

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Please speak to your Recruitment Consultant if you require additional information.

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:	MSI Recruitment Limited
Your employer (if different from the employment business):	Name of PSC
Type of contract you will be engaged under:	Contract for services with PSC
Who will be responsible for paying you (if different from your employer):	PSC
How often you will be paid:	MSI runs a daily payroll. Frequency of payment from PSC is an internal matter.
Expected or minimum rate of pay to PSC:	Quote gross hourly rate
Deductions from your pay required by law:	Payments to PSC from MSI will be made gross with no deductions
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Determined by PSC
Additional benefits:	Determined by PSC

EXAMPLE PAY

Example rate of pay to PSC:	Quote gross hourly rate of pay (as above)
Deductions from your wage required by law:	Where a salary or dividend is paid: <ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax • If relevant – student or postgraduate loan deductions • If relevant – earnings attachment orders
Any other deductions or costs from your wage:	Annual DBS checks (£48) Annual training costs (£45 - £200 dependent on role/ client requirements) Cancellation of training or interview fee (£15 - £200 dependent on course / service cancelled)

	Uniform (£15) Revalidation Assistance (£50 - £75) if required
Any fees for goods or services:	Professional fees e.g. accountancy and/or legal may be applicable by PSC
Example net take home pay:	As determined by professional advisor.

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.