

The Company has developed this Policy to support the fair employment of migrant workers and the prevention of illegal working in line with UK Government Legislation, namely the Immigration, Asylum and Nationality Act 2006.

Its aim is to ensure fair recruitment of employees from outside the EU or support those from the accession states within the EU who have employment requirements placed on them by the UK Government.

The policy applies equally to all employees of the Company including agency workers who may be recruited by the organisation.

The Company has a responsibility to ensure fair treatment processes are adhered to in line with current recruitment procedures. The Immigration, Asylum and Nationality Act 2006 is adhered to including the engagement of migrant workers obtaining the relevant permissions prior to work commencing or in case of Migrant Worker Status within one month of engagement, checking of information related to recruitment, changes in circumstances, annual checking etc. Ensuring that fair and transparent recruitment procedures are adhered to at all times allowing for the fair employment of migrant workers and the prevention of illegal working.

The Company recognised that it has responsibilities towards migrant workers under current Health and Safety Legislation, it will ensure that the following guidelines are followed: -

- Make sure overseas workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely
- Ensure that Wembley Innovation obtains original documents from either List A or List B of acceptable documents in the document below
- Make sure workers understand that the employer and employment agency/business or other labour provider (e. g. gang master) have responsibilities for their health and safety.
- Carry out a risk assessment of the tasks the worker will be expected to undertake
- Ensure the control measures identified in the assessment are effective, are in place and are maintained
- Pass relevant information on to the worker.
- Review basic competencies, e. g. literacy, numeracy, physical attributes, general health, relevant work experience etc; and
- Check whether their vocational qualifications are compatible with those in Great Britain
- Ensure that assessments are regularly reviewed to ensure they keep up to date with any changes to processes or working practices.
- Provide essential induction training and any necessary job-related/vocational training
- Provide relevant information about the risks to which they may be exposed and the precautions they will need to take to avoid those risks
- Consider the needs of workers who may not speak English well, if at all, and whether you need translation services
- Make sure workers have received and understood the information, instruction and training they need to work safely and consider how to ensure it is acted upon

Make sure workers are adequately supervised and can communicate with their supervisors.

This Policy Statement has to be read in conjunction with The Home Office Guidelines '**Securing our Border - Controlling Immigration. Prevention of Illegal Working - Immigration, Asylum & Nationality Act 2006**' and **Employer Right to Work Checks Supporting Guidance Home Office Document 01/07/2021**

List A – Acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B – Group 1- documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.

6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

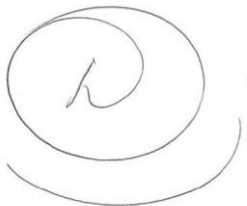
List B – Group 2- documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.³⁶
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Copies of the above documents will be verified and retained for at least 2 years after the individual has left the company

Liam Clear
Managing Director
Wembley Innovation Ltd

October 2023

A handwritten signature in blue ink, consisting of a stylized 'L' and 'C' enclosed within a circular loop.