

## 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 found at [www.allenlane.co.uk/key-worker-information](http://www.allenlane.co.uk/key-worker-information).

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 Employee:</b>	Name of PSC
<b>Name of employment business:</b>	Allen Lane Ltd
<b>Your employer (if different from the employment business):</b>	Allen Lane Ltd
<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>	Allen Lane Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	No less than the national minimum wage.
<b>Deductions from your pay required by law:</b>	The PSC will receive the gross pay outlined in the contract for services (plus any agreed VAT) on the production of a valid invoice or approved timesheet. All required deductions are the responsibility of the PSC. *
<b>Any other deductions or costs from your pay (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>	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker.
<b>Additional benefits:</b>	N/A

**EXAMPLE PAY**

<b>Example rate of pay:</b>	£500.00 per day
<b>Deductions from your wage required by law:</b>	N/A
<b>Any other deductions or costs from your wage:</b>	N/A
<b>Any fees for goods or services:</b>	N/A
<b>Example net take home pay:</b>	£500.00 per day

\*Deductions for tax remain the responsibility of the PSC and may include: Corporation tax, PAYE tax and NI, VAT and any personal tax liability for dividends paid to individual workers from the PSC.

**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.