

1.0 Purpose and Scope

This procedure defines the requirements that must be satisfied when recruiting and employing migrant workers.

This policy applies to all personnel wishing to recruit and employ migrant workers.

2.0 Related Documents

Equality Act 2010
Data Protection Act
HSQE Manual (Responsibilities)
Interview Guidance
3.1.4 Recruitment

3.0 Responsibility

It is the responsibility of the SHEQ Manager to maintain this procedure.

It is the responsibility of the member of staff carrying out the recruitment process to ensure that this procedure is followed.

4.0 Procedure

In order to fulfil legislative obligations and avoid discrimination, the following requirements must be fulfilled by the manager recruiting in relation to recruiting and employing any migrant workers:

- a) Prior to recruiting any worker it is the responsibility of the manager recruiting to establish that the candidate has the right to work in the UK.
- b) All potential migrant workers must be afforded the same equal rights and opportunities to those of UK based workers. They must not be discriminated against on the grounds of gender, race, colour, ethnic or national origin, nationality, disability, sexual preference, marital status, responsibility for dependants, religion, trade union activity and age.
- c) All potential Migrant Workers must be interviewed to establish their ability to communicate effectively (receive and act on instruction) in English. Completion of their employee starter pack and the induction record in English provides a suitable record that they are proficient in the English language. Should the Migrant Worker not be able to effectively communicate (written or verbally) in English, the following conditions will apply:
 - i) They must not be allowed to work unless as part of a team which includes at least one person who can effectively communicate from English to the Migrant Workers Mother Tongue.
 - ii) They must not be allocated to Team Leader Position.
 - iii) They must not be allowed to work alone.
- d) Arrangements must be made to ensure induction and any other training is interpreted into the mother tongue via an interpreter.
- e) They must not be allowed to drive vehicles until their driving licence has been appropriately verified and following liaison with the transport department, including formal driver assessment.

Migrant workers will be required to attain the same level of accreditation and qualification for conducting work on contracts as UK based worker. It is the

responsibility of the recruiting manager to ensure that the migrant worker is appropriately trained and accredited in accordance with the minimum skills matrix.

Once appointed and trained it must be recognised that migrant workers in the early stages of their employment will be more vulnerable due to lack of familiarity (knowledge of local geography, culture, terminology and product etc.) It therefore follows that the recruiting manager is responsible for allocating appropriate levels of supervision to ensure that new migrant workers are adequately coached, mentored and safely assimilated in to the operation.

Definitions

- *Migrant Worker* – A person that has come to the UK to specifically take up or find work.
- *UK based worker* – A person born or resident in the UK who has the right to work in the UK
- *Recruiting Manager* – A Manager responsible for engaging the migrant worker to work on Company contracts.

Signed.....
Eamonn Vaughan
Managing Director

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