

**KEY INFORMATION DOCUMENT**

This document sets out key information about your relationship as a work-seeker with us, an employment business, 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 8pm.

**GENERAL INFORMATION**

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|---|---|
| <b>Name of employment business:</b>                 | Thorn Baker Ltd   |
| <b>Type of contract you will be engaged under:</b>  | Contract for Services   |
| <b>Who will be responsible for paying you:</b>      | Thorn Baker Ltd   |
| <b>How often you will be paid:</b>                  | Weekly  |
| <b>Expected or minimum pay rate:</b>                | No less than national minimum wage  |
| <b>Deductions from your pay required by law:</b>    | PAYE Tax, employee NI contributions <sup>1</sup> employee pension contributions (i.e. auto enrolment) and student loan (if known) |
| <b>Any other deductions or costs from your pay:</b> | None  |
| <b>Any fees for goods and services:</b>             | None  |
| <b>Holiday entitlement and pay:</b>                 | 5.6 weeks/28 days per year for full time workers, pro-rated accordingly   |
| <b>Additional Benefits:</b>                         | None  |

Representative example of your pay

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| <b>Example gross rate of pay:</b>                    | £457.60 weekly (40 hours x £11.44)                               |
| <b>Deductions from your wage required by law:</b>    | Income Tax £43.00<br>National Insurance £17.25<br>Pension £16.88 |
| <b>Any other deductions or costs from your wage:</b> | None   |
| <b>Any fees for goods or services:</b>               | None   |
| <b>Example net take home pay:</b>                    | £380.47 weekly   |

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| NAME: |  |
| SIGN: |  |
| DATE: |  |