

# Eligibility to work

## Checklist



**All individuals who work in the United Kingdom (the 'UK') must have the legal right to do so, therefore, before any prospective colleague is offered work with Greencore Group plc in the UK, evidence of their eligibility to work within the UK must be obtained.** These eligibility to work checks must be recorded on the **Eligibility to Work Checklist** and be **dated** and retained on the colleague's personal file (see below). In the event that a company employs an individual who does not have the legal right to work in the UK, then the individual may face deportation and the company may face both civil and criminal charges. All companies in the UK employing individuals have a legal duty to prevent illegal working.

Prospective and existing colleagues (as applicable) must provide either one document or a combination of documents from list A and B as outlined below to the relevant Greencore Group plc UK employing entity.

All candidates must be asked to provide this documentation irrespective of apparent nationality, ethnic origin or level of position employed to do. Failure to apply the Eligibility to Work Policy (the 'Policy') consistently could render the individual or the Entity liable to a race discrimination claim under the Equality Act 2010.

In the presence of the individual, the original document(s) must be viewed and copied in colour by a responsible and appropriately trained colleague (this is usually a member of the Talent Acquisition or HR Team). The trained colleague must sign and date the colour copies to confirm they have seen the originals and verified authenticity in the physical presence of the candidate. A second trained person should also be present and should countersign this checklist by exception only, i.e. if a second higher level check is required before approval can be given. The copied documents, which must be transparent, must be retained on the personal file for the period of the individual's employment and for a further two years after leaving employment.

Document(s) from list A provide a continuous statutory excuse and no further checks are required during the course of employment. However, audits may be carried out by individual sites as a matter of best practice.

Where a prospective or existing colleague can only provide document(s) from List B, this confirms that there are time-limited restrictions on the individual's eligibility to live and work in the UK. Therefore further checks must be made three months prior to the time the individual's permission to live and work in the UK is due to expire for Group 1 documents or every six months for Group 2 documents, this practice must apply until such a time as the restrictions do not apply. Where a Positive Verification Notice has been obtained to provide a time-limited statutory excuse for Group 2 documents, this must also be repeated when conducting further six monthly checks.

It is also policy of all Greencore Group plc UK employing entities to carry out follow-up checks for individuals providing document(s) from List B: Group 1.

It is important to note that all documents must be retained securely in line with data protection legislation.

## PROSPECTIVE / EXISTING COLLEAGUE DETAILS

Name of Person:	
Job Title:	
Date of Check:	
Type of Check:	<input type="checkbox"/> Pre-Employment <input type="checkbox"/> List B - follow up <input type="checkbox"/> Follow Up

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### STEP 1 – OBTAIN

You must **obtain original** documents from either **List A** or **List B** of acceptable documents.

#### LIST A

01	A passport (current or expired) showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	<input type="checkbox"/>
02	A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	<input type="checkbox"/>
03	A <b>current</b> document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.	<input type="checkbox"/>
04	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	<input type="checkbox"/>
05	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
06	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
07	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
08	A birth (short or long) or adoption certificate issued in the UK, <b>together with</b> an official document giving the person's permanent National insurance number and their name issued by a Government agency or a previous employer. (P45/P60)	<input type="checkbox"/>
09	A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. (P45/P60)	<input type="checkbox"/>
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer (P45/P60).	<input type="checkbox"/>

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### LIST B – GROUP 1

01	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	<input type="checkbox"/>
02	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	<input type="checkbox"/>
03	A <b>current</b> document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.	<input type="checkbox"/>
04	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	<input type="checkbox"/>
05	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.	<input type="checkbox"/>
06	A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.	<input type="checkbox"/>
07	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>

### LIST B – GROUP 2

01	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
02	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
03	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
04	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	<input type="checkbox"/>

# Eligibility to work

## Checklist

### STEP 2 CHECK – ELIGIBILITY TO WORK

You must, in the presence of the person concerned, **check** that the documents are genuine, that the person presenting them is the prospective employee or current employee, the rightful holder and allowed to do the type of work you are offering. You must ensure that you are 'reasonably' satisfied as follows:

01	The photographs are consistent across documents and with the person's appearance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
02	The dates of birth are consistent across documents and with the person's appearance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
03	The expiry dates for time-limited permission to be in the UK are in the future, ie they have not passed (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
04	The immigration stamps permit the individual to do the employment in question (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> obtain, copy and retain details of their academic term and vacation times covering the duration of study in the UK for which they will be employed).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
05	Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
06	Have you checked the reasons for any different names across documents (eg marriage certificate, divorce decree, deed poll)? (Supporting document should also be photocopied and a copy retained.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### STEP 2 CHECK – PROOF OF NATIONAL INSURANCE (NEW STARTERS)

01	An official document showing the person's permanent National Insurance Number issued by a Government agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
02	A P60 or P45 issued by a previous employer.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### STEP 2 CHECK – PROOF OF ADDRESS (WHERE PHOTO ID IS NOT PROVIDED)

01	A bank statement or utility bill dated within the last 3 months.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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### STEP 3 - COPY

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely, either electronically or in hardcopy, for the period of the individual's employment and for a further two years after leaving employment. You must copy and retain:

01	<b>Passports:</b> any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.	<input type="checkbox"/>
02	<b>All other documents:</b> the document in full, both sides of a Biometric Residence Permit / ID Card etc.	<input type="checkbox"/>

You must record and retain the date on which the check was made

You must all ensure that at all times, the company remains in compliance with its obligations under data protection legislation

### STEP 4 - AUTHENTICATE

Please tick as appropriate:	<input type="checkbox"/> Ultraviolet Light	<input type="checkbox"/> Magnifying Glass	<input type="checkbox"/> Side Light
	<input type="checkbox"/> Machine Readable Zone (MRZ) on-line check		

### KNOW THE TYPE OF EXCUSE YOU HAVE

01	<b>List A</b> – You have a <b>continuous statutory excuse</b> for the <b>full duration</b> of the person's employment with you. You are not required to carry out any repeat right to work checks on this person.	<input type="checkbox"/>
02	<b>List B: Group 1</b> – You have <b>time-limited statutory excuse</b> which expires when the person's permission to be in the UK expires. You should consider the practice of communications three months prior to the expiry and carry out <b>a follow-up check three months prior to the document evidencing their permission to work expiring</b> . In accordance with the Greencore Group plc Eligibility to Work Policy you should also ensure that the company carries out a follow-up.	<input type="checkbox"/>
03	<b>List B: Group 2</b> – You have a <b>time-limited statutory excuse</b> which expires six months from the date specified in your Positive Verification Notice. You should consider the practice of communications one month prior to the expiry and carry out a <b>follow-up check one month prior to the notice expiring</b> .	<input type="checkbox"/>

### ADDITIONAL DOCUMENTATION PROVIDED (NEW STARTERS)

01	Confirmation that a digital <b>I.D. photo</b> was taken at interview or two signed passport photos were provided (if app)	<input type="checkbox"/>
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### SCHEDULING OF SUBSEQUENT CHECK (WHERE APPLICABLE)

Type of Check Required:	<input type="checkbox"/> N/A	<input type="checkbox"/> Follow Up based on expiry date of documentation
Date of Subsequent Check:		
Recorded:	<input type="checkbox"/> Open HR	<input type="checkbox"/> Database / Outlook

### HOME OFFICE ONLINE RIGHT TO WORK CHECKING SERVICE

Currently, the online checking service supports checks in respect of those who hold:

- a biometric residence permit; or
- a biometric residence card; or
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit

There are three basic steps to conducting an online right to work check:

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)

### STEP 5 – SIGN OFF

Name:		Name:	
Job Title:		Job Title:	
Signature:		Signature:	
Date:		Date:	

This document should be used in conjunction with the Eligibility to Work Policy.

A copy of this signed checklist should be stored on the personnel file of all Greencore Group plc UK colleagues. All new starters will be required to have this checklist signed prior to their start date, please seek further guidance from HR Shared Services if in doubt.

Employment will not be offered or confirmed if this checklist is not signed prior to the commencement of employment at the relevant Greencore UK employing entity.