Approval

The signatures below certify that this management system policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | Name | Signature | Position | Date |
| Prepared by | Dhairyasheel Ashok Mulik Patil |  | Quality Manager |  |
| Reviewed by | Dr Prveen Bidare |  | Senior Engineer |  |
| Approved by | Jyoti Bidare |  | CEO |  |

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**UK Visa & Immigration (UKVI) Compliance Procedure**

**1. Purpose**   
The purpose of this procedure is to ensure that Manufacturing Made Easy Ltd complies with UK Visa & Immigration (UKVI) regulations by verifying and maintaining employee immigration records, conducting right-to-work checks, and ensuring adherence to UK employment laws.

**2. Scope**  
This procedure applies to all employees, including permanent, temporary, and contract staff, as well as job applicants requiring a UK work visa ([Link to UKVI website](https://www.gov.uk/government/organisations/uk-visas-and-immigration)).

**3. Responsibilities**

* **CEO:** Conducts right-to-work checks every 6 months, maintains immigration records, monitors visa expiry dates, and ensures compliance with UKVI regulations.
* **Employees:** Provide accurate and up-to-date immigration documents and report any changes in immigration status.
* **Quality Manager:** Ensures that policies and procedures align with UKVI regulations and oversees compliance audits.

**4. Procedure**

**4.1 Pre-Employment Right to Work Check**

* Job applicants must provide original documents proving their right to work in the UK before employment commences.
* Acceptable documents include a UK passport, BRP card, or valid visa with work authorization.
* CEO verifies documents in the presence of the applicant and takes copies for company records.
* If the applicant has a time-limited right to work, the expiry date is recorded for follow-up.

**4.2 Visa Sponsorship and Monitoring**

* The company may act as a sponsor under the Skilled Worker visa route for eligible employees.
* Sponsored employees must comply with UKVI conditions and report any changes in their employment circumstances.
* CEO maintains a visa compliance form and notifies employees at least 3 months before visa expiration.
* Any visa renewals must be processed before expiration to avoid work restrictions.

**4.3 Changes in Immigration Status**

* Employees must immediately report changes in their immigration status (e.g., visa renewal, change in residency status, or new work authorization).
* CEO updates record accordingly and ensures continued compliance.

**4.4 Record Keeping and Audits**

* CEO securely retains copies of right-to-work documents for the duration of employment and for at least two years after employment ends.
* Records are stored in compliance with UKVI regulations and Data Protection laws.
* Regular internal audits are conducted to ensure compliance with UKVI requirements.

**4.5 Unlawful Employment Prevention**

* Manufacturing Made Easy Ltd strictly prohibits employment of individuals without valid work authorization.
* Any breach of this policy may result in disciplinary action, including termination of employment.

**5. Review and Updates**  
This procedure is reviewed annually or whenever UKVI regulations change. Any updates are communicated to employees and relevant stakeholders.