RIGHT TO WORK POLICY STATEMENT

Thomas Lister, as an employer has a legal duty to prevent the illegal working of foreign nationals in the UK. In order to comply, we check all employees have the right to work in the UK under the Immigration, Asylum and Nationality Act 2006.

Upon recruiting a new member of staff, we will check and keep a copy on file of at least one of the following documents as appropriate:

- List A

  These documents are available to individuals who have a permanent right to work in the UK, such as a UK or EU citizen, and will not require any additional follow up checks.

- List B

  These documents are for those who only have a temporary or time-limited right to work in the UK, meaning follow-up checks will be required and potentially leading to additional right to work checks on existing employees.

Copies of the documents will be retained for the duration of the individual's employment and the following two years.