

INTEXCLEAN

CLEANING SPECIALIST SERVICES

ENTITLEMENT TO WORK IN THE UK POLICY

Document	Entitlement to Work in the UK Policy
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Review	At least annually and following material legal or operational change
Approved by	Intexclean Management

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1. Policy Statement

Intexclean is committed to preventing illegal working and to carrying out right-to-work checks fairly and consistently. No person will be permitted to start employment where the company has not completed the appropriate check required for that individual and the work in question.

2. Equal and Consistent Checks

Right-to-work procedures will be applied consistently to prospective employees regardless of nationality, race, ethnic origin, accent, name or other protected characteristic. Recruitment decisions will be based on suitability for the role and lawful employment requirements.

3. Permitted Checking Routes

- Where appropriate, Intexclean may complete a prescribed manual document check.
- For eligible British and Irish citizens, a digital identity check may be completed through an appropriate Digital Verification Service where the company chooses to use one.
- For individuals whose status is available online, Intexclean may use the Home Office online right-to-work service using the applicant's right-to-work share code and date of birth.
- Where necessary, Intexclean may use the Home Office Employer Checking Service and retain a Positive Verification Notice.

4. Timing and Follow-Up

Checks must be completed before employment begins. Where an individual's right to work is time-limited, Intexclean will diarise and complete any required follow-up check before the relevant permission or statutory excuse expires.

5. Records

Evidence of prescribed right-to-work checks will be retained securely for the duration of employment and for the period required by current Home Office guidance after employment ends. Access will be restricted and records will be handled in accordance with Intexclean's Data Protection Policy.

6. Contractors and Labour Providers

Where workers are supplied by agencies, subcontractors or labour providers, Intexclean may require appropriate assurance that lawful right-to-work checks are being carried out. This does not remove any legal responsibility that applies directly to Intexclean.

7. Changes in Status

Employees must not knowingly work in breach of restrictions applying to their immigration permission and should inform management promptly where a change may affect their entitlement to perform the role. Intexclean will seek appropriate official guidance where status is unclear.

Policy owner: Intexclean Management

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This policy is intended as an internal company policy and website document. It should be reviewed alongside current UK legislation and official guidance as the business grows or its processing, workforce or supply-chain arrangements change.