

Illegal Worker Policy

1. Introduction

- 1.1 At Bristol Together CIC, we are committed to complying with all legal and regulatory requirements concerning the prevention of illegal working in the UK. This policy sets out our approach to ensuring that all employees have the legal right to work and outlines our procedures to prevent the employment of illegal workers.

2. Purpose

- 2.1 Ensure compliance with UK immigration laws and prevent the employment of individuals who are not legally entitled to work in the UK.
- 2.2 Outline the processes for checking and verifying the right to work status of all employees.
- 2.3 Protect the organisation from potential legal, financial, and reputational risks associated with employing illegal workers.

3. Scope

- 3.1 This policy applies to all prospective employees, existing employees, contractors, and temporary workers engaged by Bristol Together CIC. It covers all stages of recruitment, employment, and engagement with third-party suppliers and contractors.

4. Legal Framework

- 4.1 Immigration, Asylum, and Nationality Act 2006
- 4.2 The Immigration Act 2016
- 4.3 The Prevention of Illegal Working Regulations 2007

5. Policy Statement

- 5.1 Bristol Together CIC will not employ or engage individuals who do not have the legal right to work in the UK. To ensure compliance with immigration laws, we commit to:
 - 5.11 Conducting thorough right-to-work checks for all employees before employment begins.
 - 5.12 Keeping up-to-date records of right-to-work documentation.



5.13 Providing training to managers and recruitment staff on immigration requirements and procedures for verifying right-to-work status.

5.14 Taking immediate and appropriate action in the event that an employee or contractor is found to be working illegally.

6. Right-to-Work Checks

6.1 Pre-Employment Checks

6.11 All prospective employees will be required to provide evidence of their right to work in the UK before starting work. Acceptable documents include a valid passport, national identity card, biometric residence permit, or other Home Office-approved documentation.

6.12 A check must be conducted in person or via an approved online right-to-work check service.

6.13 We will verify the authenticity of documents, ensuring that they are original, current, and belong to the individual presenting them.

6.2. Ongoing Checks

6.21 For employees with time-limited permission to work in the UK, further checks will be conducted before their current permission expires to ensure continued compliance.

6.22 Temporary and fixed-term employees may also be subject to follow-up checks depending on their immigration status.

6.3. Record Keeping

6.31 We will securely retain copies of the right-to-work documents for all employees for the duration of their employment and for two years after the employment has ended.

6.32 These records will be stored in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

7. Prevention and Monitoring

7.1 Bristol Together CIC will provide training to staff involved in recruitment to ensure they understand and follow the legal requirements for checking an individual's right to work.

7.2 We will monitor compliance with this policy through regular audits of right-to-work documentation and procedures.



7.3 Any individual found to have provided false documents or misled the organisation regarding their right to work will be subject to disciplinary action, which may include termination of employment.

8. Responsibilities

8.1. Management

8.11 Ensure that all recruitment and onboarding processes include appropriate right-to-work checks.

8.12 Maintain records of right-to-work documentation in line with legal requirements.

8.13 Provide training and resources to staff to ensure compliance with immigration laws.

8.2 Recruitment and HR Staff

8.21 Conduct right-to-work checks for all prospective employees and contractors.

8.22 Keep accurate and secure records of right-to-work documentation.

8.23 Ensure any follow-up checks are completed for individuals with time-limited work rights.

8.3 Employees

8.31 Employees are responsible for providing accurate and up-to-date documentation proving their right to work in the UK.

8.32 Employees must inform the organisation if there is any change to their immigration status that affects their right to work.

9. Review and Monitoring

9.1 This Illegal Worker Policy will be reviewed annually or in response to changes in legislation to ensure its continued effectiveness and compliance with UK immigration laws. Monitoring of right-to-work practices will be part of our ongoing compliance efforts.

10. Conclusion

10.1 Bristol Together CIC is committed to complying with all immigration and employment laws to prevent the employment of illegal workers. By following this policy, we aim to protect our workforce, maintain our legal obligations, and uphold our reputation as a responsible and law-abiding employer.



Paul Morgan, Managing Director

Bristol Together CIC

For inquiries or concerns related to this Illegal Worker policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025