

KEY INFORMATION DOCUMENT

FOR WORKERS ENGAGED UNDER A PAYE CONTRACT WITH CARMICHAEL SITE SERVICES LIMITED TRADING AS CARMICHAEL^{UK}

Purpose of this document

Carmichael^{UK} is required by law under the Conduct Regulations to provide this key information document to candidates who are considering working with us under a PAYE arrangement. 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 commencing your employment with us.

This document sets out key information about your relationship with us, including details about your pay, holiday entitlement, and other benefits. You can find more information in your Contract of Employment and your Assignment Schedule.

If you have any concerns about your employment, 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 will be employing you is Carmichael Site Services Limited who carry out business under the trading name Carmichael^{UK}.

You will be paid under a PAYE contract of Employment and Carmichael^{UK} will be responsible for paying you on a weekly basis. You will be paid one week in arrears. Weekly pay 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 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 you in writing before you start any assignment.

In line with government legislation, Carmichael^{UK} are required to make deductions from your pay. These deductions include statutory deductions for Income Tax, Employee's National Insurance Contributions, Attachment of earnings, Student Loan Deductions at the prevailing rate which will be dependent upon your personal circumstances. Should you decide to make pension contributions, Carmichael^{UK} will be legally obliged to deduct these from your weekly pay and transfer them to the pension company. The pension provider that Carmichael^{UK} use is called NOW Pensions.

The statutory minimum holiday entitlement for 52 weeks work is 5.6 weeks (28 days) per annum. If you do not work for a full year, the amount of holiday pay will be pro-rated to the number of weeks (or part weeks) you have worked. You may also be entitled to additional annual leave upon completion of a 12-week qualifying period in accordance with the Agency Workers Regulations when working with particular clients. Alternatively, some clients may choose to offer enhanced holiday entitlement, particularly when working under unionised employment conditions. Applicable holiday entitlement will be clearly outlined to you before starting your specific assignment.

In line with the requirements of the EAS, we are under an obligation to show an example of standard weekly pay with associated deductions.

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.

ILLUSTRATION OF WORKED EXAMPLE OF WEEKLY PAY FOR PAYE WORKER		
Example rate of gross pay per week	£640.00	Pay rate x hours worked
Tax deductions from your wage required by law	-£73.00	PAYE Income Tax
EENI deductions from your wage required by law	-£48.00	Employee NI Contribution (EENI)
Optional Pension deduction	-£26.00	Pension Contribution
Any fees for goods or services:	£0.00	Not applicable
Example net take home pay:	£493.00	Paid to your bank account

The details for Carmichael Site Services Limited trading as Carmichael^{UK} are as noted below:-

Address: 34 Upper High Street, Thame, Oxfordshire OX9 2DN
Telephone: 0208 522 8888
Website: www.carmichaeluk.com