

# GRADEWELL

## CONSTRUCTION AND PLANT HIRE

7 Bridge Road, Alperton, Middlesex HA0 1AQ  
Tel: 01753 654 149 Fax: 01753 650 741 Mobile: 07798 632 580  
Email: [Admin@GradewellGroup.co.uk](mailto:Admin@GradewellGroup.co.uk)

To whom it may concern,

It is Gradewell Construction Limited's policy to ensure that all employees and sub-contractors have the right to reside and work in the United Kingdom legally.

Before starting any works, all employees and sub-contractors must provide original versions of acceptable documents in line with the Home Office guidelines and the Right to Work Checklist.

Upon receiving the documents, we inspect them to ensure that they are genuine and show a true likeness of the person presenting them, and that the information contained therein is accurate and in date.

We also ensure that the documents have not be tampered with or altered in any way.

Once we are satisfied with the above and the documents are in order, we will retain a copy for our records.

If for any reason we have any doubts about the information provided, we will ask the employee or sub-contractor to consent to further checks as outlined by Home Office guidelines.

Regards,

Robert Nimz  
Company Secretary

*Thomas Barrett – Director*

