



## **LCS - 034 Illegal worker/Right to Work policy**

The Company complies with all immigration rules and does not employ anyone who is an illegal worker. Any candidate who is recruited to the Company is checked to ensure that they have the right to work in the UK before they start work. The checks made by the Company consist of requiring an individual to produce one or more documents (whether as appropriate through the original documentation or by using the Home Office online check [or through an Identification Document Validation Technology service provider]) from a selection contained in two statutory lists. Copies will be retained of these documents/online checks as required.

The Company is aware that it is a criminal offence to knowingly recruit an illegal worker, or to do so with reasonable cause to believe that they are illegal. If any candidate cannot produce the relevant right to work documentation, then the job offer would be withdrawn.

Right to work checks will continue throughout employment as appropriate if any of the right to work documents are time limited or due to expire.

In line with our Equality, Diversity and Inclusion Policy, the Company will do all that it can to avoid race discrimination in the workplace, and to ensure that no job applicant is excluded from a position because of their colour, race, nationality, or ethnic or national origins.

We will treat all job applicants in the same way at each stage of the recruitment process and will not make any assumptions about a candidate's right to work.

If for any reason an employee's right to work expires during their employment with the Company, then the Company would take all appropriate steps to comply with the law, which may include the termination of that employee's employment.

We will process individuals' personal data, including information about racial or ethnic origin, in line with the Company's Data Protection policy and the laws on Data Protection.

**Date: 1<sup>st</sup> December 2025**

A handwritten signature in black ink, appearing to read 'Leon Shaw'.

**Leon Shaw**  
**Director**