

Key Information Document

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

Further information can be found at <https://indeedflex.co.uk/flexer-terms/>

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Syft Online Limited T/A Indeed Flex
Type of contract you will be engaged under:	Contract for services
How often you will be paid:	Weekly
Payment Processor	Your pay will be processed directly by Syft Online Limited T/A Indeed Flex
Expected or minimum rate of pay:	Minimum rate of £12.71p/h*
Deductions from your pay required by law:	Income Tax, National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension contribution (dependent on eligibility; this would be 5% of your qualifying earnings, with Indeed Flex contributing 3%, with the option to opt out)
Any fees for goods or services:	Zero

Holiday entitlement and pay:	5.6 weeks paid annual leave calculated at a rate of 12.07% of pay for every hour worked
Additional benefits:	<p>Access to ONSI, if eligible</p> <p>Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client</p>

EXAMPLE PAY

Example gross rate of pay:	£476.63 weekly*
Deductions from your wage required by law:	<p>£46.98 Income Tax</p> <p>£18.77 NI</p>
Any other deductions or costs from your wage:	£17.83 employee pension contribution
Any fees for goods or services:	Zero
Example net take-home pay:	£387.99 weekly

(Assuming a 7.5-hour day for 5 days a week)