

Dear Example worker,

Key Information Document

Please find your key information document attached below, this document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

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

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| Your name: | Example worker |
| Name of employment business: | Law Absolute |
| Name of intermediary or umbrella company: | Resource Hubco Limited |
| Your employer: | Resource Hubco Limited |
| Type of contract you will be engaged under: | Contract for Service |
| Who will be responsible for paying you: | Resource Hubco Limited |
| How often the umbrella company and you will be paid: | Weekly |

UMBRELLA COMPANY PAY INFORMATION

You are being paid through an umbrella company that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. Your agency will still be finding your assignments.

The money earned on your assignments will be transferred to the umbrella company 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 listed below.

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| Name of intermediary or umbrella company: | Resource HubCo Limited |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | None |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £740.00 per week |
| Deductions from intermediary or umbrella income required by law: | Employer's National Insurance Employer Pension Contribution Holiday Pay (rolled up) |

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| Any other deductions from umbrella income (to include amounts or how they are calculated) | Resource HubCo £18 margin per week |
| Expected or minimum rate of pay to you: | Not less than National Minimum Wage |
| Deductions from your wage required by law: | Income Tax National Insurance |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | |
| Any fees for goods or services: | None |
| Holiday entitlement and pay: | 5.6 weeks pro rata (or as otherwise agreed). Paid at an average rate to represent a standard week's pay. This will be rolled up and paid in each week's pay. |
| Additional benefits: | None |

EXAMPLE PAY

| | Intermediary or umbrella fees | Worker fees |
|---|---|---|
| Example gross rate of pay to intermediary or umbrella company from us: | £20 x 37 Hours - £740.00 per week | |
| Deductions from intermediary or umbrella income required by law: | Employer NI - £71.55 Holiday Pay - £70.45 (Rolled up) | |
| Any other deductions or costs taken from intermediary or umbrella income: | £18 | |
| Example rate of pay to you: | | £650.45 |
| Deductions from your pay required by law: | | Income Tax - £81.60 National Insurance - £54.12 |
| Any other deductions or costs taken from your pay: | | None |
| Any fees for goods or services: | | None |
| Example net take home pay: | | £514.73 |