Right to Work in the UK Policy

Procladd (Scotland) Ltd & Procladd (Small Works) Ltd provide high quality innovative and robust Building Envelope Solutions to suit our client's needs. We operate under a management system certified to Standards BS EN ISO 9001, BS EN ISO 14001 and BS EN ISO 45001.

To comply with legislation, all employees must be eligible to work in the UK. Procladd is responsible for carrying out Right to Work checks on all prospective and existing employees prior to employment commencing. Checks may include verification of passports, national insurance documentation, Home Office share codes, visas and other evidence accepted under current Home Office guidance.

Copies of all Right to Work documentation and verification records will be retained securely for the duration of employment and for a minimum of two years after the individual has left the Company. These procedures are designed to demonstrate compliance with Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006. Where agency workers, self-employed personnel or sub-contractors are engaged, Procladd will obtain evidence that appropriate Right to Work checks have been completed before work commences. Follow-up checks will be undertaken where an individual's permission to work in the UK is time limited.

Procladd is committed to preventing illegal working and will pay particular attention to situations where:

- An individual does not have permission to enter or remain in the UK.
- Permission to work in the UK has expired.
- Restrictions apply to the type of work undertaken or the number of hours worked.
- Documentation provided is inaccurate, fraudulent or invalid

Failure to comply with Right to Work legislation may result in civil penalties and, where an employer knowingly employs an individual who does not have the right to work in the UK, criminal sanctions may apply.

The Home Office 'Right to Work Checklist' is used when vetting new employees and applicable contractors. Further information can be found in the Home Office Employer's Guide to Right to Work Checks.

If you would like more information and to see the official guide visit: Employer's guide to right to work checks: 26 June 2025 (accessible) - GOV.UK
If you are in any doubt about this policy, please contact us by email on mail@procladd.com.

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A copy of this policy statement is available on request.