

## Key Information Document – Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits. You can find more information at [www.solace.org.uk](http://www.solace.org.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

<b>Name of worker:</b>	
<b>Name of employment business:</b>	Solace in Business Limited
<b>Name of intermediary or umbrella company:</b>	Danbro Workforce Solutions Limited
<b>Your employer:</b>	Danbro Employment Umbrella Limited
<b>Type of contract you will be engaged under:</b>	Overarching contract of employment, matching permanent pay
<b>Who will be responsible for paying you:</b>	Danbro Employment Umbrella Limited
<b>How often the umbrella company and you will be paid:</b>	Monthly

### Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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 or other intermediary listed below.

<b>Name of umbrella company or other intermediary:</b>	Danbro Employment Umbrella Limited
<b>Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:</b>	Danbro Employment Umbrella Limited is a subsidiary of Danbro Workforce Solutions Limited
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	At £200 per day, 5 days per Week. £4333.33 per month which we refer to as "contracted rate"
<b>Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:</b>	Employers National Insurance Apprenticeship Levy Holiday Pay Employer Pension Contribution
<b>Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:</b>	Employer Margin £81 per timesheet (Monthly)
<b>Expected or minimum rate of pay to you from the umbrella or other intermediary:</b>	Minimum Rate of Pay = £52.1 (at National Minimum Wage) Expected pay = £3727.61 (taking into account pension deductions and holiday pay)
<b>Deductions from your wage required by law:</b>	Employees National Insurance Contribution Income Tax Employees' Pension Contribution If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders

<b>Any other deductions or costs taken from your wage:</b>	If chargeable expenses are processed, net pay deduction of £5 If requested by the contractor we make a charge for CHAPS payments, early payments or international payments all as a deduction from net pay Where we have provided an advance payment, or are recovering an overpayment, these deductions are taken from net pay
<b>Any fees for goods or services:</b>	
<b>Holiday entitlement and pay:</b>	Holiday Pay is calculated at statutory minimum of 28 days' a year or 12.07% and paid with every payment. In this example the holiday pay element = £409.81
<b>Additional benefits:</b>	Where the margin retained is £81, we offer the contractor the option of BUPA Cashplan membership for which there is no additional charge. Contractors are by default covered by our group insurance policy with cover levels as follows subject to some exclusions in certain professions or high risk industries £10M employer's liability, £5M public & products liability, £5M P.I.

#### Example pay

	<b>Umbrella or other intermediary fees</b>	<b>Worker fees</b>
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	£4333.33	
<b>Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:</b>	Employers NI = £409.81 Employer Pension Contribution = £96.23 Apprenticeship Levy = £18.68	
<b>Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:</b>	Employer Margin = £81	
<b>Example rate of pay to you from the umbrella or other intermediary:</b>		Gross Taxable Pay = £3727.61 (£3326.14 + £401.47 Holiday pay)
<b>Deductions from your pay required by law:</b>		Income Tax = £536.02 Employees National Insurance = £321.55 Employee Pensions Contribution = £127.78
<b>Any other deductions or costs taken from your pay:</b>		None in this example
<b>Any fees for goods or services:</b>		None in this example
<b>Example net take home pay:</b>		<b>£2966.27</b> (Includes Employers Pension Contribution £96.23 & Employees' Pension Contribution £127.78)

#### Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary 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.