

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be requested from a regional Orion office or by contacting our HQ on 01463 230860.

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

Your name:	John Doe
Name of employment business:	Orion Engineering Services Limited
Your employer (if different from the employment business):	Orion Engineering Services Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Monthly
Expected or minimum rate of pay:	The rate of pay will be at least the National Minimum Wage £10.42 per hour (£10.18 for 21-22 year old and £7.49 for 18-20 year Old)
Deductions from your pay required by law:	N/A
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	N/A
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	N/A
Deductions from your wage required by law:	N/A
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	N/A

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.