

This policy outlines the measures and procedures in place to ensure compliance with UK immigration laws and to prevent the employment of individuals who do not have the right to work in the United Kingdom.

Taylor and Fraser Limited carry out appropriate VISA, Passport and DOB checks to ensure all employees are entitled to work in the UK in accordance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006. Should a non-EU resident apply to work with us, as identified by pre-employment screening questions, a copy of their work visa and passport would be required. All necessary checks would then be made to ensure the person had the right to work in the UK and they have no immigration restrictions that prevent them from doing the work in question.

Should a potential employees' right to work in the UK be on a temporary basis, additional checks will be carried out to ensure that their documents have been renewed prior to them commencing employment to prevent a situation where their working rights would expire during their period of employment.

All related verified documentation is retained for a minimum of 2 years after the individual has ceased employment with Taylor and Fraser Limited.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, in accordance with company policies and applicable laws.

Taylor and Fraser Limited reserves the right to report suspected cases of illegal working to the appropriate authorities, as required by law.

All employees will receive training on this policy and their responsibilities regarding the employment of individuals who have the legal right to work in the UK.

This policy will be reviewed regularly to ensure its effectiveness and compliance with any changes in UK immigration law.

Name: Andrew Norris

Position: Managing Director

Signed: 

Date: 08.09.2025