

## 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

<b>Your name:</b>	Agency Worker Name
<b>Name of employment business:</b>	Orion Engineering Services Limited
<b>Your employer (if different from the employment business):</b>	N/A
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	N/A
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	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)
<b>Deductions from your pay required by law:</b>	National Insurance Contribution, Income Tax and Pension Contribution (unless opted out)
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	No
<b>Any fees for goods or services:</b>	No
<b>Holiday entitlement and pay:</b>	8 Days per annum, inclusive of bank holidays, to be paid as leave taken
<b>Additional benefits:</b>	None

### EXAMPLE PAY

<b>Example rate of pay:</b>	<b>38 hours at £17.00 per hour</b> <b>Total gross pay: £646.00</b>
<b>Deductions from your wage required by law:</b>	<b>Employee NI: £48.48</b> <b>Tax: £86.52</b>
<b>Any other deductions or costs from your wage:</b>	Pension contribution at agreed employee contribution level (minimum 5%)
<b>Any fees for goods or services:</b>	N/A
<b>Example net take home pay:</b>	<b>£511.00</b>