

Key Information Document

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits. Please contact Resilient Recruitment for further information by visiting the following website:

www.resilient-recruitment.com

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of worker:	
Name of employment business:	Resilient Recruitment Ltd
Name of intermediary or umbrella company:	
Your employer:	To be confirmed at point of outsource. This will not affect the way that you are paid.
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	
How often the umbrella company and you will be paid:	Weekly in arrears

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of umbrella company or other intermediary:	
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	NMW/NLW plus Employers' NI, Employers' Pensions Contributions
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employers' NI, Employers' Pensions Contributions
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	None
Expected or minimum rate of pay to you from the umbrella or other intermediary:	NMW / NLW
Deductions from your wage required by law:	PAYE (Tax), Employee NICs, Employee pension contribution (automatic enrolment) or student loan where applicable
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	Equipment cost only when the equipment provided is not returned.
Holiday entitlement and pay:	5.6 weeks calculated pro rata
Additional benefits:	None

Example Pay

If you work 40 hours at £8.72 per hour (£348.80 gross per week) your pay will look like this:

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£384.80	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employers' NI - £25.23 Employers' Pension Contribution - £10.46	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	None	
Example rate of pay to you from the umbrella or other intermediary:		£348.80
Deductions from your pay required by law:		Employee NI - £21.93 Employee Pension - £17.44 PAYE (Tax) - £21.68
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		Unreturned Hi Vis Vest after leaving - £5
Example net take home pay:		£282.74

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.