



Immigration Policy

Introduction

Our organization is committed to compliance with all relevant immigration laws and regulations. This policy is designed to ensure that we meet our legal obligations when hiring foreign nationals and to provide clear guidelines for both management and employees on immigration-related matters.

Scope

This policy applies to all employees, contractors, and potential hires who require work authorization or sponsorship to work legally in our organization. It outlines procedures for managing visas, work permits, and other immigration matters.

Key Immigration Policy Objectives

Legal Compliance:

Ensure that all foreign nationals employed by the organization have the necessary legal documentation to work in the country, including work permits and visas.

Maintain compliance with all immigration laws and regulations, including reporting and record-keeping requirements.

Regularly review changes in immigration laws and update procedures as necessary.

Visa and Work Permit Management:

Assist foreign employees with the application and renewal of necessary visas and work permits.

Monitor the expiration dates of visas and work permits and ensure timely renewals to avoid any legal issues.

Provide guidance to employees on the immigration process and their responsibilities in maintaining their legal status.

Employee Responsibilities:

Employees are responsible for maintaining their legal immigration status, including keeping personal immigration documents up to date (e.g., passports, visas).

Employees must promptly inform HR of any changes in their immigration status, or any issues related to their work authorization.

Foreign employees must comply with any specific conditions attached to their visa or work permit, such as job title, location, or duration of employment.

Record Keeping and Audits:

Maintain accurate records of all employees' immigration status and work authorization.

Ensure that records are secure and in compliance with data protection laws.

The organization will conduct regular audits to ensure that all employees hold valid work authorization and that no one is employed illegally.

Training and Awareness:

Provide training to HR and managers on immigration law and procedures to ensure proper handling of immigration-related matters.

Make immigration policies and procedures easily accessible to all employees.

Communicate changes in immigration laws and procedures to affected employees in a timely manner.

Diversity and Inclusion:

Our organization values diversity and inclusion and will not discriminate based on nationality or immigration status.

Ensure that recruitment and employment practices are free from bias and comply with equal employment opportunity regulations.

Compliance and Penalties

The organization will fully comply with immigration laws to avoid penalties and legal action.

Any employee found to be in violation of immigration laws, either intentionally or unintentionally, will be subject to disciplinary action, which may include termination of employment.

Review and Continuous Improvement

The immigration policy will be reviewed regularly to ensure that it remains compliant with current laws and regulations.

The organization is committed to continuous improvement and will seek feedback from employees and legal advisors to enhance immigration processes.

Conclusion

We are committed to supporting our foreign employees and ensuring that all immigration processes are handled with integrity and compliance. By adhering to this Immigration Policy, we aim to create a legally compliant, inclusive, and supportive workplace for all employees.

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Signed: *Marina De Lima*