



Right to Work Policy

2025 - 2026

Right to Work Policy

Policy Statement

SG Civil Engineering Ltd (The Company) is committed to ensuring all its workers, those working directly or via an employment agency has the right to work in the UK and will be compliant with Sections 16 to 25 of the Immigration, Asylum & Nationality Act 2006.

The Company shall identify foreign workers through a number of robust background checks during the recruitment process, candidates will be asked to provide information about the individuals nationality and immigration status if the company is recruiting directly.

When engaging with Subcontractors the company will require self-employed and subcontracted workers to provide the necessary documentation to verify their right to work and documents will be retained by the business.

In addition, the employment agencies are responsible for conducting right-to-work checks on their workers and providing the organisation with the necessary documentation in accordance with the Home Office Comprehensive Guidance for Employers on the prevention of illegal working.

All verified documents will be securely stored by the company and will be kept for at least 2 years.

The Directors will ensure this policy is implemented and all those involved in the recruiting of workers for the business shall ensure they are familiar to the processes used to check workers right to work in the UK. If any supervisor feels they have a member of their team who may have failed to provide the correct identification they should contact the Office Manager for advice and support.

Disciplinary action may be taken if it is found that this policy has been breached and for Subcontractors / Agency workers not directly employed the Company reserves the right to use the company red/yellow card system.

By adhering to this policy, the organisation aims to maintain a compliant workforce and mitigate the risks associated with employing individuals without the legal right to work in the UK.



S Gallagher
Operations Director
SG Civil Engineering Ltd

1st June 2025