

Mosspark Group

Right to Work Policy

1. Purpose

The Company is committed to ensuring compliance with immigration laws under the Immigration, Asylum and Nationality Act 2006. This policy outlines the procedures for verifying an individual's right to work in the UK and applies to all employees, workers and contractors

2. Scope

This policy applies to all individuals offered employment with any of the Mosspark Group of companies, regardless of role or level.

3. Right to Work Checks

All candidates must provide original, valid documentation proving their right to work in the UK before employment begins.

Acceptable documents include those specified by the UK Home Office, such as passports or share codes for online right-to-work checks.

Checks will be conducted in line with UK Home Office guidance, and copies will be securely retained for the duration of employment and for two years after employment ends.

4. Data Protection

All documentation and personal data will be handled in accordance with our Data Protection Policy and the UK General Data Protection Regulations (UK GDPR).

5. Non-Compliance

Failure to provide evidence of the right to work will result in withdrawal of the job offer or termination of employment. We will not employ individuals without the legal right to work in the UK.

6. Policy Review

This policy will be reviewed every two years to ensure it remains relevant and compliant with employment laws or in response to changes in UK immigration to ensure ongoing compliance.

9. Contact Information

For questions regarding this policy, please contact the HR Manager, Clare Nardone on phone extension 233 or by email on humanresources@mosspark.org.uk.