



Right to Work Policy Statement

We at IDSL are committed to ensure that all of our employees, agency workers and those engaged via labour providers, have a legal right to work in the UK.

IDSL's Finance / HR team is responsible for;

- Ensuring all new and existing employees have the right to work in the UK, obtaining sufficient evidence and documentation as required by the legislation and detailed on the Home Office Right to Work Checklist [Right to work checklist - GOV.UK](#)
- Liaising with Agency and Labour Providers to ensure their understanding and compliance with the Right to Work requirements.

EU Settlement Changes

Following Brexit on 31 December 2020, EU, EEA and Swiss Citizens working in the UK had until 30 June 2021 to apply for Settled Status under the EU Settlement Scheme.

Prior to 30 June 2021, IDSL's Finance / HR team;

- Reviewed all existing employees for those affected by the changes and highlight accordingly.
- Liaised with Agency and Labour Providers regarding the upcoming changes to ensure their understanding.

Post 1 July 2021, IDSL's Finance / HR team continue to;

- Ensure all new and existing employees have the right to work in the UK, obtaining sufficient evidence and documentation as required by the legislation and detailed on the Home Office Guidance and Right to Work Checklist, including the changes following the implementation of the EU Settlement Scheme.
- Ensure that all documents are retained for a period of 2 years following the individual ceasing to be an employee.
- Periodically liaise with Agency and Labour Providers to ensure their understanding and compliance with the Right to Work requirements and EU Settlement Scheme.
- Periodically review right to work documents for Agency and Labour Providers workers.

Labour Agencies and Subcontractors

- As part of our onboarding process, all labour agencies and subcontractors are required to complete, in full, the IDSL PQQ form, supplying all relevant documentation to support their responses.
- As part of the IDSL PQQ form, all labour agencies and subcontractors are required to ensure that they have verified, and continue to verify through any engagement with IDSL, the right to work in the UK of any of its 'pe

Dean Barnes
Managing Director

August 2026



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DUCTWORK
SERVICES
LTD

Dean Barnes
Managing Director

A handwritten signature in black ink, appearing to read 'D. Barnes'.

August 2026