

## 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.

Email [contracts@giantgroup.com](mailto:contracts@giantgroup.com) for further information.

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>	Giant Professional Limited
<b>Your employer:</b>	Giant Professional Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Giant Professional 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>	Giant Professional 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>	<b>Employer's National Insurance</b> <b>Apprenticeship Levy</b> <b>Employer's Pension contributions-</b> at 4% of NMW if enrolled
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	Umbrella margin of £14.50 per week processed; optional umbrella premium package margin of £39.50 per week if upgraded from the £14.50 margin package
<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.
<b>Deductions from your wage required by law:</b>	<b>PAYE income tax</b> <b>Employee's National Insurance</b> <b>Employee's Pension Contributions-</b> at 4% of NMW if enrolled

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Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	Optional giant advantage employee benefits scheme of £3.75 per week if opted in; optional umbrella premium package margin of £39.50 per week if chosen which includes the ability to make salary sacrifice contributions into a private pension, personal medical insurance, the Giant advantage benefits scheme, quarterly 1-2-1 and a discounted self-assessment.

### 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>Employer's National Insurance-</b> £105 <b>Apprenticeship Levy-</b> £4 <b>Employer's Pension contribution-</b> none in this example	
Any other deductions from umbrella income (to include amounts or how they are calculated):	<b>Company margin -</b> £14.50	
Expected or minimum rate of pay to you:		<b>Basic Pay-</b> £876.50
Deductions from your wage required by law:		<b>Income Tax-</b> £127 <b>Employee's National Insurance-</b> £91 <b>Employee's Pension contribution-</b> none in this example
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:		£658.50