

QRS DOCUMENT VERIFICATION POLICY

Our statement of general policy is:

- ⇒ To ensure that all members of staff employed by QRS are legally entitled to work in the UK.

Objectives:

- ⇒ To ensure that all staff are subject to the same verification and legally entitled to work in the UK
- ⇒ To comply with Home Office requirements.

Responsibilities:

Final responsibility for this policy is that of:

- ⇒ **Sarah Rigby (HR Director)**

All staff/employees of QRS are to:

- ⇒ Provide documentation in line with Home Office requirements, before commencing work for QRS to demonstrate they are eligible to work in the UK
- ⇒ Notify QRS if there is any change to their eligibility to work in the UK.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.