



HM Government

EU Settlement Scheme

Introduction to the Employer Toolkit

Summer 2018





PURPOSE OF THIS DOCUMENT

This pack introduces you to the employer toolkit. It will help you to use the communication materials and cascade them to your EU citizen employees.

You can use this information to share with your leadership, HR, line managers of EU citizen employees and EU citizen employees.

In this pack you will find a **detailled employer toolkit delivery plan** with information on how to use the materials, including recommended channels and timings.



WHAT DOES THE EU SETTLEMENT SCHEME MEAN FOR EMPLOYERS?

- 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.
- Current 'right to work' checks (e.g. EU passport and/or national ID card) apply until the end of 2020. There will be no change to the rights and status of EU citizens living in the UK until 2021.
- You are not expected to pay/support the cost of the EU Settlement Scheme application for your EU citizen employees. You are welcome to do so at your discretion.
- 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 do not have to interpret information provided by the Government and you must be careful not to provide immigration advice.





WHAT DOES THE TOOLKIT CONTAIN?

The employer toolkit contains relevant materials for you and your employees, including a practical communications plan. These can be downloaded and used before the EU Settlement Scheme goes live.

The Scheme will be phased in later this year, and will gradually open more widely until it is fully open by the end of March 2019.

Employers: Key things to know	EU Settlement Scheme Key Information	Videos / Animation	Leaflets	Posters
This will be regularly updated on GOV.UK.	Can be used for presentations at face-to-face events or webinars with EU citizen employees.	Informative videos including a 'how-to' animation, as well as 'people like me' videos.	Leaflets focusing on awareness, eligibility and more.	Posters providing key information and timelines.
Materials to support you			Materials to share with employees	



HOW DO I USE THE TOOLKIT?

The contents of the employer toolkit can be communicated in different ways. Here are some recommendations on how to use the employer toolkit materials. You can access your employer toolkit via the GOV.UK website.

Leadership / HR

- Key things to know
- EU Settlement Scheme: Key Information
- Toolkit introduction pack

Line managers of EU citizen employees and employees who are family members of EU citizens

- EU Settlement Scheme: Key Information
- Key things to know

EU citizen employees and employees who are family members of EU citizens

- Townhall (using the Key Information pack)
- Leaflets
- Posters
- Videos



HOW DO I USE THE TOOLKIT?

So that you can easily use the communication materials within your employer toolkit, we have provided an approximate plan for how you can deliver the EU Settlement Scheme communications to your employees.

Toolkit item	Purpose	Recommended channel
Employer toolkit introduction	An introduction to help you use the employer toolkit.	For employer information only.
Employers: Key things to know	Useful introduction to support you. This will be a live document that is continually updated.	Circulate via internal email to your senior leadership and / or HR to reference if conversations arise.
EU Settlement Scheme: Key Information	Context and background on the EU Settlement Scheme with details of the application process and requirements.	Can be used for presentations or webinars about the EU Settlement Scheme.
Leaflet 1 – What is it? Leaflet 2 – How do I apply? Leaflet 3 – Glossary	Helps your employees know about the EU Settlement Scheme.	Issue leaflets via desk drops or in your communal areas. Share via email or include in your newsletters.
Poster 1 – Important information for EU citizens in the UK Poster 2 – Why apply? Poster 3 – How do I apply?	Raising awareness of important scheme dates / requirements / actions and key messages.	Display in communal areas in your organisation. Upload to internal portals or share via email.



WHERE DO I GO FOR MORE INFORMATION?

We understand there is a lot of information regarding the EU Settlement Scheme. As a result, the Home Office has set up various channels for you to access information including email alerts, webinars and more.



Sign up, or encourage your employees to sign up, for [email alerts](#) on the **status of EU citizens in the UK**.

<https://bit.ly/2q7tGj5>



Refer to the **rules** published on GOV.UK.



Attend an **interactive webinar** which allows you to discuss initial feedback from your employees and provides you with updates from the Home Office.



Encourage your employees to visit the campaign page to learn more about their EU citizens rights.

<https://eucitizensrights.campaign.gov.uk>