



Key Information Document for PSC companies

Conduct Of Employment Agencies Act

1st April, 2020

Helping Hand Recruitment Limited

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Cornwall TR18 2SS

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Key Information Document

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 at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf

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:	LIMITED COMPANY NAME
Name of employment business:	HELPING HAND RECRUITMENT LIMITED
Your employer (if different from the employment business):	As above
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Helping Hand Recruitment Limited
How often you will be paid:	Weekly in Arrears
Expected or minimum rate of pay:	Min Wage or as agreed
Deductions from your pay required by law:	Tax
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	None
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	£1000.00
Deductions from your wage required by law:	CIS Tax 20% £200.00 if applicable and not gross
Any other deductions or costs from your wage:	None
Any fees for goods or services:	£15.00 processing fees
Example net take home pay:	£800.00

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the PSC 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.

Signed _____

Dated _____

Name _____ on behalf of _____