

Institute for Medical Research, Inc.	Immigration Law Compliance	No. 103	
		Effective Date 4/14/09	
		Revision Date	
		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. Former employees who are rehired must also complete the form if they have not completed an I-9 with IMR within the past three years, or if their previous I-9 is no longer retained or valid. This form and documentation must be completed and verified prior to beginning work.

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.