

Legal Right to Work in the UK Statement

Ensuring Legal Right to Work in the UK follows 3 stages

Stage 1 – Interview - Prior to offer of employment

All prospective Devcon employees are thoroughly vetted to ensure that they have the legal right to work in the UK.

To achieve this Devcon follows the steps as set out in the Home Office Right to Work Checklist. All applicants will be required to provide evidence of their legal right to work in the UK as is set out in this document. Only current original documents will be accepted as evidence. The Checklist is available on the company website.

Stage 2

Devcon employs a specialist external Payroll company to manage the company's payroll. Devcon provides this company with a statement of employment which details all the information required to set the individual up on payroll and register the individual with HMRC and our pension provider. The set-up process includes copies of verified documents including passport and work visa if applicable as well as national insurance number.

Stage 3

The individual is set up on Payroll and is issued an employee number and Tax code. Payroll generates a payslip each month and monthly salary is deposited electronically into the employee's account.

A handwritten signature in black ink, appearing to read "L N Pope", is written over a horizontal line.

L N Pope

Managing Director

16 April 2024