

Sherrington Lifting Services Limited

Right to Work Policy - 2026

Our Office
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Right to Work Policy

Policy Statement:

Sherrington Lifting Services Ltd has a legal obligation and will ensure that all potential employees documents are checked through the Right to Work Policy/ Checklist, and that they have the right to work in the United Kingdom before employing (not excluding: Full Time Employment, Part Time Employment, Self Employed, Agency and Foreign). 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 Sherrington Lifting Services Ltd has a duty to check that all new employees are entitled to work here. This check gives Sherrington Lifting Services Ltd an excuse against payment of a civil penalty or a defence against conviction if it is later found to have employed an illegal migrant worker.

Under the Act, Sherrington Lifting Services Ltd 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 Sherrington Lifting Services Ltd must then check in accordance with the Act. The onus remains on the potential employee to demonstrate that they are permitted to do the job Sherrington Lifting Services Ltd is offering and are eligible to work in the UK.

To ensure we do not breach immigration legislation, Sherrington Lifting Services Ltd 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 and Right to Work Checklist; these lists will be provided to all potential **employees** and are available for inspection by all employees through the HR **department**. These checks must be made before a person starts working for Sherrington Lifting Services Ltd and once every twelve months **during** employment thereafter, for those who have only **provided** List B documents will be checked every 6 months from the date of Positive **Verification Notice** from the Home Office Employer Checking Service, and **additional** checks will be carried out when their immigration permission to work is due to expire, all documents have been renewed before employing.

Foreign Workers must hold a current passport endorsed to show the holder is allowed to stay in the UK and is currently allowed to carry out work in question or other Documents as in Right to Work Checklist (List B Group 1).

In complying with our obligations under immigration rules, special care must be taken to ensure Sherrington Lifting Services Ltd does not unlawfully discriminate against individuals on racial or ethnic grounds or in respect of any other protected characteristic under equality legislation.

Signed - Johnathan Sherrington - Director

