



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company")

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensuring safety, quality and effective collaboration across our projects and teams.

1. Introduction

We are committed to ensuring that all employees that we engage have the necessary documents to carry out work in the UK. We have very robust procedures when it comes to ID checking.

As a demonstration to our commitment to ID compliance, our ID checking procedure is based on the Home Office right to work guides. The documents we require as proof of ID and right to work mirror the requirements from a RTW perspective.

2. Roles and responsibilities

Our payroll department is responsible for ensuring that all employees ID documents have passed our checks.

Under no circumstances should any individual commence any engagement with our Company until evidence of their ID has been obtained, checked and copied. We do not employee anyone unless they have passed our compliance ID check. Assumptions should never be made about any individual's right to work.

The Home Office legislation changes are regularly monitored and our internal procedures are updated accordingly. Clarification is also sought by calling the Home Office helpline if we are ever in doubt of any procedures.

3. Obtaining eligibility to work documents

In order to fulfil our high standards of ID compliance we will obtain, check and copy documentation relating to all of the self-employed employees we engage. When conducting manual checks, we review the ID documents received for all the employees against the Home Office guidelines and PRADO/Edison TD site to ensure they meet the required criteria and are legitimate.

4. Checking eligibility to work documents

There are two types of checks that can be conducted depending on the documents presented:

1. Manual document-based right to work check:

Step 1 – Obtain

Obtain original documents from either List A or List B of acceptable documents for a manual check (please see Appendix).

Step 2 – Check

Check that the documents are genuine and that the person presenting them is the prospective employee and that they are rightful holder and allowed to do the type of work we are offering. We must check that:

- Photographs and dates of birth consistent across documents and with the person's appearance in order to detect impersonation.
- Expiry dates for permission to be in the UK have not passed.
- Any work restrictions to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be contracting);
- The documents are genuine, have not been tampered with and belong to the holder.
- The reasons for any difference in names across documents can be explained by providing evidence (for example, original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be photocopied and a copy retained.

Step 3 – Copy

Clear copies of the following documents will be retained in a format that cannot later be altered and stored in a secure electronic format:

- **Passports:** any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied).
- **All other documents:** the document in full, including both sides of an Immigration Status Document and an Application Registration Card.

3. Online right to work check

Where a check has been conducted using the Home Office online service, the information is provided in real-time directly from Home Office systems and there is no requirement to see the documents from List A or B.

Step 1 - Use the Home Office online service

Obtain the share code and conduct an online right to work check with the Home Office (<https://www.gov.uk/view-right-to-work>). The share code can be provided to us directly or it can be sent via the Home Office online service. If anyone chooses to send it to us via the online service, we will receive an email from right.to.work.service@notifications.service.gov.uk.

The share code will be valid for 90 days from the point it has been issued and can be used as many times as needed within that time. Each share code is unique and can only be used for the purpose they were originally selected for.

Step 2: Check

Check that the photograph on the online right to work check is that of the prospective employee (i.e., the information provided by the check relates to the individual and they are not an imposter).

Step 3: Retain evidence of the online check

Evidence of the online right to work check will be retained and stored in a secure electronic format (the 'profile' page of the Home Office check which confirms the individual's right to work and includes the individual's photo and date on which the check was conducted).

Appendix - Lists of acceptable documents for manual right to work checks

List A - Acceptable documents to establish a continuous statutory excuse

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 - Documents where a time-limited statutory excuse lasts until the expiry date of leave

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's

permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 - Documents where a time-limited statutory excuse lasts for 6 months

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

AUTHORISED AND SIGNED

SIGNED



Gavin Hunt
Chief Development Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

This policy is subject to annual review and approval by the Board.