Recorra Ltd – RIGHT TO WORK POLICY

Recorra serviced customers

Recorra confirms that appropriate Right to Work checks have been completed for all employees assigned to provide services under this contract. Responsibility for Right to Work compliance sits with our People Team, supported by hiring managers and operational management.

At present, services are being delivered directly by Recorra employees. Should we propose to use any subcontractor in connection with the services, we will notify you in advance and ensure appropriate Right to Work compliance requirements are in place.

Recorra maintains records of all required Right to Work checks and operates appropriate follow-up procedures where an individual's right to work is time-limited. We are committed to ensuring ongoing compliance with UK Right to Work legislation and maintain processes to verify and monitor eligibility to work throughout employment.

Customers that may have subcontractors servicing them

Recorra confirms that all employees directly engaged in the delivery of services have undergone the appropriate Right to Work checks in accordance with UK legislation. Responsibility for Right to Work compliance is managed by our People Team and supported by our operational management teams.

Where services are delivered by approved subcontractors, Recorra operates a supplier due diligence process to obtain assurances that appropriate Right to Work checks have been completed and that the subcontractor maintains the required records and follow-up procedures. As part of our compliance programme, subcontractors are required to confirm that they meet their Right to Work obligations and maintain appropriate processes to ensure ongoing compliance.

Recorra maintains records of its own Right to Work checks and supplier compliance assurances and takes reasonable steps to monitor compliance throughout its supply chain in line with current UK Right to Work requirements.

This policy will be reviewed on an annual basis.

Signed:  Date: 01/10/2026

MANAGING DIRECTOR