



RTWUKP-01      Version 1      01/04/2025

### C Jones & Sons – Right to Work in the UK Policy

Effective Date: July 2025

Version: 1.0

Reviewed by: Daniel McAvoy (Health & Safety Consultant – NEBOSH Certified)

#### Purpose

This policy sets out how C Jones & Sons Limited ensures that all workers, including employees, subcontractors, and agency-supplied personnel, have the legal right to work in the United Kingdom, in compliance with the Immigration, Asylum and Nationality Act 2006.

#### Scope

This policy applies to:

- Direct employees
- Labour-only subcontractors
- Workers supplied through third-party labour providers or agencies

#### Right to Work Checks

Prior to commencement of work, all individuals must provide original identification documents confirming their right to work. Acceptable documentation includes (but is not limited to):

- A UK passport
- Biometric Residence Permit
- Certificate of Naturalisation
- Visa confirming work eligibility
- EU Settlement Scheme documentation (post-Brexit)

#### Documents are:

- Verified in person (or via video link in exceptional cases)
- Copied and securely stored in line with GDPR regulations
- Re-checked where the right to work is time-limited

#### Subcontractors and Labour Suppliers

All subcontractors and agencies must:

- Carry out statutory Right to Work checks before assigning workers to C Jones & Sons
- Confirm in writing that all operatives have passed Right to Work checks
- Provide evidence of checks upon request
- Sign and return our Supplier Code of Conduct and Subcontractor Questionnaire confirming compliance

#### Monitoring and Review

- The Directors and Site Supervisors are responsible for enforcing this policy
- Random spot checks may be carried out on sites
- Any breach may result in termination of contracts or reporting to authorities

Signed:   
Zach Jones, Company Director

C Jones & Sons Limited

Date: 01/04/2025

