

SILVMARC LTD

Recruitment & Right to Work Policy

Policy document

Document reference	SILV-POL-02
Version	1.0
Status	Approved
Effective date	June 2026
Next review	By 31 May 2027
Policy owner	Director
Approved by	Bogdan Barna, Director

1. Purpose and scope

This policy sets out how SILVMARC LTD recruits, vets, and places workers, and the controls we apply to ensure that every placement is lawful, that workers are protected, and that we meet our obligations under UK immigration, employment, and anti-slavery legislation. It applies to all recruitment and placement activity carried out by or on behalf of SILVMARC.

2. Right to work checks

SILVMARC verifies that every worker has the legal right to work in the United Kingdom before they are placed with a client. We carry out right to work checks in line with current Home Office guidance:

- For most workers, we use the Home Office online right to work checking service, verifying the worker's status using a share code and their date of birth (eVisa / online immigration status).
- Where a worker holds acceptable documents that can still be checked manually, we examine the original documents in the worker's presence, or by permitted methods using Identity Document Validation Technology (IDVT) where appropriate.
- We retain a clear record of each check, together with the date it was carried out, for the duration of the engagement and for the required period afterwards.

We do not place any worker until a satisfactory right to work check has been completed, and we repeat checks before expiry where a worker has time-limited permission to work.

3. No fees to work-seekers

In accordance with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, SILVMARC does not charge any work-seeker a fee for finding, or seeking to find, them work. No worker is required to make any payment that is prohibited by those Regulations as a condition of being placed or of obtaining work.

4. Vetting and suitability

Before placement we confirm the worker's identity, relevant qualifications, and any certifications or tickets required for the role (for example CSCS cards or trade-specific competencies), and we carry out references or checks appropriate to the assignment. We satisfy ourselves that the worker is genuinely seeking the work and is entering into the engagement freely.

5. Payment safeguards

Workers placed by SILVMARC are paid through an external payroll provider into a bank account held in the worker's own name. We do not pay wages into an account belonging to a third party, and we treat any request to do so — or any indication that several workers are being paid into a single account — as a potential indicator of exploitation to be investigated. We satisfy ourselves that pay meets or exceeds the applicable National Minimum Wage / National Living Wage.

6. Conduct and legal compliance

SILVMARC conducts its recruitment business in accordance with the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Businesses Regulations 2003, the Modern Slavery Act 2015, the Equality Act 2010, and applicable health, safety, and data protection law. We will cooperate with relevant authorities, including HMRC, the Home Office, the Gangmasters and Labour Abuse Authority (GLAA), and the Health and Safety Executive, as required.

7. Records and data protection

We keep accurate records of right to work checks, vetting, and placements. Personal data is processed in accordance with the UK GDPR, the Data Protection Act 2018, and our Privacy Policy, and is retained only for as long as necessary.

8. Monitoring and review

This policy is owned by the director and reviewed at least annually.

Approval

This policy has been approved and adopted by the director of SILVMARC LTD and is reviewed at least annually.

Signed:	 _____
Name:	Bogdan Barna
Position:	Director, SILVMARC LTD
Date:	2026-06-27 _____

Audit trail

Details

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COMPLETED	This document has been signed by all signers and is complete	2026/06/27 08:06:30 UTC

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