Purpose

To meet the requirements of Legalisation with regards to the requirements of employment law. Anti-Slavery legislation.

Scope

This procedure applies to members of the company.

Responsibility

It is the Managing Directors to ensure that this procedure is implemented and maintained.

Requirements

SCL's recruitment procedure requires all persons working for the organisation to be authorised to work in the UK.
SCL will not employ any person from, non-authorised labour agencies or third parties. Nor will labour be engaged directly from street side locations.

Gang masters
Are required to adhere to SCL's Ltd Anti-Slavery policy for which they will be provided a signed copy and are required to provide a countersigned copy to SCL.

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RECRUITMENT POLICY

1. SCL is an equal opportunities employer.
2. All applicants will not be judged on race, sex or religion.
3. SCL is committed to social and environmental responsibility and has zero tolerance for slavery and human trafficking.
4. All applicants will be interviewed if a short list policy is not implemented.
5. If a large number of applicants are received a short list will be prepared.
6. All applicants may be required to pass medical and training standards applicable to the position they are applying for.
7. All successful applicants will be subject to a six-month trial period.
8. All successful applicants will be required to complete a contract.

Advise to employment applicants and Managers;
You must provide proof that you are authorised to work in the United Kingdom. The following documents must be presented by all applicants on attending an interview:

- A Valid National insurance number on a document issued by a previous employer, Inland Revenue, department for work and pensions, Jobcentre plus, the employment service, the training and employment agency or the Northern Ireland social security agency.

And either

- A birth certificate issued in the United Kingdom, which specifies the names of the holders' parents, or a birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A Letter issued by the home office, Immigration status document, or a United Kingdom residence permit to the holder granting indefinite leave to enter and remain in the United Kingdom.

Or

One of the following:

- A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
- A passport or national identity card, issued by a state which is party to the EEC area agreement or any other agreement forming part of the Communities treaties which confers the rights of entry to or residence in the United Kingdom, which describes the holder as a national of a state which is a party to that agreement.
- A United Kingdom residence permit issued to a national of a state which is party to the EEC area agreement or any other agreement forming part of the Communities treaties which confirms that the holder has rights of entry to, or residence in the United Kingdom.
- A passport or other travel document or a residence document issued by the home office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a state which is party the EEC area agreement or any other agreement forming part of the Communities treaties which confers rights of entry to, or residence in the United Kingdom, and who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in the United Kingdom or who has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- A registration card or works permit which indicates that the holder is entitled to take employment in the United Kingdom.

Signed ..... Date 01-09-2020

Position MANAGING DIRECTOR