

## **KEY INFORMATION DOCUMENT**

### **FOR WORKERS PROVIDING SERVICES THROUGH A PERSONAL SERVICE COMPANY VIA DEEMED EMPLOYMENT TO CARMICHAEL SITE SERVICES LIMITED TRADING AS CARMICHAEL<sup>UK</sup>**

#### **Purpose of this document**

Carmichael<sup>UK</sup> is required by law, under the conduct regulations, to provide this key information document to candidates who are considering working with us through their personal service company where their services are deemed as employment. This is to inform you about the contract that you are entering into before you sign it and to give you the opportunity to raise any questions before providing services to us. More information can be found in your Contract for Services and Assignment Schedule.

You should be aware that if you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations. Should you choose to opt out, you must give notice in writing to the employment business by both the PSC and the person being supplied to do the work. Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the conduct regulations. The employment business cannot encourage you to opt out and it must be your own decision. This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.

This document sets out key information about your relationship with us, including details about your pay, and how and when payments and any deductions will be made to your personal services company.

If you have any concerns about working with us through your personal service company, you may raise them with us at any time by contacting us on 0208 522 8888. Alternatively, you may raise them with The Employment Agency Standards (EAS) Inspectorate which is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with the EAS directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100.

#### **Key Information**

The name of the business that you will be providing services to is Carmichael Site Services Limited who carry out business under the trading name Carmichael<sup>UK</sup>.

You will be paid under a Contract for Services and Carmichael<sup>UK</sup> will be responsible for paying the personal services company on a weekly basis. The amount to be paid to the personal services company is calculated using the data supplied and authorised by our clients either via an electronic timesheet or via biometric data.



The expected or minimum rate of pay for the person carrying out the work will be as per the specific agreement for the role, as discussed by your consultant and agreed by you. However, this will not be less than the prevailing or current National Minimum Wage. All rates of pay will be confirmed to your personal services company in writing before you start any assignment.

In line with government legislation, Carmichael<sup>UK</sup> are required to make you aware of any deductions that we may need to make from your personal services company.

As you will be working through a personal services company where your services are deemed to be employment, CarmichaelUK will be responsible for making some deductions from the amounts due to the personal services company. These include deductions of income tax and employees' national insurance. Pension contributions and holiday pay are the responsibility of the personal services company.

In line with the requirements of the EAS, we are under an obligation to show an example of the standard weekly pay that we will make to your personal services company when working under a contract where your work is deemed as employment.

In the example we have used the median weekly pay statistics from April 2022 as published by the Office for National Statistics (ONS).

**You should be aware that the figures included in this document are for indicative purposes only. Your actual payments will vary and be specific to your individual assignment. All deductions and statutory reporting as required by law are the responsibility of the personal services company.**

<b>WORKED EXAMPLE OF WEEKLY PAY TO PERSONAL SERVICES COMPANY (PSC)</b>		
Example rate of gross pay per week	<b>£640.00</b>	Pay rate x hours worked
Tax deductions from your wage required by law	<b>£73.00</b>	PAYE Income Tax
EENI deductions from your wage required by law	<b>£48.00</b>	Employees National Insurance Contribution (EENI)
Optional Pension deduction	<b>£0.00</b>	Pension is the responsibility of the PSC
Holiday Pay	<b>£0.00</b>	Holiday pay is the responsibility of the PSC
Any fees for goods or services:	<b>£0.00</b>	Not applicable
Example net take home pay from Carmichael <sup>UK</sup>	<b>£519.00</b>	Paid to your PSC bank account