



## Migrant Worker Policy

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### A) PURPOSE

Euro Diamond Drilling Ltd is aware of the requirement to prevent illegal working in the UK and has established procedures to ensure its obligations are met. The Company is also committed to exercising equal opportunities at all times. This policy sets out its stance on ensuring compliance with current statutory immigration laws and the Equality Act 2010. The company complies with Section 15 to 25 of the Immigration, Asylum & Nationality Act 2006.

### B) AVOIDING RACE DISCRIMINATION

In accordance with our equal opportunities ethos, all job applicants will be treated in the same way during the recruitment process. All will be placed under the same requirement to provide evidence of their right to work in the UK regardless of their nationality. We will make no assumptions of an individual's nationality or right to work in the UK on the basis of, for example, their appearance or their name.

### C) AVOIDING ILLEGAL WORKING

- 1) It is a criminal offence to employ a person who is subject to immigration control and does not have permission to remain in the UK or where there is a reasonable cause to believe this is the case. Compliance with the prescribed right to work checks results in the Company being excused from paying a civil penalty where it is found to have employed an illegal worker. This is referred to as a 'statutory excuse'.
- 2) The Company can rely on the statutory excuse if it can demonstrate that, prior to the candidate starting employment, it carried out either a documentary right to work check or an online check using the Home Office's online checking service. The Office Manager / HR officer will conduct the necessary checks during the recruitment process.
- 3) All offers of employment will be subject to the candidate providing a document, or a set of documents, from the list of those confirmed by the Home Office as acceptable evidence of the right to work. Alternatively, the Company may carry out a check on the Home Office's online right to work checking service to confirm the candidate's right to do the work in question. The Company will ask for the candidate's permission before using the service, in addition to the information about the candidate needed in order to do so. If the online checking service is used to certify the candidate's right to work, no paper documents will be requested.
- 4) Where a successful candidate is able to produce evidence of an unlimited right to work in the UK, no further right to work checks will be conducted. Where a successful candidate has time-limited permission to live and work in the UK, he/she will be required to provide evidence of his/her renewed right to live and work in the UK. Alternatively, if applicable, the Company will carry out a check via the Home Office online checking service, on or before the expiry date of the relevant current permission.

Managing Director: Keith Morrow

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- 5) A conditional offer of employment will be withdrawn if a successful candidate is unable to provide evidence of his/her right to do the work in question and a Home Office online check, if applicable, fails to confirm the right to do the work in question.
- 6) Department managers who have concerns over an employee's right to work in the UK are required to raise the matter with the HR department who will then investigate further. If it is established that the employee does not, or does not appear to, have the right to work in the UK, the Company may terminate the employee's contract of employment.
- 7) Copies of all documents verified are retained for at least 2 years after the individual has left Euro Diamond Drilling Ltd



Keith Morrow  
Managing Director

Date : 13 June 2022

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