

## Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found at [www.crestplus.com](http://www.crestplus.com). Alternatively, you can call Crest Plus on 01244 684700.

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

<b>Name of employment business:</b>	Reed Specialist Recruitment Limited
<b>Name of intermediary or umbrella company:</b>	Crest Plus Operations Limited
<b>Your employer:</b>	Crest Plus Operations Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Crest Plus Operations Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

<b>Name of intermediary or umbrella company:</b>	Crest Plus Operations Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	To be confirmed for each role
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance Apprenticeship Levy Employers Pension Contribution Holiday Pay
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	Umbrella margin of £20.00 per week
<b>Expected or minimum rate of pay to you:</b>	To be confirmed for each role. This will always be above the national minimum wage level. If there is a surplus once company costs have been taken into consideration this will be paid as Profit Related Pay.
<b>Deductions from your wage required by law:</b>	Employee National Insurance Income Tax Employee Pension Contributions (deferred for 12 weeks)
<b>Any other deductions or costs taken from your wage (to</b>	None

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include amounts or how they are calculated):	
Any fees for goods or services:	None
Holiday entitlement and pay:	Standard holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.55%.
Additional benefits:	Full employment benefits including holiday pay, access to a pension scheme and all statutory payments. A free comprehensive Insurance package which includes personal accident and commute to work. A range of perks and discounts from our selected partners.

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1,000/week (excluding VAT) Based on a 40 hour week	
Deductions from intermediary or umbrella income required by law:	<b>Employers National Insurance-</b> £101.91 <b>Apprenticeship Levy-</b> £4.26 <b>Employers Pension Contribution-</b> £21.96 <b>Holiday Pay-</b> £94.99	
Any other deductions from umbrella income (to include amounts or how they are calculated):	<b>Umbrella margin-</b> £20.00	
Expected or minimum rate of pay to you:		<b>Basic Pay-</b> £380.00 <b>Profit Related Pay-</b> £376.88 <b>Holiday Pay-</b> £94.99
Deductions from your wage required by law:		<b>Income Tax-</b> £114.60 <b>Employee National Insurance-</b> £87.70 <b>Employee Pension contribution-</b> £36.59
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£612.98