

## Key Information Document for Umbrella

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

<b>Name of employment business:</b>	Fawkes & Reece
<b>Name of intermediary or umbrella company:</b>	Sapphire DNP Limited
<b>Your employer:</b>	Sapphire DNP Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Sapphire DNP Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you 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 will show you as an employee of the umbrella company listed below.

<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance at standard HMRC rates
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Sapphire DNP Limited Margin – up to £20 Employers' Pension Contribution (if applicable) in line with auto-enrolment requirements
<b>Deductions from your wage required by law:</b>	Tax - Linked to your Tax Code and associated Tax-Free Allowance National Insurance – in line with HMRC rates & categories - <a href="https://www.gov.uk/national-insurance-rates-letters">https://www.gov.uk/national-insurance-rates-letters</a>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	Pension Contributions (if applicable) – calculated at 5% of pensionable earnings
<b>Holiday entitlement and pay:</b>	5.6 weeks pro rata (or as otherwise agreed) paid at a rate equivalent to average week's pay which can be advanced or accrued at your choice
<b>Additional benefits:</b>	None

