

1. Statement of Policy

Guardian Electrical are committed to the compliance with terms of the Immigration, Asylum & Nationality Act 2006, which is designed to prevent illegal working in the UK.

2. Scope of application

This policy applies to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

3. Application of Policy

All Guardian staff authorised to offer employment and engage employees in any form of employment must make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, Guardian can ensure a statutory defence against conviction for employing an illegal worker.

Employment is generally offered in two operational areas:

Site work – to carry out core activities at client's workplaces and premises.

Office work – to carry out various managerial, supervisory and administrative duties.

4 Policy for Site and Office based workers

Site workers require defined levels of competence established by the site operative having the necessary levels of education, experience, skills and qualifications to carry out core activities safely and effectively. The policy for recruitment.

Our definition of competence for the selection and employment of site workers is based the following requirements for technical qualifications:

- Time served apprentice training to City & Guilds 2351* (current standard), NVQ equivalent, or a suitable standard of training, education and/or experience to enable operative to be graded as an Electrician by the Joint Industry Board.
- City & Guilds 2380* or 2381* 17th Edition training
- City & Guilds 2391* Inspection testing and verification
- City & Guilds 2400* Design verification for lead Inspectors is preferred

Portable Appliance testers will generally be required to have City & Guilds 2377 Part 1*

* Or current equivalent series numeration.

As these qualifications are currently identified with UK educational standards it is unlikely that any non-UK resident would achieve these necessary basic qualifications.

Where applicants hold only European or non-UK vocational qualifications they are deemed not to meet the requirements of UK Electrical Safety. Guardian therefore does not recognise them as suitable candidates for employment on the grounds of Health and Safety.

Should a non-UK applicant be able to demonstrate that they do hold recognised UK educational and training standards however, they will receive the same consideration as any other applicant.

All site workers however will be required to furnish proof of their right to work in the form of a Biometric Residence Permit which will be processed as described in 5 below.

5 Policy for Office and non-site workers

Employment for office and non-site workers is offered to all UK and non UK residents provided they comply with the provisions of the Immigration, Asylum & Nationality Act 2006.

In order to comply with the Act, UK Nationals are asked to provide one of the original documents from the following list:

- A passport – showing that the person named on the passport is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK (not including British Citizenship specifically excluded by the Home Office);
- A copy of original birth certificate together with the name of at least one parent;

Non-UK Nationals who do not possess a UK Passport are required to produce:

- A Certificate of Registration or Naturalisation as a British Citizen and
- An official letter or document from a government agency (e.g. HM Revenue and Customs, or Department for Work and Pensions) or previous employer, showing their name and National Insurance number valid

Non-UK Nationals to whom the above does not apply are required to produce a Biometric Residence Permit which will be checked for validity as follows:

- The Permit is checked – to confirm if it is clean and in good condition.
- The Permit Number is checked – this is displayed on the front of the permit in the top right hand corner. The number should begin with two letters followed by seven numbers. The number should not be raised.
- The Holder's Image is checked – this should always be in grey-scale. As always, employers should check the photograph to ensure that it is consistent with the appearance of the individual.
- The Tactile Feature (on the back of the BRP) is checked – the back of the BRP should have a raised design, which incorporates the four national flowers of the UK. This can be seen by shining a light across the permit and/or by running a finger over the design.
- It is appropriate to feel the Permit - it should be thicker than a photo card driving licence, it will make a distinctive sound when flicked and should not be folded or bent.
- The Biographical Details are checked – to confirm that the name, date of birth and photographs are consistent with the individual present.
- The Immigration Conditions are checked – these are shown on the front and back of the permit. Common conditions confirm the number of hours an individual is permitted to work or that they must report to the police.

As applicable the following may be required to be produced by Non UK Residents:

- A passport or national identity card showing that person named on the passport or identity card is a national of the EEA or Switzerland;
- A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland;
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK or no time limit on their UK stay.

6 Records

A copy of the appropriate document(s) is retained in personnel records together with the date inspected

7 Modern Slavery Act 2015

Compliance Statement

- 1 The Directors of Guardian are committed to full compliance with the Modern Slavery Act in connection with all its undertakings and that of any companies within its supply chain.
- 2 Guardian operates within the United Kingdom and at the issue of this 2018 policy operates below the turnover threshold normally requiring the issue of a Policy statement on Modern Slavery and Human Trafficking. As we regularly trade with Clients that operate above the threshold we consider it necessary to produce a statement of compliance to facilitate compliance with our client's requirements in connection with their supply chains.

Guardian does not subcontract any of its services and does not provide any goods or materials, therefore does not operate a supply chain of its own. Consequently this policy statement addresses Guardian's in-house activities in the UK only.

- 3 Whilst Guardian is willing to employ staff from anywhere in the world, in practice recruitment is constrained by the competency requirements of our work activities. Applicants need to demonstrate the necessary education, experience, qualifications and training to ensure that they are able to maintain compliance with Electricity at Work Act etc. which is essential to comply with our procedures. It is not envisioned that applicants who have received an education obtained outside the UK will be able to qualify.

The stringent competency requirements described above render it extremely unlikely that persons at risk of being victims of Modern Slavery and Human Trafficking would be candidates for employment. The Directors have assessed the risk of non-compliance with the Act as negligible.

- 4 Recruiting staff have received the requisite training in the implementation of this policy statement.
Reviewed and Signed 29/01/2025:



Ian Carnall IEng MIET
Managing Director

Next Review: 29/01/2026