

## 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 Orion Engineering Services Limited.

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>	Orion Engineering Services Limited
<b>Name of intermediary or umbrella company:</b>	Bright Sky Umbrella Limited
<b>Your employer:</b>	Bright Sky Umbrella Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Bright Sky Umbrella 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>	<b>Bright Sky Umbrella Limited</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	<b>None</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	<b>£13.50 - 2023/2024</b>
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employers NI Apprenticeship Levy</b>

Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin
Expected or minimum rate of pay to you:	£10.42
Deductions from your wage required by law:	Employees NI Tax
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Auto Enrolment Pension is opted out. Private pension provision.
Any fees for goods or services:	Any training deductions
Holiday entitlement and pay:	12.07% which will be retained as standard or rolled up if requested in writing
Additional benefits:	Rainbow Rewards available for an additional margin

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£562.50 per week	
Deductions from intermediary or umbrella income required by law:	£43.53 – Ers NI £2.45 – App Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£15.00- Margin £11.11 – Ers Pension £52.91 – Holiday pay	
Example rate of pay to you:		£437.51 – Basic & add £52.91 – Holiday pay
Deductions from your pay required by law:		£46.03 – Tax £29.81 – Ees NI
Any other deductions or costs taken from your pay:		£18.52 – Ees Pension
Any fees for goods or services:		£0.00
Example net take home pay:		£396.05

\*based on 37.5 hours

\*holiday pay 'rolled up'