

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 from First Call Contract Services Ltd.

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

## GENERAL INFORMATION

<b>Name of employment business:</b>	First Call Contract Services Ltd
<b>Name of Employer (if different):</b>	LCM Labour Ltd
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	LCM Labour Ltd
<b>How often you will be paid:</b>	You will be paid weekly in arrears
<b>Expected or minimum rate of pay:</b>	You will be paid at least the National Minimum Wage or National Living Wage: 21 and over: £12.21 18-20: £10.00 16-17: £7.55 Apprentice: £7.55
<b>Deductions from your pay required by law:</b>	Income Tax, National Insurance, Pension Contribution ( <i>Deferred for the first 12 weeks then automatically enrolled unless advised of opt out</i> )
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	5.6 weeks (28 days) Calculated on a pro-rata basis, according to the hours you work. Paid at an average rate to represent a standard week's pay. Paid when leave is taken
<b>Additional benefits:</b>	Access to various lifestyle benefits: <ul style="list-style-type: none"> <li>• 24/7 GP</li> <li>• Health Advice</li> <li>• Care Support</li> <li>• Personal Helpline</li> <li>• Discount Outlet</li> </ul>

## EXAMPLE PAY

<b>Example rate of pay:</b>	40 hours x £12.21 = £488.40 weekly
<b>Deductions from your wage required by law:</b>	£45.60 Income Tax £19.71 National Insurance £18.42 Pension employee contribution
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£404.67 per week