

## Key Information Document

### Workers providing Services through a Personal Service Company (PSC)

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.longbridge.com](http://www.longbridge.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

<b>Name of employment business:</b>	Longbridge, a trading name of Staffing 360 Solutions Limited
<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>	Longbridge
<b>How often you will be paid:</b>	Workers will be paid on a monthly basis.
<b>Expected or minimum rate of pay:</b>	Dependent on the role and your age group but never less than the National Minimum Wage per hour of £8.72 (25 yrs and over).
<b>Deductions from your pay required by law:</b>	The PSC will receive gross monies from Longbridge for services completed.
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None.
<b>Any fees for goods or services:</b>	None.
<b>Holiday entitlement and pay:</b>	Holiday entitlement and pay should be accounted for by the PSC and not the Employment Business.
<b>Additional benefits:</b>	
<b>Other:</b>	It is possible for the PSC to agree to opt out of the protections of Regulation 32 of the Conduct Regulations. Workers will be given an opportunity to opt out of the Regulations at the point of receiving a contract offer.

#### EXAMPLE PAY

<b>Example rate of pay:</b>	£800 per day
<b>Deductions from your wage required by law:</b>	None.
<b>Any other deductions or costs from your wage:</b>	None.
<b>Any fees for goods or services:</b>	None.
<b>Example take home pay:</b>	£800 per day – Personal Service Company is responsible for ensuring relevant Tax and NI is paid.

## **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.