

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

RIGHT TO WORK POLICY

PURPOSE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD shall comply with the laws that prevent the use of illegal labour.

SCOPE:

It is illegal to discriminate on grounds of race, color, ethnicity, national origin or nationality. Therefore, no presumptions about a person's Right to Work (RTW) in the UK will be made based on a person's background, appearance, or accent. Each applicant will be required to comply with the RTW Policy and provide the necessary documentation to confirm that they can legally work in the UK.

CONTROL MEASURES:

As an employer we will establish the right to work before an individual is employed by ENGINEERED SYSTEMS (ELECTRICAL) LTD by either a manual or online check, using the following procedure:

Step 1-Obtain: The documents that are acceptable for an ongoing excuse are defined in Home Office Employers guide to right to work checks 26/06/2025 (List A and List B).

Step 2-Check: We will carry out the following checks to ensure documents are genuine, the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work we are offering:

- Photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation.
 - Expiry dates for permission to be in the UK have not passed.
 - Any work restrictions to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, we must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed).
 - Documents are genuine, not tampered with and belong to the holder; and
- The reasons for any difference in names across documents can be explained by providing evidence (e.g., original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be photocopied, and a copy retained.

Step 3 – Copy: We will make a clear copy of all documents which cannot manually be altered and retain this copy securely (either electronically or in hardcopy).

We will record the date on which the check was made (simply writing the date on the document itself will not confirm this, if we write a date on a document, we will make a clear record this was the date the check was made). We will retain copies of:

1. Passports: any page with the document expiry date, the holder's nationality, date of birth, signature, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied).
2. All other documents: the document in full, including both sides of a Biometric Residence Permit, Application Registration Card and a Residence Card (biometric format).

All copies of documents will be kept securely for the duration of the worker's employment and for two years afterwards. The copy will then be securely destroyed.

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CONSEQUENCES OF NON-COMPLIANCE:

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

Signed by the Executive Responsible for Human Resources:

A handwritten signature in black ink, appearing to read 'Michael Keith', with a long horizontal stroke extending to the left.

Michael Keith
Managing Director
Date: 28th August 2025