

Institute for Medical Research, Inc.	Immigration Law Compliance	No. 103	
		Effective Date 4/14/09	
		Revision Date 8-21-13	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy regarding immigration law compliance.

Scope

All IMR Employees and Investigators

Policy

IMR is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. As required by law, IMR participates in the Employment Eligibility Verification Program (E-Verify) which electronically confirms an employee's eligibility to work in the United States after the completion of the Form I-9. This form and documentation must be completed and verified prior to beginning work.

Authority for the E-Verify Program is found in Title IV, subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1323a note). Authority for use of the E-Verify Program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

Employees must notify the IMR Administrative Office immediately if their immigration status changes.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.