

HR Right-to-Work, Age Verification and Identity Document Handling Statement



Statement date: June 2026

Review: Annual / as required

City & Essex Limited

Document purpose

This statement confirms City & Essex Ltd's approach to right-to-work checks, age verification and the handling of employee identity documents during recruitment and onboarding.

City & Essex Ltd completes right-to-work checks for all employees before employment begins. This applies to all employees, regardless of nationality, role, site or contract. The company's HR process requires employees to provide acceptable evidence of their eligibility to work in the UK, in line with UK right-to-work requirements.

As part of the onboarding and eligibility-to-work process, City & Essex verifies identity and date of birth using appropriate documentation. City & Essex does not employ workers under the age of 18.

City & Essex does not charge job applicants or employees any recruitment fees, onboarding fees, training fees, uniform fees, administration fees, right-to-work check fees or other fees to obtain or retain employment.

City & Essex does not retain original passports, visas, biometric residence permits, right-to-work documents or other original employee identity documents. Original documents are reviewed only where required for right-to-work, identity or onboarding checks and are returned immediately. Where legally or operationally required, copies or digital records are retained securely by HR with restricted access and in accordance with applicable data protection and retention requirements.

Employees are never required to surrender original identity documents as a condition of obtaining or retaining employment. City & Essex's approach is intended to support legal compliance, fair recruitment, prevention of worker exploitation and protection against forced labour, human trafficking and other forms of modern slavery.

This statement should be read alongside City & Essex's Modern Slavery & Human Rights Policy, Responsible Information Management & Data Protection Policy, Working Conditions, Wages & Employee Voice Policy and relevant HR onboarding procedures.

Confirmed by

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Position	Head of People and Culture
Signature	
Date	16/06/2026