



Right to Work Check Policy

1. PURPOSE

The purpose of this policy is to ensure that Metropole Guard Security complies with UK immigration laws by conducting Right to Work checks for all employees, including sponsored employees, to prevent illegal working practices.

2. SCOPE

This policy applies to all employees of Metropole Guard Security, including sponsored workers under our sponsorship license. It outlines the procedures for verifying the right to work and maintaining accurate records.

3. LEGAL REQUIREMENTS

Metropole Guard Security is committed to complying with the Immigration, Asylum and Nationality Act 2006 and the UK Home Office's guidance on Right to Work checks. Failure to comply could result in penalties, including fines, loss of sponsorship license, and reputational damage.

4. RIGHT TO WORK CHECK PROCEDURE

A. Pre-Employment Checks

All prospective employees must provide original documents proving their right to work in the UK.

a. Acceptable documents include:

- a. A passport
- b. A valid biometric residence permits or card showing permission to stay or work in the UK.
- c. Driving License
- d. Where applicable, digital checks via the Home Office online service will be conducted.

b. Verification

- a. Verify that the documents provided are genuine, original, and belong to the individual
- b. Check that the dates of validity have not expired.
- c. Ensure that photographs and dates of birth are consistent across documents and match the individual's appearance.
- d. Confirm any restrictions on the type of work the individual is permitted to undertake.

c. Retention and Record-Keeping

- a. Copies of the documents must be taken and retained securely for the duration of employment and for at least two years after employment ends.



Right to Work Check Policy

- b. Record the date of the check and the name of the individual conducting the check.

5. FOLLOW - UP CHECKS

For employees with time-limited permission to work, conduct follow-up checks before their current permission expires.

Document follow-up checks in line with Home Office guidance.

6. TRAINING AND AWARENESS

All personnel involved in recruitment and HR will receive training on Right to Work checks to ensure compliance. Updates to immigration laws will be regularly reviewed and communicated.

7. SPONSORED EMPLOYEES

Ensure all sponsored employees comply with the terms of their visa and report any changes (e.g., role changes, absences, or termination) to the Home Office within the required timeframe. Maintain accurate records for sponsored employees, including contact details, job roles, and salary information.

8. AUDITS AND REVIEWS

Regular internal audits will be conducted to ensure compliance with this policy.

9. CONSEQUENCES OF NON-COMPLIANCE

- a. Failure to comply with this policy may result in:
- b. Financial penalties imposed by the Home Office
- c. Revocation of the company's sponsorship license
- d. Disciplinary action for employees responsible for non-compliance

10. POLICY REVIEW:

This Right to Work Check Policy will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.

A handwritten signature in black ink that reads 'M. Raza'.

Mohammad Raza

Metropole Guard Security

This policy is reviewed on 10 – 05 – 2026