

## Illegal workers Policy Statement

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Reactive Zero Two Limited is a provider of first class 24/7, 365 days a year building maintenance services, providing a vast range of services that cover a wide range of soft and hard FM service needs that our clients have, providing them with a singular contractor that can meet all these service needs whilst working to the highest quality, health and safety and ethical business standards.

The Directors of Reactive Zero Two Ltd believe and are committed to ensuring that we have a workforce of operatives who are legally entitled to work in the UK, and that this is critical to our business success and we are committed to the principle of continuous improvement throughout all areas of our business.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (known as the 2006 Act) which came into force on 29 February 2008. These rules replaced the previous ones under section 8 of the Asylum and Immigration Act 1996 (known as the 1996 Act).

The law is in place to:

- Make it harder for people with no right to work in the UK to unlawfully gain or keep employment.
- Make it easier for employers to ensure that they only employ people who are legally allowed to work for them.
- Strengthen the Government's controls on tackling illegal working by making it easier for them to take action against employers who use illegal workers.

The Company is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of our employees' employment that all Reactive Zero Two employees comply with all reasonable requests to provide details of their identity, right to work in the UK and place of residence, to ensure they are legally allowed to work in the UK.

### **WHO IS AN ILLEGAL WORKER?**

An illegal worker is someone subject to immigration control, who is aged over 16 and who is not allowed to do the work in question. Reactive Zero Two, to ensure its compliance with legal standards set out by the government, will ensure that the following checks are carried out with regards to an employee's legal status to work in the UK;

- All Employees of Reactive Zero Two are subject to a full background check before being offered employment with the company.
- All Employees produce documents acceptable by the Home Office to prove the right to work in the UK.
- All Employees of Reactive Zero Two are subject to a 6-monthly background check, to ensure they meet the requirements for legal status to work in the UK.
- Copies will be kept for the duration of the person's employment, and then for not less than two years after they have stopped working for us. This is a Home Office requirement to which we must comply, and forms part of our Records Management Policy.
- Repeat document checks will be carried out every 12 months to ensure a person's leave to remain and right to work in the UK, due to expire within 12 months of the date of the last repeat check, continues to give that person the right to work for the company lawfully.
- If a person has a restriction on the type of work they can do and, or, the amount of hours they can work, then the company will make sure that we do not employ them in breach of these work conditions.

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### HOW DOES THE COMPANY CONDUCT ITS CHECKS?

The documents that are acceptable for proving someone has the right to work in the UK are split into two lists. These lists are called List A and List B. Reactive Zero Two will always refer to current guidance to ensure these lists are up to date, and we are asking for the right documents. Documents the company uses to verify the right to work are compliant with home office guidance "Comprehensive guidance for employers on preventing illegal working"

Any of the documents, or specified combinations of documents, described in List A show that the holder has an ongoing right to work in the UK. Any of the documents, or specified combinations of documents, described in List B show that the holder has a right to work in the UK for a limited period of time.

Correctly carried out checks when List B documents are given to the company, will result in the company carrying out repeat document checks at least once every 12 months. If Reactive Zero Two have carried out these checks and found that a person is not allowed to work, then we are entitled to refuse employment to that person. It is up to the person looking for work to show you that they are allowed to do the work the company is offering.

Copies of all documents verified will be retained for at least two years after the individual has left the employers. All agency, self-employed and sub-contracted personnel are subject to the same checks prior to working for Reactive 02 to ensure they, or as employees of a sub-contracted business are eligible to work in the UK to the same vetting standards as employees of Reactive 02, following our pre-qualification processes.

All Reactive 02 employees are subject to background checks and periodically on a yearly basis these checks are re-carried out, along with checking the right to work in the UK for full time staff, any agency staff and any temporary or seasonal staff. We require from our routine sub-contractors that they provide updated information on staff changes and confirmed vetting checks in relation those employees that will visit Reactive 02 sites.

This statement shall be subject to an annual review.

AUTHORISED BY:



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Reviewed 10<sup>th</sup> January 2024