

OMNIA RIGHT TO WORK IN THE UK POLICY

As an employer in the UK Omnia Outsourcing Limited have a legal obligation to ensure that their employees and subcontractors have a right to work in the United Kingdom. This is controlled by the Immigration, Asylum and Nationality Act 2006.

Omnia Outsourcing Limited ensure that we do not breach the immigration legislation by checking and recording certain specified documents belonging to applicants and existing employees or subcontractors. The required documents are set out in List A and List B of the UK Border Agency's guidance notes and checklists as detailed on the link below.

[Government right to work checklist](#)

Until **30 June 2021** workers can prove their right to work in the following ways:

- Workers that are a British Citizen will be required to send a copy of their passport showing that they are a British Citizen OR a birth certificate with a supporting National Insurance Document.
- Workers that are a National of an EU or European Economic Area country or Switzerland (EEA) will be required to send a copy of their National Passport or Identity Card to show they are a resident of the EU/EAA Country.
- Workers that are a National of an EU or European Economic Area country or Switzerland (EEA) can use the online right to work checking service; this will generate a share code which must be passed to Omnia before a worker starts work to enable an online check to verify the individual's right to work.
- Workers that are not a British Citizen or National of an EU/EAA country are required to send a copy of both sides of their Biometric Residence Permit and will be contacted by a member of Omnia to request their permission for us to carry out a Biometric Residence Permit Check on the GOV.UK Website.

After **30 June 2021** all non-UK workers engaged through Omnia Outsourcing Limited will no longer be able to rely on their EU passport or identity card to prove their right to work in the UK. Instead, they will have to provide proof of appropriate visa or status under the EU Settlement Scheme.

The EU Settlement Scheme status is an electronic only status and individuals will not be able to provide physical proof, they will provide Omnia with a share code which will be verified on the UK Government right to work website – <https://www.gov.uk/view-right-to-work>

Omnia Outsourcing Limited will not process a payment to a Self-Employed contractor or Employee that does not satisfy the right to work Checklist supplied by the Home Office.