



CLEANING SERVICES

EST 2005

Capitol Floor & Hygiene Maintenance Ltd  
15 Woodside Trading Estate  
Thornwood Common  
Epping, Essex CM166LJ

Tel: 01992 560 955  
e-mail: [enquiries@capitolhygiene.co.uk](mailto:enquiries@capitolhygiene.co.uk)

## Right to work policy

RTW101 - July 2020

Capitol understands it's legal obligation to ensure that their 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 Capitol has a duty to check that all new employees are entitled to work here.

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

To ensure we do not breach immigration legislation, Capitol will check and record certain specified documents belonging to potential and existing employees. Checks will be made in line with guidance of the home office right to work *List A* and *List B* checklist. Capitol may refuse any application who fail to supply the correct details in line with the home office *List A* and *List B* checklist.

In complying with our obligations under immigration rules, special care must be taken to ensure Capitol 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 Equal Opportunities policy.

Any Capitol employee who fails to comply with the correct procedures as set out may be subject to disciplinary charges. If any employee who is subsequently found not to have the right to work in the UK may be dismissed.



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