

EU SETTLEMENT SCHEME INTRODUCTION TO THE EMPLOYER TOOLKIT



For more information on the EU Settlement Scheme, including the support available, visit [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status)

WHAT DOES THE EU SETTLEMENT SCHEME MEAN FOR EMPLOYERS?

Given the valuable contribution EU citizens¹ make to businesses and organisations across the UK, employers may wish to communicate with their EU staff about the EU Settlement Scheme. The information below sets out your obligations as an employer:

- It is the **responsibility of the individual** to make an application to the EU Settlement Scheme. There is no requirement for the individual to inform you, as an employer, that they have applied or the outcome of their application. Likewise, you are not required to check that an employee has applied.
- You have a **duty not to discriminate against EU citizens** in light of the UK's decision to leave the EU as both a prospective and current employer. You cannot make an offer of employment, or continued employment, dependent on an individual having made an application.
- **Current 'right to work' checks (e.g. passport and/or national identity card) apply until the end of 2020.** EU citizens can also evidence their right to work using the online right to work service, if they choose to do so. However, they are under no obligation to demonstrate their right to work in this way.
- There will be **no change to the rights and status of EU citizens** living in the UK until 30 June 2021².
- You will **not be required to undertake retrospective checks** on existing EU employees when the UK transitions to the future skills-based immigration system.
- There is **no legal obligation for you to communicate** the EU Settlement Scheme, however, you may wish to signpost the information that the Government is providing.
- **You should not interpret information** provided by the Government and you must be careful not to provide immigration advice, unless you are qualified to do so. For more information please visit the Office of the Immigration Service Commissioner (OISC) guidance on **GOV.UK**.



EU Settlement Scheme guidance can be found at [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status).

¹ EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.

² Or 31 December 2020, in the event of a no deal.

WHAT DOES THE TOOLKIT CONTAIN?

We have provided suggestions on how you can use the communication materials in this toolkit. These materials can be downloaded from [GOV.UK](https://www.gov.uk).

Toolkit item 	Purpose 	Recommended use 
Employer toolkit introduction pack (this document)	Helps you use the employer toolkit materials.	For employer information only. This can be shared with leadership / HR.
EU Settlement Scheme: Briefing information	Provides key information about the EU Settlement Scheme including details of the application.	Use in presentations or webinars about the EU Settlement Scheme to leadership, HR, line managers of EU citizens and EU citizens themselves.
Leaflets: <ul style="list-style-type: none"> • Important information • The application 	Provides key information about the EU Settlement Scheme and how to apply.	Issue leaflets via desk drops or in your communal areas. Share via email or include in your newsletters.
Posters	Raises awareness about important dates and actions.	Display in communal areas in your organisation. Upload to internal portals or share via email.
Factsheets: <ul style="list-style-type: none"> • EU Settlement Scheme overview³ • The application • ID verification • Support available 	Provides key information and outlines application and support routes for applying to the EU Settlement Scheme.	Display in communal and public areas in your organisation, share with local partners and distribute at community events and local drop-in centres.
Digital and social media assets (e.g. animations and EU citizens' stories)	Raises awareness and provides key information including how to make an application and videos of EU citizens' stories.	Upload to internal portals, share via email and on social media accounts (e.g. Facebook, Twitter and LinkedIn).

³ This factsheet has been translated into all 23 EU languages, plus Norwegian and Icelandic.

WHERE DO I GO FOR MORE INFORMATION?

The Home Office has set up various channels for you to access information about the EU Settlement Scheme:



Access EU Settlement Scheme guidance at [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status).



View the employer toolkit on [GOV.UK](https://www.gov.uk) to download communication materials to share with your EU citizen employees.



Refer your employees to the application start page: [gov.uk/apply-eu-settled-status](https://www.gov.uk/apply-eu-settled-status).

For information on the support available visit [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status)