



CASE STUDY: Crossrail Limited

Crossrail Limited aims to recruit and retain the best in global talent and to help achieve this they ensure their recruitment process is consistent, fair, efficient and inclusive.

Whilst committed to following the fundamental principles of fair and equal recruitment, Crossrail also ensures to maintain the necessary checks in order to eliminate illegal working in the industry as follows:

- Crossrail's *Recruitment and Selection Procedure* states that Crossrail Limited requires confirmation of right to work in the EU/EEA.
- Crossrail's Recruitment Application Form requests that the candidate confirms whether they have the Right to Work EU/EEA.
- Tight controls are in place around new entrants to the organisation. On the first day of employment new employees are required to bring proof of right to work in the EU/EEA. Should the employee not supply the required documents the employee is not permitted to commence employment. The employee is sent home and asked to return with the appropriate documents.
- Employees that are subject to visa restrictions are required to submit confirmation on their continued entitlement to work in the UK on an annual basis.
- Visa expiry dates are monitored and the employee is contacted by HR (three months prior) to the visa expiry date to ascertain as to whether the employee will be providing documentation to confirm an extension to their visa. There is a single point of accountability within HR for this process.
- Members of the HR team have undergone training on the prevention and identification of fraudulent applications and documents.
- Contractors' pre-employment screening obligations, including right to work checks are included in Crossrail's Works Information.
- Contractors' employment relations obligations, including PAYE regular employment, respect for freedom of association, and observation of the London Living Wage and National Working Rule Agreement employment terms and conditions – designed to minimise risks from low pay, illegal gang-masters, false self-employment and other potential abuses.

Crossrail works closely with its Partners and Tier 1 contractors to ensure that appropriate pre-employment screening, including right to work checks are being completed. As part of this process, Crossrail periodically seeks written confirmation that appropriate pre-employment checks are being completed.



Crossrail has shared best practice with its Partners and Tier 1 contractors, including the Centre for the Protection of National Infrastructure's Pre-employment Screening: A Good Practice Guide for your information.