DashCrew®

COMPLIANCE ACTION GUIDE

Right to Work Employer Checklist

Action plan for UK employers, shift operators, and charities to prevent identity substitution, maintain a Statutory Excuse, and mitigate up to £60,000 civil penalties under expanded Home Office rules.

> ⚠️ **Compliance Mandate & Penalty Expansion**
> Under expanded UK Home Office enforcement guidelines and Section 48 rules, statutory excuse liability applies directly to casual, shift-based, and contingent arrangements. Civil penalties range from **£45,000 to £60,000 per illegal worker**.

PHASE 1: VERIFICATION & LEGAL CATEGORIZATION (PRE-HIRE)

- [ ] **Apply Correct ID Method by Citizenship:** Ensure British & Irish passport holders complete biometric IDVT via certified IDSP. Verify non-citizens using official Home Office Share Codes / eVisas.
- [ ] **Secure Immediate Statutory Excuse:** Obtain and archive an unaltered, official Statutory Excuse PDF audit document before the worker completes their first shift.

PHASE 2: SHIFT-FLOOR IDENTITY PROTECTION (THE 2-GATE SHIELD)

🔒 Gate 1: Digital Verification

Biometric IDVT passport checks (£5.50) or Share Code validation (£25.00) establishing the legal Right-to-Work profile.

📱 Gate 2: On-Site Floor Scan

Face-to-face QR scanning via Manager Digital Wallet Pass before shift starts to confirm zero impersonation or pass-sharing.

PHASE 3: CONTINUOUS MONITORING & AUDIT LOGS

- [ ] **Automate Student & Visa Term Rules:** Enforce automated alerts for 10/20-hour weekly student limits and automatic pass revocation upon visa expiry.
- [ ] **Maintain Weekly Audit Logs:** Ensure automated, time-stamped attendance and right-to-work compliance logs (`.csv`) are archived every Monday.

DashCrew® Pay-As-You-Go Compliance: Zero monthly subscriptions. Zero setup fees.
£5.50 for Basic IDVT checks | £25.00 for Contingent Compliance Packs.

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