



PRE-RECRUITMENT POLICY STATEMENT

Verification of identity checks are designed to determine that the identity is genuine and relates to a real person and establish that the individual owns and is rightfully using that identity. The organisation verifies identity by requesting original documents and checking an individual's personal details against external databases via Hudson Contract Services Limited.

D&D Rail Limited acknowledges our duty to ensure our supply chains are slavery-free, and this includes our labour supply sources. This duty is fulfilled by:

- Ensuring all UK workers are in receipt of the minimum wage, with robust immigration checks in place via the use of Hudson Contract Services Limited.
- Reviewing supply chains to understand where there the highest risk of slavery is, and including obligations to comply with the UK Modern Slavery Act within contracts.
- Undertaking regular site inspections and audits to talk with our labour force.

Prospective employees will need to provide at least one of the following forms of photographic identification and a non EU national will need to produce a visa or work permit together with a passport to confirm eligibility to work in the UK:

Current UK Passport or EU/ other nationalities passport
Current Driving Licence
CSCS Skills Card
Old Style CIS Card

All documents must be original and colour copies taken and kept on the employees' personal file. The colour copies will be signed and dated by the person taking the copies for traceability of authentication.

Hudson Contract Services Limited declaration form is completed and the form of photographic identification shown highlighted. The declaration and contract is then sent to Hudson Contract Services Limited whereby the contracts are then verified with HMRC.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.

David Farrow M.B.E.
Managing Director
D&D Rail Limited

1st July 2019