly carried out all the steps required to establish a statutory excuse. We understand that that the responsibility for checking right-to-work documentation validity lies with the company as the employer. While we may delegate the task to staff members, we are still liable for penalties if the check is not carried out correctly. The company will not delegate any right-to-work checks to a third party.

Discrimination

As a business, it is crucial to conduct right-to-work checks without any form of discrimination. Our approach is guided by the following principles:

- Consistency: Ensure that right-to-work checks are conducted uniformly for all prospective employees, regardless of their nationality, including British citizens.
- Suitability for the Post: Base job selections solely on the candidate's suitability for the position, taking into account their qualifications, skills, and experience.
- 3. Non-Discrimination: Avoid discouraging or excluding any prospective job applicants, directly or indirectly, based on their known or perceived protected characteristics.

In line with these principles, we commit to adhere to the following guidelines:

- Non-Discrimination: Do not engage in discriminatory practices during right-to-work checks.
- Equal Treatment: Perform right-to-work checks on all individuals who may be subject to them, without singling out or making assumptions solely based on appearance or perceived migration status.

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- Avoid Stereotyping: Refrain from making assumptions about a person's right to work in the UK or immigration status based on factors such as their nationality, ethnicity, national origins, accent, surname, or length of UK residency.

Failure to comply with these principles may constitute discriminatory behaviour, and such evidence can be used against us in legal proceedings under the Equality Act 2010 or the Race Relations (Northern Ireland) Order 1997, as amended.

By upholding these guidelines and ensuring fair treatment for all individuals, we demonstrate our commitment to equal opportunities and avoid any potential legal repercussions related to discrimination.

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**
Nicola Parker	General Manager		21st October 2026
Peter Wallace	Managing Director		21st October 2026