

<p><b>This is the statement of general policy and arrangements for:</b> <u>THE RIGHT TO WORK</u></p>	
<p><b>Debbie Lyall (Managing Director)</b> <b>Louise Macmillan (Operations Director)</b></p>	
<p><b>has overall and final responsibility for this policy</b></p>	
<p><b>Statement of general policy</b></p>	
<p>This policy applies to all paid staff and volunteers with The Right to Work CIC that support our Supported Volunteers.</p>	<p><b>Responsibility of:</b> Debbie Lyall Louise Macmillan</p>
<p>What does this policy cover?</p> <p>All supporting staff and volunteers will be subject to a DBS check.</p> <p>Employees who are cautioned, charged, summonsed or convicted of a criminal offence should inform their line manager immediately in writing. Failure to disclose such information may lead to disciplinary action being taken.</p> <p>The Managing Director will consider whether such a conviction or caution could affect your ability to fulfil your contract. Dependent upon the seriousness and circumstances of the criminal record, and the job the employee is employed in, TRTW may consider the offence as gross misconduct which may result in dismissal.</p> <p>Employment may commence prior to a DBS check, the employee will not work without supervision or be alone with Supported Volunteers until the DBS check is complete.</p> <p>Written notification of a DBS check is required from the agency or relevant employer for all agency staff.</p> <p>TRTW request Enhanced DBS checks this level involves a check of the police national computer and police information.</p>	<p>Debbie Lyall Louise Macmillan</p>
<p>Signed: * (Employer)</p>	<p>Date: 4<sup>th</sup> Feb 2026</p>

