

## 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 about the umbrella company can be found at <https://www.brooksonone.co.uk/services/umbrella-company/>

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>Name of employment business:</b>	Robert Walters Operations Limited
<b>Name of intermediary or umbrella company:</b>	Brookson Solutions Limited
<b>Your employer:</b>	Brookson Solutions Limited
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you:</b>	Brookson Solutions Limited
<b>How often the umbrella company and you will be paid:</b>	WEEKLY / MONTHLY

### 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>	Brookson Solutions Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	No.
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Robert Walters Operations Limited:</b>	e.g. At £250 per day, 5 days per Week £5500 per week

<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance Apprenticeship Levy
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Umbrella company margin of £18.50 per week worked gross.
<b>Expected or minimum rate of pay to you:</b>	National Minimum Wage (NMW)
<b>Deductions from your wage required by law:</b>	Income Tax Employee's National Insurance
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	N/A
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	A maximum of 28 working days holiday in each holiday year which runs from 1st April to 31st March. This is inclusive of your entitlement to 8 days public and statutory bank holidays recognised in England and Wales.  You will receive holiday pay as an allowance of 12.07% of gross pay.
<b>Additional benefits:</b>	Access to Remus Rewards.

#### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£2250.00 per week	
<b>Deductions from intermediary or umbrella income required by law:</b>	£277.30 per week	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£20.00 per week	
<b>Example rate of pay to you:</b>		£1,952.70 per week
<b>Deductions from your pay required by law:</b>		£673.30 per week
<b>Any other deductions or costs taken from your pay:</b>		£0
<b>Any fees for goods or services:</b>		£0
<b>Example net take home pay:</b>	£1,279.40 per week	