

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 or enquires can be made via email to info@lonsite.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

Name of employment business:	Lonsite Ltd
Your employer (if different from the employment business):	One of the below: Unity Contracting Services Limited (Tel: 0208 452 4286) Navigate Contracting (Tel: 01707 655332)
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Weekly
Expected or minimum rate of pay:	As per your agreed rate
Deductions from your pay required by law:	Depending on your CIS Tax Status, CIS Tax will be deducted at either: 20% (if Net Status) or 30% (if Higher Rate Status)or 0% (if Gross Status)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Company Margin retained by the employer - £20 per week
Any fees for goods or services:	n/a
Holiday entitlement and pay:	None
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	£750 (5 Days at £150 per day)
Deductions from your wage required by law:	£146 CIS Tax at 20% Net deduction
Any other deductions or costs from your wage:	£20 Company margin
Any fees for goods or services:	N/A
Example net take home pay:	£584