

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

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| Name of employment business: | MSI Group Ltd |
| Type of contract you will be engaged under: | Contract for services as outlined in the Terms of Engagement |
| Who will be responsible for paying you (if different from your employer): | MSI Group Limited |
| How often you will be paid: | Daily or weekly dependent upon client and submission of suitable timesheet |
| Expected or minimum rate of pay: | National minimum wage or national living wage if applicable e.g. £8.72 if over 24 or £8.20 if 21 – 24 |
| Deductions from your pay required by law: | National Insurance contributions Income Tax Student loan repayments |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | Where applicable: Pension (auto enrolled) Statement of earnings requests |
| Any fees for goods or services: | 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 |
| Holiday entitlement and pay: | Statutory Holiday pay is 20 days and 8 bank holidays. This is paid at 12.14 % on a rolled-up basis. Please note your holiday pay is included within your hourly rate that has been provided by your consultant and will be shown separately on your payslip. As such, we do not accrue holiday for you as it has already been paid |
| Additional benefits: | Pension (auto enrolled) |

EXAMPLE PAY*(Completed based on the national minimum wage)*

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| Example rate of pay: | 37.5 hours @ £8.72 = £327 |
| Deductions from your wage required by law: | Employees NIC = £17.28 Tax = £17.32 Pension = £14.88 |
| Any other deductions or costs from your wage: | None |
| Any fees for goods or services: | None |
| Example net take home pay: | £277.52 |