

Key Information Document

This document sets out key information about your relationship with us, 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 6pm.

GENERAL INFORMATION

Name of employment business:	Host Staffing Limited
Type of contract you will be engaged under:	Agency Worker Contract for Services
How often you will be paid:	Weekly
Minimum rate of pay:	£10.42/hour
Deductions from your pay required by law:	Tax and National Insurance
Any fees for goods or services:	None
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension at 5% after 3 months. You will be auto enrolled after 3 months if you don't opt out.
Holiday entitlement and pay:	20 Days per annum(pro-rata) plus bank holidays, accrued at 12.07% of pay.
Additional benefits:	None

EXAMPLE PAY (assuming 40 hours/week)

(Values in brackets represent the amount once you are enrolled in pension scheme)

Example rate of pay: £11.95*40 = £478

Deductions from your wage required by law:

Tax £47.25 (£43.67)

National Insurance £23.63 (£23.63)

Any other deductions or costs from your wage: if applicable

Pension (if you don't opt out within 3 months) 0 (£17.90)

Example net take home pay: £407.12 (£392.80)