

# Right to Work in the UK Policy

FCE Projects Limited's mission is to be a resilient organisation that protects the environment, improves the lives of our people, supports the communities we serve and brings economic benefit for our region. Our business was founded in 2004 and we have always upheld company values and a principles-based approach to doing business, that ensures we are:

- Focused - *driven by our customer needs.*
- Collaborative - *working across project stakeholders to deliver the best solutions.*
- Ethical - *acting with integrity, equality, fairness, and respect.*
- Responsible - *doing the right thing for society and the planet.*

All employers have a legal obligation to ensure that their employees have the right to work in the United Kingdom. This is controlled by the Immigration, Asylum and Nationality Act 2006 ("the Act") and subsequent secondary legislation. It is an offence to employ a person who is not entitled to work in the UK and FCE Projects Ltd has a duty to check that all new employees are entitled to work here. If it is proven that an employer has knowingly employed an illegal migrant worker there is the possibility of prosecution, an unlimited fine and a maximum two-year prison sentence.

All external job applicants will be required to produce the necessary original documents (photocopies are not acceptable) which employers must check in accordance with the Act. The onus remains on the potential employee to demonstrate that they are permitted to do the job FCE Projects is offering and are eligible to work in the UK. To ensure we do not breach immigration legislation, FCE Projects will check and record certain specified documents belonging to potential and existing employees.

The required documents are set out in List A and List B of the UK Border Agency's guidance notes; these lists will be provided to all potential employees and are available for inspection by all employees through the HR department. These checks must be made before a person starts working for FCE Projects and once every twelve months during employment thereafter for those who have only provided List B documents.

In complying with our obligations under immigration rules, special care must be taken to ensure FCE Projects does not unlawfully discriminate against individuals on racial or ethnic grounds or in respect of any other protected characteristic under equality legislation. Any FCE Projects employee who fails to comply with the correct procedures as set out by each operating company may be subject to disciplinary charges. Any employee who is subsequently found not to have the right to work in the UK is liable for summary dismissal.

The next review date for this policy is January 2026.



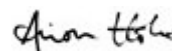
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**January 2025**