

### Key Information Document for PAYE Candidates

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Further information can be found by calling Fawkes & Reece Group Ltd on 02072880166

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 employment business:	Fawkes & Reece Group Ltd
Your employer (if different from the employment business):	Fawkes & Reece Group Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Fawkes & Reece Group Ltd
How often you will be paid:	Weekly
Deductions from your pay required by law:	Income Tax National Insurance Student Loan Repayments
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Eligible workers will undergo a 3-month waiting period before being auto enrolled into the company pension scheme
Any fees for goods or services:	N/a
Holiday entitlement and pay:	Holiday pay is calculated at 12.07% of your rate of pay - 5.6 weeks pro rata
Additional benefits:	N/a

#### EXAMPLE PAY

Example rate of pay:	£9.50 working 40 hours on standard tax code (1257L) - £380.00 gross pay
Deductions from your wage required by law:	<b>Tax</b> – £27.60 <b>National Insurance</b> - £25.17
Any fees for goods or services:	N/a unless agreed in writing in advance
Example net take home pay:	£327.23
Any other deductions or costs from your wage: Read more here, Plan 101 - <a href="https://www.nowpensions.com/plan-options/">https://www.nowpensions.com/plan-options/</a>	Pension after 3 months in line with auto-enrolment – 5% of banded £120 and £967 a week) earnings
<i>Holiday Pay Accrued:</i>	<i>£1.15 per hour</i>