

## 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.

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 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Your name:</b>	
<b>Name of employment business:</b>	<b>Oliver James Associates</b>
<b>Name of umbrella company:</b>	<b>Orange Genie Umbrella</b>
<b>Your employer:</b>	<b>Orange Genie Cover Ltd</b>
<b>Type of contract you will be engaged under:</b>	Employment Contract
<b>Who will be responsible for paying you:</b>	<b>Orange Genie Cover Ltd</b>
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly</b>

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. 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 umbrella company:</b>	<b>Orange Genie Cover Ltd</b>
<b>Any business connection between the umbrella company, the employment business and the person responsible for paying you:</b>	<b>None</b>
<b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	
<b>Deductions from umbrella income required by law:</b>	<b>Employer's National Insurance Employer's Pension Contribution Apprenticeship Levy Holiday Pay</b>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	<b>£20.00 Umbrella Company Margin</b>

<b>Minimum rate of pay to you:</b>	<b>Not less than the applicable National Minimum/National Living Wage rate dependent on age</b>
<b>Deductions from your wage required by law:</b>	<b>PAYE Income Tax Employee's National Insurance Employee's Pension Contribution</b>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	<b>No</b>

<b>Any fees for goods or services:</b>	No
<b>Holiday entitlement and pay:</b>	<b>Holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.</b>
<b>Additional benefits:</b>	<b>Statutory Employment Rights. Access to Employee Health, Wellbeing and Benefits platform.</b>
<b>Any Opt -out agreements under Regulation 32</b>	<b>We opt out of the Conduct Regulations where legally permissible to do so.</b>

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to umbrella company from us:</b>	<b>£500.00</b>	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>£36.32 Employers NICs £9.36 Employer's pension £2.16 Apprenticeship Levy £52.16 Holiday Pay</b>	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£20.00 Umbrella Company Margin</b>	
<b>Example rate of pay to you:</b>		<b>£380.00 Gross Pay £52.16 Holiday Pay</b>
<b>Deductions from your pay required by law:</b>		<b>£35.23 PAYE Income Tax £31.58 Employee NICs £15.61 Employee Pension contribution</b>
<b>Any other deductions or costs taken from your pay:</b>		<b>No</b>
<b>Any fees for goods or services:</b>		<b>No</b>
<b>Example net take home pay:</b>		<b>£349.74</b>