

Royacare Agency

Staff Name:.....

The Conduct Regulations 2003 – Key Information Document (Regulation 13A)

What is the Key Information Document, K.I.D?

With effect from 06 April 2020, it is a requirement for Employment Businesses to provide any temporary workers they supply, either on a contract for service or via a limited company, with a Key Information Document (K.I.D).

The purpose of this document is to clearly and succinctly set out the essential information that a worker requires prior to starting an assignment.

The aim of the attached Key Information Document is to promote greater transparency and accountability in the relationship between an employment business and a worker – work seeker.

For your reference, the requirement to provide a K.I.D is set out in the Conduct of Employment Agencies and Employment Businesses (Amendment) Regulations 2019, which has amended the Conduct of Employment Agencies and Employment Businesses Regulation 2003 to contain an additional Regulation, 13A, which covers the K.I.D and what it needs to contain.

This document has been prepared to ensure that every agency worker is provided with a key facts document before agreeing the terms under which the worker will undertake work.

Main Office Address: 247 Fore Street, Edmonton, London N18 2TY

Tel: 0208 1111 444

Training & Compliance: Recruitment@Royacare.co.uk

24hours On-call: 07520 608878

Royacare Agency - 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 www.Royacare.co.uk](http://www.Royacare.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 & Your Employer	Royacare Agency Ltd
Type of contract you will be engaged under:	Contract of Services
Who will be responsible for paying you	Royacare Agency
How often you will be paid:	Fortnightly
Expected or minimum rate of pay:	National Minimum Wage plus
Deductions from your pay required by law:	Statutory Deductions: National Insurance, Income Tax, If relevant student or postgraduate loan deductions, earnings attachment orders
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension at 5% after 12 weeks
Any fees for goods or services:	None
Holiday entitlement and pay:	A minimum of 28 days pa inc. BH
Additional benefits:	Employer Pension Contribution after 12 weeks

EXAMPLE of PAY

	Weekly
Gross Income	£600
Taxable Income	£358.27
Tax Breakdown	£71.65
National Insurance	£54.33
Take Home - 2022	£474.02

Based on a tax code of 1257L which is the standard tax code for 2022/23.

Royacare Agency Ltd with Registration Number 06504122. Registered Office Address: 80 John Davis Way, Watlington, Kings Lynn, Norfolk PE33 0TD.