



## IMMIGRATION LAW

### 1.0 STATEMENT OF POLICY

It is **TNG Consulting Engineers Limited's** Policy to conduct its business in an environment that is fair, honest and ethical. It shall ensure that it does not violate UK Immigration Law or enable the employment of illegal workers.

The company has a legal obligation to comply with the Immigration, Asylum and Nationality Act 2006 and recognises the Immigration Act 2016. TNG shall verify that all proposed employees are eligible to work in the UK. All proposed employees shall be required to provide proof of their eligibility to work in the UK before employment is confirmed.

TNG shall ensure that proposed employees are eligible to work in the UK by carrying out document checks as described by the UK Government and the Home Office. TNG shall follow the Government's guidance at all times.

We shall:

- Carry out document checks prior to an offer of employment being finalised.
- Request that original documents shall be submitted.
- Check the validity of the documents in the presence of the holder.
- Make and retain a clear copy and make a record of the date of the check.
- Only offer employment to individuals that can provide proof of their eligibility to work in the UK.
- Ensure that we do not violate Equality Law during the process.
- Ensure that we comply with the General Data Protection Regulation (GDPR).

### 2.0 DECLARATION

**This Policy is fully supported by the Board of Directors. We will ensure that this Policy is available to our Employees, Clients and Business Colleagues.**

Signed:

A handwritten signature in black ink, appearing to read 'R Pitman', written over a horizontal line.

Date:

12-09-2024

*Russell Pitman, Managing Director-*

This Policy shall be reviewed and resigned annually.