

Key Information Document



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

Further information can be found here [Candidate Information Hub](#)

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 0207 215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Reed Specialist Recruitment Ltd
Your employer (if different from the employment business):	Reed Staffing Services Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you (if different from your employer):	Reed Staffing Services Ltd
How often you will be paid:	Weekly in arrears
Expected or minimum rate of pay:	To be confirmed for each role. This will always be above the minimum wage level.
Deductions from your pay required by law:	Income Tax, National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Employee Pension Contributions. The pension deduction is calculated as 4% of pensionable pay. A further 1% of tax relief is added by the Government, taking the total contribution to 5%. You will be auto-enrolled after 3 months into the Nest pension scheme. Deductions would start at this point unless you choose to opt in before that.
Any fees for goods or services:	Reed Discount Club – if you opt in, there is a 30p charge per week
Holiday entitlement and pay:	28 days per annum in total (these can be used for Bank Holidays if you choose). Your Employee Handbook found on the Candidate Information Hub states how you can claim and how this will be paid.

EXAMPLE PAY

Example rate of pay:	£1,000 per week
Tax code:	1257L
Deductions from your wage required by law:	£158.31 Income Tax £87.66 National Insurance
Any other deductions or costs from your wage:	£33.88 Employee Pension
Any fees for goods or services:	£0.30 Reed Discount Club
Example net take home pay:	£719.85 per week