

Right to Work Policy



Introduction

This *policy* applies to all people working for, or on behalf of *MIDA Civil Engineering Ltd*, including current employees, new employees, or employees joining the *Company* under and applies regardless of race, gender, religious belief, age, sexual orientation, or disability.

The *Company* is legally obliged to comply with the requirements set by the *UK Border Agency*, to ensure that new and current staff are eligible to work in the UK, and to adhere to any restrictions on their employment.

The *policy* does not form part of the contract you have with us but applies regardless of how long you have been with us, and it may be updated at any time.

Penalties for employing illegal workers:

If found guilty of employing someone who you knew or had “reasonable cause to believe” didn’t have the right to work in the UK, you can be subject to a 5-year prison sentence and an unlimited fine.

If you employ someone who does not have the right to work in the UK and the correct checks were not undertaken or completed properly, you may face a civil penalty for each illegal worker, currently up to £45,000 per illegal worker for a first offence, and a maximum of £60,000 per illegal worker for repeat offences.

A closure notice can be issued, whereby the premises are closed for a limited time where an employer, or a person connected with the employer operating the premises, is found to be employing illegal workers, and has been previously non-compliant with illegal working legislation. The notice prohibits access to the premises and paid or voluntary work on the premises unless it is authorised in writing by an immigration officer.

This *policy* outlines the requirements for obtaining proof of eligibility to work in the UK for potential and current employees. If you are unsure of the procedure, you should contact a *senior director*.

Checking Employee Eligibility to Work Policy

The *Company* is required to comply with the following, in ensuring that employees have the right to work in the UK:

- Immigration Act 1971
- Asylum and Immigration Act 1996
- Immigration and Asylum Act 1999
- Immigration, Asylum and Nationality Act 2006
- Immigration Act 2016
- Illegal Migration Act 2023

All employees regardless of service, age, employment type, race, gender, religious belief, age, sexual orientation, or disability will be covered by this *policy*.

All Employees, sub-contractors and agency staff will be required to issue the correct documentation to be checked at induction stage prior to work commencing. For foreign (non-UK passport holders) workers, a *right to work code* must be provided as part of the induction stage, which is checked on the government’s checker website prior to allowing the worker to start with *Company*.

Although most site-based workers are employed via an agency, we do not rely on the *Agency* undertaking the

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Right to Work checks, as there is often a delay in obtaining this information from them, and we need to ensure those working on our sites are permitted to work in the UK.

All employees and prospective employees will be asked to provide the appropriate documents that will be checked on issue against the individual. All employees will be treated equally, in line with our *Equal Opportunities Policy*.

A handwritten signature in black ink, appearing to read "James Brown", with a long horizontal line extending to the right.

Signed:

Date: 23rd February 2026

James Brown

Regional Managing Director