

HOULIHAN & Co.(EXCAVATIONS) LTD

Civil Engineering Contractors
Specialists in Roads, Sewers & Groundworks



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To whom it may concern

Re: Rights to work, immigration & modern Slavery act

I would like to bring to your attention a very serious issue regarding rights to work, immigration and modern slavery all of which are hot topics with the government and the work place.

In October 2015, you should have received a letter (copy enclosed) from Houlihan & Co reminding you of your legal duty to ensure the required checks are carried out for any staff you intend to employ or use in your organisation.

Whilst some of you might already operate a system to safeguard this, Houlihan & Co need confirmation of this and hence why we need your cooperation.

I have enclosed an example of a rights to work checklist and below are the basic checks required to be carried out. I strongly suggest you read them and fully understand what your responsibilities are and the risks you put your company and Houlihan & Co should you choose to ignore them.



Certificate No: 4906



Employers must prevent illegal working in the UK by carrying out document checks on people before employing them to make sure they are allowed to work. Use this guidance to find out:

- **what a right to work check is**
- **why you need to do right to work checks**
- **whose documents you should check**
- **how to carry out checks**
- **when to carry out initial checks, follow-up checks and what happens under TUPE**
- **what documents are acceptable**

Enclosed:

- **Modern Slavery Act 2015 & article along with a supply chain feedback form (requires signing).**
- **Rights to work & immigrations confirmation form (requires signing).**

The above documents require signing by a company MD or director stating that you do not employ non-legal workers, they do have the rights to work and you operate under the modern slavery act 2015. Furthermore, you need to confirm you do not have any of the above working on any Houlihan sites. I would like the signed statement returned to our Head office within 7 days of receipt.

Thank you for your cooperation and should you wish to further discuss the enclosed then please do not hesitate to contact me by return.

Yours sincerely

Richard Knight
Operations Director