



Key Information Document For Agency Workers Prepared By We Contract

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

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

Your name:	
Name of employment business:	
Name of intermediary or umbrella company:	We Contracting Limited
Your employer:	We Contracting Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	We Contracting Ltd
How often the umbrella company and you will be paid:	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 may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	We Contracting Ltd
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:	Minimum Umbrella Rate £14.70

Deductions from intermediary or umbrella income required by law:	Employer National Insurance Apprenticeship Levy Employers Pension (Where applicable) Holiday Pay Provisions @ 12.07%
Any other deductions from umbrella income (to include amounts or how they are calculated)	We Contract Margin - £22

Expected or minimum rate of pay to you:	No less than NMW
Deductions from your wage required by law:	Income Tax Employees National Insurance Student Loans Employee Pension (where applicable)
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:	28 days per year/12.07% taxable pay
Additional benefits:	Smart Rewards

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 x £14.70	
Deductions from intermediary or umbrella income required by law:	Employers NI = £40.30 Apprentice Levy = £2.34 Holiday Pay = £56.37	
Any other deductions or costs taken from intermediary or umbrella income:	We Contract Margin £22	
Example rate of pay to you:		Minimum wage = £457.60 Discretionary Bonus = £9.41
Deductions from your pay required by law:		Tax £45.06 Employees NI £18
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£403.95

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.