

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 Limited (Reed)
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	Reed will pay your PSC
How often you will be paid:	Reed will pay your PSC weekly
Expected or minimum rate of pay:	To be confirmed for each role. This will always be above the national minimum wage level.
Deductions from your pay required by law:	None
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Income Tax National Insurance
Any fees for goods or services:	None
Holiday entitlement and pay:	N/A
Additional benefits:	N/A

EXAMPLE PAY

Example rate of pay:	£1,000 per week
Tax code:	1257L
Deductions from your wage required by law:	£158.31 Income Tax £104.03 National Insurance
Any other deductions or costs from your wage:	None
Any fees for good or services:	None
Example net take home pay:	£737.67 per week

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations. The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations. This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.