



Key Information Document

Section 1

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.kpir.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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Employment Business name and address	KPI Recruiting Ltd, Capital House, Fourth Avenue, Crewe, Cheshire, CW1 6XL
Type of contract	Contract for services
Company responsible for payment	KPI Recruiting Ltd
Minimum rate of pay expected	Your minimum rate of pay will be the National Minimum Wage/National Living Wage which is in effect at the time of work. More information on these rates can be found at https://www.gov.uk/national-minimum-wage-rates
Intervals at which you will be paid	Paid each Friday a week in arrears
Costs and deductions required by law which affect your pay:	We are required by law to deduct income tax and national insurance from your wages. After three months engagement, we are also required to deduct pension contributions. We may also be instructed to deduct any County Court Judgements or attachment of earnings made against you.
Other costs and deductions that affect your pay:	
The amount of any other costs and deductions affecting your pay:	
Services or goods for which we will charge a fee to you:	Where PPE is provided and not returned at the end of your assignment a charge will occur for the cost of the PPE. This charge will be deducted from the final wage and will be no more than the cost of replacing the items. Steel toe capped boots Hi-Viz Vest
The amount (or where the amount cannot be stated, the method of calculation) of any fees for services or goods for which we may charge a fee to you:	We will make a charge for the provision of any Steel Toe Capped Boots and other costs that will be discussed as and when equipment is loaned to you. This charge will only occur if the PPE /equipment provided is not returned to KPI Recruiting Ltd at the end of your assignment. Deductions will only be made within the lawful parameters of Minimum wage and will not be made if the deduction reduces the hourly rate to below the minimum wage set at the current time.
Non-monetary benefits to which you are entitled:	
Holiday entitlement:	5.6 weeks' paid leave per leave year. This is calculated pro rata (28 days for a person who normally works 5 days/week, 22.4 days if you work 4 days per week, 16.8 days if you work a regular 3 day week).
Holiday pay:	Holiday is based on the average hours and pay earned over the whole previous 52 weeks. If you have not been working for a full 52 weeks the calculation will be based on the average over the total number of weeks worked.
Below is a representative example statement showing gross pay, costs and deductions, any fees charged and net pay for a weeks work. This is an example only and the amounts are dependent upon the pay rate and the hours that you actually work.	

DESCRIPTION	TIME	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Production Operative	40.50	11.44	463.32	National Insurance	17.72
				PAYE Tax	44.20
				ADDITIONS	AMOUNT

GROSS	463.32	ADDITIONS	0.00	DEDUCTIONS	61.92	NET DUE	401.40
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Reference
Tax Code
NI Number
NI Code

Gross Year To Date 6702.18
Tax Year To Date 421.00
Tax Week 19
Free Pay 4596.48
Week-ending Date 11/08/2024
Payment Date 16/08/2024
Method of Payment BACS



PAY ADVICE

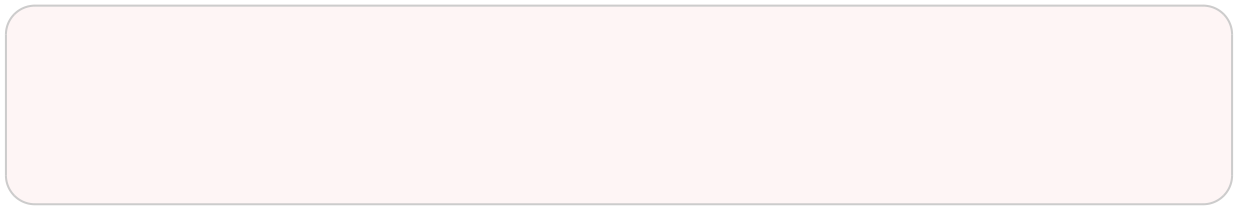
KPI Recruiting Ltd
Capital House
Fourth Avenue
Crewe
Cheshire CW1 6XL
01270 589943

Compliance

By signing this page, I confirm that I fully understand the content and agree to adhere to it at all times. I also agree that all the details provided in this document are accurate and complete to the best of my knowledge.

By ticking this box I consent to the company processing my data and the evidence of this document being stored within their system.

Signature



Name

Date Signed