

Key Information Document

This document specifies key information which relates to the arrangement between us, Fawkes and Reece Limited (the “Employment Business”) and you, the person being supplied to carry out work by and on behalf of **Omnia Outsourcing Limited**, (the “Work-Seeker”).

Further information can be found at: www.omniaoutsourcing.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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Fawkes & Reece
Name of intermediary or umbrella company:	Omnia Outsourcing Limited
Your employer:	Omnia Outsourcing Limited
Type of contract you will be engaged under:	PAYE Contract of Employment
Who will be responsible for paying you:	Omnia Outsourcing Limited
How often the umbrella company and you will be paid:	Weekly

WORK SEEKER PAY INFORMATION

You will be engaged by the Work-Seeker. The Work-Seeker will issue to you the terms and conditions upon which you will carry out the works. The Work-Seeker is responsible for any payments due to you.

For the avoidance of doubt, you will be engaged by the Work-Seeker and it is the Work-Seeker that we will pay for the services provided by them to us. As set out above, the Work-Seeker is responsible for making payment to you in accordance with their agreement with you and taking into consideration their own costs.

All of the payment details including any deductions relevant to the Work-Seeker and to you are listed below.

Name of intermediary or umbrella company:	Omnia Outsourcing 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:	No less than National minimum wage
Deductions from intermediary or umbrella income required by law:	Employers National Insurance at standard HMRC rates Employers’ Pension Contribution (if applicable) in line with auto-enrolment requirements

Any other deductions from umbrella income (to include amounts or how they are calculated)	Omnia Margin – up to £20
Expected or minimum rate of pay to you:	No less than national minimum wage
Deductions from your wage required by law:	Income tax Employee's National Insurance Employee's Pension Contributions (deferred for 12 week)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Equivalent to 28 days paid holiday per year included in your pay quoted above Advanced weekly in addition to your basic pay
Additional benefits:	None

EXAMPLE PAY

	Intermediary or Umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @£15.88 = £635.20	
Deductions from intermediary or umbrella income required by law:	Employers NI £67.70 Apprenticeship Levy £2.74	
Any other deductions or costs taken from intermediary or umbrella income:	Margin £17.41	
Example rate of pay to you:		£547.35 Basic Pay £58.95 Holiday pay (included)
Deductions from your pay required by law:		Tax £61.00 Employees NI £24.43
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£461.92