



Key Information Document – Sphere Solutions PSC

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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:	SPHERE SOLUTIONS LIMITED
Your employer:	N/A
Type of contract you will be engaged under:	CONTRACT FOR SERVICES
Who will be responsible for paying you:	SPHERE SOLUTIONS LIMITED
How often you will be paid:	WEEKLY
Expected or minimum rate of pay:	TO BE CONFIRMED FOR EACH ROLE – WILL BE AT LEAST NATIONAL LIVING WAGE / NATIONAL MINIMUM WAGE
Deductions from your pay required by law:	CIS TAX (IF REGISTERED UNDER CIS SCHEME)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	NONE
Any fees for goods or services:	NONE
Holiday entitlement and pay:	NONE
Additional benefits:	NONE

EXAMPLE PAY

Example rate of pay:	£200 PER DAY, GROSS PAY @ 5 DAYS = £1,000.00
Deductions from your wage required by law:	CIS TAX*: £200.00 *At 20%, if registered under CIS Scheme and not subject to higher rate deductions
Any other deductions or costs from your wage:	NONE
Any fees for goods or services:	NONE
Example net take home pay:	£800.00

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the PSC 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.