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ONE WAY
RIGHT TO WORK POLICY
VERSION: OCTOBER 2023



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Environmental Policy Statement

To comply with legislation, all candidates that are placed out onto assignments must be eligible to work in the UK. One Way employees have a duty to ensure that all candidates have the relevant eligibility documents, and the correct checks are made prior to candidates undertaking any assignment.

One Way employees are all made aware at induction stage of their employment with the Company of the severity of a candidate who is placed out on assignment that is not eligible to work in the UK. The immigration office can audit One Way at any time to make document checks to ensure candidates legally have the right to work in the UK. If a candidate is found to be working illegally the employee that placed the individual out onto assignment could face a fine or imprisonment if they are found guilty of employing someone who they knew or had reasonable cause to believe that the candidate did not have the right to work in the UK.

This includes, for example, if an employee had any reason to believe that:

- The candidate didn't have permission to enter or remain the UK
- The candidate's permission had expired
- The candidate was not allowed to do certain types of work or there is a cap on the total hours they can work
- Their eligibility documents are fraudulent

Employees can also be penalised if a candidate is placed out with the wrong type of right to work documents and the correct checks were not made.

Process

All One Way candidates are registered with a not eligible to work status. The CRM will not allow the candidates status to be changed unless the right combination of eligibility to work documents have been uploaded based on the candidate's nationality. All Service Consultants will undertake document verification training so employees know which documents can be accepted as eligibility to work and also how to identify fraudulent documents.

Employees should check each candidate's eligibility to work at shortlist stage. Once copies are made these documents must be uploaded to trust ID and checked. Once the relevant checks are made copies must be uploaded to the candidates record on One Way's CRM.

One Way candidates will then be set up with an umbrella company who will provide the candidate with their contract of employment, and they will then do their own checks of the candidate's eligibility to work in the UK.

One Way's accounts department will also undertake document verification training and will double check any eligibility to work documents for candidates prior to payments.

The Home office provide a 'Right to Work Checklist', which employees can find a link to on the candidate eligibility to work tab on One Ways CRM. You must go through the 3-step checklist with all new starts. The following steps are as follows:



Step 1: Obtain Acceptable Documents:

- The documents that may be accepted to establish if a candidate is eligible to work in the UK are detailed in two lists – List A and List B. Employees must obtain the document(s), specified in one of these lists.
- **List A** contains the range of documents which you may accept for a person who has a permanent right to work in the UK and no further checks are required.
- **List B** contains a range of documents which be accepted for a candidate who has a temporary right to work in the UK, a follow-up checks on these documents will be required.

The most common documents received are from List A and are:

- A UK passport, and
- **Full** not abbreviated Birth Certificate (including parents/adoptive parent names) along with a separate official document detailing the National Insurance Number of the individual.

A driving license **DOES NOT** provide evidence of a candidates Right to Work in the UK and **SHOULD NOT** be accepted.

Step 2: Check the Documents

- When employees are checking validity of the documents, employees should check this is done in the presence of the candidate. The responsibility for checking the document is the employees.
- If the document provided is fraudulent, the employee will be liable for a penalty if it is reasonably apparent that it is fraudulent.
- If a candidate provides a fraudulent document or a genuine document that does not belong to them this must be reported to a director immediately.

Step 3: Copy

- Employees must retain a copy of every document that is checked for a candidate and uploaded to the candidates Eligibility to Work tab on One Ways CRM. This can be a scanned and unalterable copy. Digital pictures can be accepted providing this is in high resolution, ensuring the information and images are clearly visible.
- Copies of candidate's eligibility will be kept securely and kept for the duration that the candidate is placed out on assignment for One Way and for a further 3 years after for HMRC purposes.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.



This policy will be reviewed annually.

Signed Date: October 2023

A handwritten signature in black ink, appearing to read 'Paul Payne'.

Paul Payne, Managing Director