



C JONES & SONS

CONSTRUCTION



Address

Unit 1, Jacks Park, Cinque Ports Rd,
New Romney, Kent TN28 8AN

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:

Z. Jones

Date: 01/04/2025

Zach Jones, Company Director
C Jones & Sons Limited

OWNERS OF BILT. BUILDERS MERCHANT

