

Key Information Document

Workers providing Services through our Preferred Supplier – Brookson Solutions Limited

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found here <https://www.brooksonone.co.uk/>

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: | Clement May, a division of Staffing 360 Solutions Ltd |
| Name of intermediary or umbrella company: | Brookson Solutions Limited |
| Your employer: | Brookson Solutions Limited |
| Type of contract you will be engaged under: | Employment contract |
| Who will be responsible for paying you: | Brookson Solutions Limited |
| How often you will be paid: | Paid when paid by Clement May, a division of Staffing 360 Solutions Ltd |

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate candidate's tax and other deductions and then pay you for the work undertaken for the hirer. Clement May, a division of Staffing 360 Solutions Ltd will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of your income. They will then pay you your wage. All the deductions made which affect your wage are listed below.

Your payslip may show you as an employee of the umbrella company listed below.

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|---|----------------------------|
| Name of intermediary or umbrella company: | Brookson Solutions Limited |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | No |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | National minimum wage |

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| Deductions from intermediary or umbrella income required by law: | Employer's National Insurance Apprenticeship Levy Employer's Pension Holiday Pay |
| Any other deductions from umbrella income (to include amounts or how they are calculated) | Umbrella margin of £15 per week. |
| Expected or minimum rate of pay: | To be confirmed for each role. This will always be above the minimum wage level. |
| Deductions from your pay required by law: | Employee's National Insurance Income Tax Employee's Pension Contributions (deferred for 12 weeks) Student Loan and Postgraduate Loans Attachment of Earnings Orders Child Maintenance |
| Any other deductions or costs taken from your pay (to include amounts or how they are calculated): | No |
| Any fees for goods or services: | No |
| Holiday entitlement and pay: | Standard holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%. An umbrella provider may either retain this or pay it to you in each pay period referencing the amount to hold back on your payslip. |
| Additional benefits: | |

EXAMPLE PAY

| | Intermediary or umbrella fees | Worker fees |
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| Example gross rate of pay to intermediary or umbrella company from us: | £1,000 | |
| Deductions from intermediary or umbrella income required by law: | Employers NI – £98.71 Employers Pension – N/A Apprenticeship levy – £4.41 Holiday pay- £105.93 | |
| Any other deductions or costs taken from intermediary or umbrella income: | £15 per week margin | |
| Example rate of pay to you: | | £879.89 |
| Deductions from your pay required by law: | | Income Tax – £127.30 Employees NI – £85.31 |

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| Any other deductions or costs taken from your pay: | | None |
| Any fees for goods or services: | | None |
| Example net take home pay: | | £667.28 |