

POLICY NAME:	IMMIGRATION	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



IMMIGRATION POLICY



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's commitment to full compliance with UK Immigration Law and Home Office requirements in the prevention of illegal working.

Glass and Framing Solutions Limited will ensure all employees have a legal right to work in the UK before they commencement employment.

We uphold fairness, dignity, and respect for all individuals, consistent with our Equality and Diversity Policy.

3. SCOPE

This policy applies to:

- All permanent, temporary, agency, and casual employees.
- Apprentices, trainees, and contractors.
- Applicants during the recruitment and selection process.

It covers all business dealings, transactions, and relationships with both public and private entities conducted in the name of the company.

4. LEGAL AND REGULATORY FRAMEWORK

This policy ensures compliance with:

- Immigration, Asylum and Nationality Act 2006
- UK Visas and Immigration (UKVI) Employer Guidance
- Home Office Right to Work Checks (Code of Practice)
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010 (Ensuring checks are non-discriminatory)

5. POLICY STATEMENT - RIGHT TO WORK CHECKS

- All prospective employees must provide acceptable documents proving their right to work in the UK (i.e. British Passport, Biometric Resident Permit, settled / pre-settled status under the EU Settlement Scheme, or Valid Visa).
- Checks will be carried out prior to employment commencing.
- Where applicable, follow up checks will be conducted to ensure ongoing compliance for employees with time limited Visas.

6. POLICY STATEMENT - RECORD KEEPING

- Copies of right to work documents will be securely stored in personnel files, in line with Data Protection guidelines.
- Records will be kept for the duration of employment and for at least two years after employment ends.

7. POLICY STATEMENT - RECRUITMENT AND EQUALITY

- All applicants will be treated fairly and consistently.
- Immigration checks will be applied to all employees, regardless of nationality, to avoid discrimination.

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- Recruitment decisions will be based on skills, qualifications, and experience, not on nationality or immigration status, provided the applicant has legal work authorisation.

8. POLICY STATEMENT - SPONSORSHIP OF MIGRANT WORKERS

- If Glass and Framing Solutions Limited holds a UKVI sponsor licence, the sponsorship duties will be adhered to, including:
 - Record keeping.
 - Reporting changes of circumstances.
 - Compliance with Home Office inspections.
 - Failure to comply with sponsorship duties may result in withdrawal of sponsorship and disciplinary action.

9. POLICY STATEMENT - EMPLOYEE RESPONSIBILITIES

- Employees must provide accurate, valid documentation when requested.
- Employees on time limited visas must inform Glass and Framing Solutions Limited immediately of any changes to their immigration status.

10. BREACH OF POLICY

Any deliberate attempt to provide false information or documents will result in withdrawal of an employment offer or disciplinary action up to and including dismissal.

Glass and Framing Solutions Limited may be liable for civil penalties up to £20,000 per illegal worker and potential criminal sanctions if immigration law is breached.

11. CONFIDENTIALITY AND DATA PROTECTION

- Immigration documents and records will be handled in line with the Data Protection Act 2018 and UK GDPR.
- Access will be restricted to HR, Senior Management, and authorised auditors.

12. RECORD KEEPING

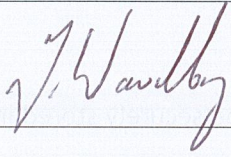
Accurate record-keeping is essential to demonstrate compliance.

- All financial transactions must be fully and transparently documented.
- Gifts, hospitality, and expenses must be recorded in accordance with company policy.
- Adequate audit trails must exist for all key business decisions.
- All relevant records must be retained for the legally required period or longer if specified by company policy.

13. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026