



## 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 Baker Recruitment Group Ltd.

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.

### GENERAL INFORMATION

<b>Your name:</b>	Baker Recruitment Group Ltd
<b>Name of employment business:</b>	Baker Recruitment Group Ltd
<b>Your employer (if different from the employment business):</b>	n/a
<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>	Baker Recruitment Group Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	National Minimum Wage/National Living Wage (your exact rate will be communicated in your assignment letter.
<b>Deductions from your pay required by law:</b>	Tax, National Insurance and Employee Pension Contributions (which will be deferred for the first 12 weeks before auto-enrolment unless you opt-out).
<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>	5.6 Weeks pro-rata (paid at an average rate to represent standard weeks' pay).
<b>Additional benefits:</b>	None.

### EXAMPLE PAY



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<b>Example rate of pay:</b>	37.5 hours x £12.21 = £457.88 weekly
<b>Deductions from your wage required by law:</b>	£39.85 Income Tax £17.29 National Insurance
<b>Any other deductions or costs from your wage:</b>	£16.89 Pension employee contribution
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	<b>£383.85</b>

### Key Information Document

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 at Baker Group Ltd

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### **GENERAL INFORMATION**

<b>Your name:</b>	
<b>Name of employment business:</b>	Baker Group Ltd
<b>Name of intermediary or umbrella company:</b>	Flo Outsourcing Solutions Ltd
<b>Your employer:</b>	Flo Outsourcing Solutions Ltd
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you:</b>	Flo Outsourcing Solutions Ltd
<b>How often the umbrella company and you will be paid:</b>	Weekly

### **INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION**

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

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

<b>Name of intermediary or umbrella company:</b>	Flo Outsourcing Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	Terms of business between Baker Group Ltd & Flo Outsourcing Ltd

<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£12.21
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer National Insurance contributions Employer Pension Contributions (if opted in)
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	No

<b>Expected or minimum rate of pay to you:</b>	£12.21
<b>Deductions from your wage required by law:</b>	Employee National Insurance contributions Employee Pension Contributions (if opted in) Statutory Tax Deduction
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	No
<b>Any fees for goods or services:</b>	Only those agreed between you and us, the agency, supported by a deduction authorisation form signed by you.
<b>Holiday entitlement and pay:</b>	12.07% Taxable Income (28 days P.A)
<b>Additional benefits:</b>	No

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	Not Applicable	
<b>Deductions from intermediary or umbrella income required by law:</b>	Not Applicable	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Not Applicable	
<b>Example rate of pay to you:</b>	37.5 hours x £12.21 = £457.88 weekly	
<b>Deductions from your pay required by law:</b>	£39.85 Income Tax £17.29 National Insurance	
<b>Any other deductions or costs taken from your pay:</b>	£16.89 Pension employee contribution	
<b>Any fees for goods or services:</b>	Not Applicable	
<b>Example net take home pay:</b>	£383.85	

## **Work Finder Agreement**

This Work Finder Agreement is between: Baker Recruitment Group and you the worker (referred to here as the Candidate or 'you'; 'your' is to be construed accordingly).

You agree that the following company is acceptable for the purposes of this work finder agreement: Baker Recruitment Group with company number 11533161, incorporated and registered in England and Wales whose registered office is at Malmarc House, 116 Dewsbury Rd, Leeds, England, LS11 6XD (the 'Company')

The Company has been asked by you to seek work on your behalf. All workseeking services provided by the Company to you will be provided in-line with this Agreement. By signing this agreement, you agree to the Terms of Agreement set out below. You should ensure you read and understand the agreement before signing.

### **Terms of Agreement**

1. The Company is to provide you with either recruitment services; that is to say, the Company will act as an agency as defined under the Employment Agencies Act 1973 and/or an Employment Business as defined by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 ("the Conduct Regs").
2. You authorise the Company to seek work on your behalf. Please note that any PPE, Equipment, or access fobs that you are issued whilst on an assignment must be returned once your assignment has been completed. Failure to return the above will result in deductions being made from your final pay.
3. In the event you no longer want the Company to provide you with workfindings services, you must provide 7 days' notice in writing confirming this.
4. This Agreement is for work-finding services only. This Agreement does not in any way constitute a contract for services or a contract of employment. You understand that when or if the Company finds you any work, any contract for services or contract of employment is likely to be with a third party and not with the Company.
5. For works undertaken by you the Company will ensure that you always receive payment in accordance with the Conduct Regs.
6. This Agreement is not a guarantee that work will be found for you. No liability is accepted if work cannot be identified, nor is it guaranteed that any work will be suitable for you.
7. You will receive at least the National Minimum Wage or National Minimum Wage for any work that you have undertaken. Further details of the rate of pay you will receive will be accessible from the business that you have your contract of employment or contract



for services with (the 'Engager'). The Engager can either be the Company or a third-party business.

8. Under normal circumstances, you will be paid for your work on a weekly basis. Exact details of when you will be paid will be accessible from the Engager.

9. You will be eligible to no less than the statutory leave entitlement. Further details of your exact entitlement to holidays and payment in respect of holidays will be accessible from the Engager.

10. You agree to the Company using all information provided by you, including any documents provided by you or a third party on your behalf for the purpose of complying with any obligations, statutory or otherwise, that the Company may have and for the purpose of seeking work for you. This includes but is not limited to providing such information or documents to the Company's clients or a third-party employer. You understand that you may withdraw your consent in writing at any time, in which case the Company will only then comply with its legal obligations in providing information.

11. The Company will process personal data (including special categories of personal data and criminal records personal data) relating to you in accordance with our data protection policy and the privacy notice which can be viewed at [www.bakergroupuk.com](http://www.bakergroupuk.com) or alternatively you can obtain a copy by contacting 01134862870.

12. In conjunction with clause 11, you agree that if the Company identifies suitable work for you, the Company may introduce you (or process your personal data) to a third-party organisation, who may act as your employer and for whom you will contract directly. Further, you agree with and acknowledge that any third party to whom you are introduced and with whom the Company may have a contract with, shall be permitted to subcontract, delegate, or assign its responsibilities and obligations, such that you may be required to contract directly with a different third party in respect of providing services.

13. In the instance that you do not want information about you to be held by the Company, you will provide the Company with written confirmation.

14. Relating to its subject matter, this Agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representatives and understandings between them, whether written or oral.

15. This Agreement may not be varied, save by agreement by both parties in writing, which in the case the Company is required by a statutory director.

16. If any provision or part provision of this Agreement is invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it



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valid, legal and enforceable. If such modification is not possible, the relevant provision or part provision shall be deemed deleted. Any modification to or deletion of a provision or part provision under this term shall not affect the validity or enforceability of the rest of this Agreement.

17. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

18. Each party irrevocably agrees that the courts of England and Wales have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims)