

Prevention of Illegal Working Policy

1. Statement of Policy

Sale Group (inclusive of Sale Service & Maintenance Ltd, Sale Maintenance Ltd and Sale NuGen Ltd) are committed to the compliance with terms of the Immigration, Asylum & Nationality Act 2006, which is designed to prevent illegal working in the UK.

2. Scope of Application

This policy applies to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

3. Policy Rules and Application

All Sale Group staff authorized to offer employment and engage employees in any form of employment must make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, Sale Group can ensure a statutory defence against conviction for employing an illegal worker.

Employment is generally offered in two operational areas:

Site work – to carry out core activities at client's workplaces and premises.

Office work – to carry out various managerial, supervisory and administrative duties.

3.1 Policy for Site Workers

Site workers require defined levels of competence established by the Project Manager having the necessary levels of education, experience, skills and qualifications to carry out core activities safely and effectively. The policy for recruitment.

Our definition of competence for the selection and employment of site workers and Project Managers is based the following requirements for technical qualifications:

Time served apprentice training to City & Guilds training, Building & Construction related HNC, Level 4 in Building Services Engineering Technician or Equivalent Site related training: SMSTS, First Aid, Asbestos Awareness, PASMA and IPAF training CSCS Card

As these qualifications are currently identified with UK educational standards it is unlikely that any non-UK resident would achieve these necessary basic qualifications. European or non-UK vocational qualifications do not meet the requirements of the UK requirements and therefore Sale Group does not recognise them as suitable for employment within Sale Group. Issues associated with the employment of non-UK residents does not apply therefore.

3.2 Policy for Office and Non-Site Workers

Employment for office and non-site workers is offered to all UK and non UK residents provided they comply with the provisions of the Immigration, Asylum & Nationality Act 2006.

In order to comply with the Act, all applicants are asked to provide one of the original documents from the following list:

A passport – showing that the person named on the passport is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK.

A passport or national identity card showing that person named on the passport or identity card is a national of the EEA or Switzerland.

A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland.

A Biometric Immigration Document issued by the UK Border Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

A passport or other travel document endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK or no time limit on their UK stay.



Signed: Peter Sale
Director: Sale Service & Maintenance Ltd/
Sale NuGen Ltd



Signed: Collin Meaney
Director: Sale Maintenance Ltd

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