

### RIGHT TO WORK IN THE UK POLICY

Harper Group Plc have a legal obligation to ensure that all of our employees have the right to work in the United Kingdom. This is controlled by the Immigration, Asylum and Nationality Act 2006 (“the Act”) and subsequent secondary legislation. It is an offence to employ a person who is not entitled to work in the UK and we have a duty to check that all new employees are entitled to work here.

Under the Act, employers are liable to payment of a civil financial penalty if they employ a person aged 16 or over who is subject to immigration control and who has no permission to work in the United Kingdom, or who is in breach of their conditions of stay in the United Kingdom. If it is proved that an employer has knowingly employed an illegal migrant worker there is the possibility of prosecution, an unlimited fine and a maximum two year prison sentence.

All external job applicants will be required to produce the necessary original documents (photocopies are not acceptable) which we must check in accordance with the Act. The onus remains on the potential employee to demonstrate that they are permitted to do the job Harper Group Plc is offering and are eligible to work in the UK.

To ensure we do not breach immigration legislation, Harper Group Plc will check and record certain specified documents belonging to potential and existing employees. The required documents are set out in List A and List B of the UK Border Agency’s guidance notes; these lists will be provided to all potential employees and are available for inspection by all employees through the Administration Director. These checks must be made before a person starts working for Harper Group Plc and once every twelve months during employment thereafter for those who have only provided List B documents.

In complying with our obligations under immigration rules, special care must be taken to ensure Harper Group Plc does not unlawfully discriminate against individuals on racial or ethnic grounds or in respect of any other protected characteristic under equality legislation. This policy should be read in conjunction with our policy on diversity in the workplace and Harper Group Plc’s recruitment procedures.

Any Harper Group Plc employee who fails to comply with the correct procedures as set out by each operating company may be subject to disciplinary charges. Any employee who is subsequently found not to have the right to work in the UK is liable for summary dismissal.



A. P. Rees

Group Managing Director

Dated: 31<sup>st</sup> January 2018

Next Review: 31<sup>st</sup> January 2019