

Angard Staffing Recruitment and Leavers Policy

Angard has certain obligations to ensure that it complies with the law when carrying out recruitment, in relation to the prevention of illegal working. This policy is designed to set out Angard's approach.

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Getting help

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. For web access go to: www.angardstaffing.co.uk.

Overview

This policy sets out Angard Staffing (Angard)'s approach to the recruitment of employees, and, confirming their right to work in the UK. It sets out the obligations that Angard has under the Immigration, Asylum and Nationality Act 2006, with respect to the prevention of illegal working and Angard's procedure for complying with these obligations.

This policy applies to all employees of Angard.

This policy is effective from 05th June 2024

Responsibilities in relation to preventing illegal working.

As an employer, Angard has a legal responsibility under the Immigration, Asylum and Nationality Act 2006 to prevent illegal working. Angard will therefore carry out various document checks before employing a person. Your employment with Angard is conditional on having the right to work and live in the UK at the time of joining Angard and for the period of your employment. You are required to provide original documents as evidence of this. You must inform Angard of any changes, including changes to your immigration status.

Discrimination and recruitment

Angard are committed to equal opportunities and want to ensure our workforce is representative of the population we serve. We welcome applications from all sections of the community and diverse groups.

New employee checks

Before any new employee can be employed by Angard, Angard will check the employee's eligibility to work in the UK.

In this section of the policy, we will refer to "List A" and "List B". These are lists of the documents that, by law, provide an employer with satisfactory evidence that a person has the legal right to work in the UK. Details of the documents that are included on List A or List B can be obtained from Angard via the Angard Helpline Number on 0333 240 8502 or visit the [government website](#) for more details. Photocopies or scanned copies of documents will not be accepted.

Therefore, Angard will check and copy one of the original documents, or a specified combination of original documents, from List A and List B before employing a person. Applicants will be asked to produce the relevant document/documents at interview and Angard will not proceed with the recruitment process until proof of right to work is evidenced. In addition, all offers of employment will be made subject to checking of the relevant documents and subject to that person proving that they have the legal right to work in the UK.

Where an employee or prospective employee produces an original List A document, Angard will not carry out any further checks. This is because the List A documents show that there are no time restrictions on the individual's ability to take up employment in the UK.

Ongoing checks

If, when you apply or join Angard, you produce an original List B document, Angard will carry out follow up checks of the document/s at least every 12 months after the initial check. You will be required to produce an original document/s from List A or List B.

This is because the documents from List B show that there are restrictions on the length of time you can stay in the UK and Angard will need to ensure that you have retained your entitlement to work.

You must always comply with Angard's requests for documents. If you fail to do this, you may be subject to disciplinary action which may include dismissal.

Angard may need to contact the Employer Checking Service (ECS) at the Border and Immigration Agency to verify whether you continue to have the right to work in the UK.

Job applicants will not be treated less favourably if they produce a document/s from List B rather than List A either before or during their employment. This includes treatment relating to the terms of employment provided, opportunities for training, promotion or transfer, benefits, facilities, services, dismissing the employee or subjecting them to some other detriment, other than the repeat checks required by law.

Questions will only be asked about your immigration status where necessary, for example to determine whether your status imposes limitations on the number of hours you are entitled to work each week, or on the length of time, you are permitted to work within their overall period or type of leave given. Employees with limited leave will be checked every 12 months to ensure continued compliance (or at shorter intervals if you have a shorter period of leave remaining).

If annual repeat document checks are required, or if you notify Angard that your immigration status has changed and fail to produce your original documents, you will not be placed on assignment by Angard.

Vetting

You will also be vetted to the standards of any business to which you are assigned, for Royal Mail this will include criminal record checks in compliance with the Royal Mail vetting policy, please contact us if you wish to obtain this.

Data protection

Angard will at all times comply with the data protection act, regarding the processing and retention of personal and sensitive data. Information on how data is used and can be found in our data privacy notice. Please visit the [Help Centre](#) on our [website](#).

Leaving Procedure

The following paragraphs set out your obligations on leaving Angard Staffing's employment.

All property of Angard or the relevant Royal Mail company must be returned on request or at the point of termination in line with your contractual obligation, this will include items such as ID badges, Computer/technology equipment, uniform etc (this list is not exhaustive).

If you owe Angard Staffing any sums, then Angard Staffing has the right to deduct such sums from any payments due to you. This is without prejudice to Angard Staffing's other remedies to recover any excess outstanding.

No outstanding payments will be made to you until these conditions have been met.

Any sums owed to you will be processed by Angard Staffing and be paid on the payroll after your leaving date. Your P45 will be issued and sent to you from Angard Staffing, we will also inform HMRC that your P45 has been issued.

Where to go for further information

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about this policy.

For web access please go to: www.angardstaffing.co.uk.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.

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