

### KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits when you are working through a **Pay As You Earn (PAYE) model**.

Further information can be found at in our contract for services, on our website under Key Information section or on requested from your Sharp Brains contact.

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

<b>Name of employment business:</b>	Sharp Brains Ltd
<b>Your employer</b>	Sharp Brains Ltd
<b>Type of contract you will be engaged under</b>	Engaged under a contract for services with Sharp Brains Ltd
<b>Who will be responsible for paying you</b>	Sharp Brains Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	£1,158.75 (£1500 before employer costs)
<b>Deductions from your pay required by law:</b>	Income tax, National Insurance, employer's pension. Other legal deductions which might apply include student loans, any attachment of earnings or court orders (could include child maintenance or DWP)
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Employee pension: a minimum of 5% on qualifying earnings under auto enrolment from the Lower Earnings Level (LEL) as stated by HMRC The total minimum will be 8% including employer contribution
<b>Any fees for goods or services:</b>	You may need to pay a one-off fee for a DBS check at £23.00 for a standard check or £40.00 for an enhanced check
<b>Holiday entitlement and pay:</b>	The statutory minimum entitlement for 52 weeks work is 5.6 weeks (28 days). This is then pro-rated for actual work to the number of weeks annual leave entitled. Upon completion of a 12-week qualifying period availability of leave will be equalised in accordance with the agency workers' regulations when working with particular clients.
<b>Additional benefits:</b>	None

**EXAMPLE PAY**

**Example rate of pay:** £1158.75

**Deductions from your wage required by law:** Income Tax: £198.63  
Employee's NI: £97.80  
Student Loan: £0.00

**Any other deductions or costs from your wage:** Employee Pension: £57.94

**Any fees for goods or services:** £23.00 or £40.00 for DBS Check

**Example net take home pay:** £804.38