

## Right to Work Policy

### Purpose

All employers in the UK have a responsibility to prevent illegal working. Landsec is committed to preventing and mitigating any form of modern slavery across its activities in collaboration with its supply partners. Increasing accountability and due diligence for right to work checks is a crucial part of achieving this. This document is therefore intended to provide best practice guidance to those assigned responsibility in performing right to work checks across our supply chain.

### Mandatory right to work requirements

Right to work checks must be carried out before any individual is employed to undertake any work either on a Landsec site or on behalf of Landsec via our supply partners to ensure they are legally allowed to do the work in question.

The following steps must be completed when conducting a manual right to work check before employment commences:

1. Obtain original versions of one or more acceptable documents.
2. Check the document's validity in the presence of the holder. The documents must be checked that they are genuine with the following conditions:
  - Photographs and date of birth must be consistent across documents and with the person's appearance
  - Expiry dates for permission to be in the UK must not have passed.
  - If an individual's right to work is time limited, a follow-up check should be conducted shortly before it is due to come to an end.
  - The documents must be genuine and must not have been tampered with.
3. Make and retain a clear copy of the document and record the date the check was made.

Please refer to the [Home Office Right to Work Checklist](#) which outlines the types of documents that are acceptable for checking an employee's right to work and how long the check is valid for.

### Principal Contractor and service partner expectations

In addition to the legal responsibilities relating to right to work checks outlined by the Home Office, each Landsec partner should provide a written statement confirming compliance with all right to work requirements. Confirmation must be provided annually, at a date agreed with Landsec.