

## Right to Work in the UK Policy

OnSite Support Ltd follows UK government guidelines and regulations for any matters related to employment, and primarily to ensure that all employees are legally eligible to work in the UK<sup>1</sup>. In addition, we also consult with our external HR business Partner, People Puzzles, as required.

Relevant checks are carried out before an employee formally joins the company. This includes, but is not limited to collecting their passport, driving license, P45 (if available), National Insurance Number and BRP (for non-UK and non-EU citizens) to validate their right to work in the country. Suitable precautions are taken to ensure that the documents are in order, including but not limited to checking photographs and dates of birth on the documents so that these are consistent with the appearance of the employee, and validating that expiry dates have not passed.

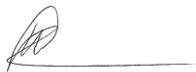
We also use our Supply Chain Sustainability School accreditation (of which we are a Partner) to keep informed about current topics such as living wage and modern slavery so we can continually assess that we are putting our people first and look for that within our supply chain also.

Our Equal Opportunities Policy and Ethical Sourcing Policy also encompass these topics, so that we minimise our risk of exposure to possible abuse of labour.

In addition, in relation to BREXIT, OnSite support Ltd will be working closely with its external HR business partner to take necessary actions in order to ensure full compliance with UK Govt guidelines for the employees that are EU citizens. Any changes in the policy will be discussed in next review meeting and will be included in updated version of this policy. To us 'everybody matters'!

Last review date: 18<sup>th</sup> January 2024

Next review date: 18<sup>th</sup> January 2025



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Warren Lynes  
Managing Director  
OnSite Support Ltd

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<sup>1</sup> <https://www.gov.uk/check-job-applicant-right-to-work>