

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 **S and S Consulting Services (UK) Limited t/a SSC Services**, (the “Work-Seeker”).

Further information can be found at: www.sscservices.co.uk

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

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| Name of employment business: | Fawkes & Reece |
| Name of intermediary or umbrella company: | S&S Consulting Services (UK) Limited t/a SSC Services |
| Your employer: | S&S Consulting Services (UK) Limited t/a SSC Services |
| Type of contract you will be engaged under: | Contract of Employment |
| Who will be responsible for paying you: | S&S Consulting Services (UK) Limited t/a SSC Services |
| 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.

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| Name of intermediary or umbrella company: | S&S Consulting Services (UK) Limited t/a SSC Services |
| 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: | £15.88 per hour |
| Deductions from intermediary or umbrella income required by law: | Employers National Insurance at standard HMRC rates |

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| | 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) | £20.00 |
| Expected or minimum rate of pay to you: | No less than national minimum wage |
| Deductions from your wage required by law: | Tax - Linked to your Tax Code and associated Tax-Free Allowance National Insurance – in line with HMRC rates & categories - https://www.gov.uk/national-insurance-rates-letters |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | Pension Contributions (if applicable) – calculated at 5% of pensionable earnings |
| Any fees for goods or services: | none |
| Holiday entitlement and pay: | Holiday pay is calculated at 12.07% of your rate of pay - 5.6 weeks pro rata – included within your rate of pay |
| Additional benefits: | None |

EXAMPLE PAY

| | Intermediary or Umbrella fees | Worker fees |
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| Example gross rate of pay to intermediary or umbrella company from us: | £635.20 | |
| Deductions from intermediary or umbrella income required by law: | Employers NI £67.72 Employers Pension £0.00 | |
| Any other deductions or costs taken from intermediary or umbrella income: | Margin £20 | |
| Example rate of pay to you: | | Gross Pay - £488.52 Holiday Pay – £58.96 |
| Deductions from your pay required by law: | | Tax £61.00 Employees NI £24.44 |
| Any other deductions or costs taken from your pay: | | 5% pension contribution by the employee (after 12 weeks of consecutive work) |
| Any fees for goods or services: | | None |
| Example net take home pay: | | £462.04 |