

Key Information Document
Contractors working through PSC (inside IR35)

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

Further information can be found by contacting Venn Group’s payroll department at payroll@venngroup.com

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

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| Name of employment business: | Venn Group Ltd |
| Your employer (if different from the employment business): | Your Limited company (PSC) |
| Type of contract you will be engaged under: | Contract of Services |
| Who will be responsible for paying you (if different from your employer): | Your Limited company (PSC) |
| How often you will be paid: | Weekly |
| Expected or minimum rate of pay: | £12.82 per hour (35 hours per week) |
| Deductions from your pay required by law: | - PAYE - Employee’s National Insurance |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | None |
| Any fees for goods or services: | DBS fee if you require this for your position and do not hold a current DBS. This will be agreed with you prior to application. The agreed fee will be deducted from your pay. |
| Holiday entitlement and pay: | None |
| Additional benefits: | None |

Example Statement

(should only be used as example; this is not a pay that you will receive)

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|--|-------------------------------------|----------------|
| Example rate of pay: | £12.82 per hour (35 hour per week) | |
| | Gross weekly pay | £448.77 |
| Deductions from your wage required by law: | PAYE (basic rate) | £89.60 |
| | Employees’ National Insurance | £16.54 |
| Any other deductions or costs from your wage: | None | |
| Any fees for goods or services: | None | |
| Example net take home pay: | | £342.63 |

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. This must be your own decision and you have this option at the time of signing the registration form and when agreeing contract with us.

Please note that 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.