

## Key Facts about your Engagement

|                              |                  |
|------------------------------|------------------|
| <b>Key Fact Document for</b> | Example Contract |
| <b>Date produced</b>         | 10/01/2024       |
| <b>Produced by</b>           | Sam Ayling       |

| About Liquid Friday           |  |
|-------------------------------|--|
| <b>Contact Number</b>         | 02392 883300   |
| <b>Opening Hours</b>          | Monday to Friday (08:00 – 17:30)   |
| <b>Useful email addresses</b> | Customer Service – <a href="mailto:hello@liquidfriday.co.uk">hello@liquidfriday.co.uk</a><br>Payroll & Timesheet – <a href="mailto:payroll@liquidfriday.co.uk">payroll@liquidfriday.co.uk</a><br>Compliance – <a href="mailto:compliance@liquidfriday.co.uk">compliance@liquidfriday.co.uk</a> |
| <b>Head Office Address</b>    | 2 <sup>nd</sup> Floor, The Port House<br>Marina Keep<br>Portsmouth<br>PO6 4TH  |

| About this document   |
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| <ul style="list-style-type: none"> <li>This document has been prepared to ensure compliance for every worker engaged via an intermediary to be provided a Key Facts document on sign up.</li> <li>All firms who are engaging with contingent labour are required to provide clear and concise details on the engagement.</li> <li>This document can be used in conjunction with other documentation provided in order for you to make an informed decision before commencing on an Assignment.</li> </ul> |

| Your status  |
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| <p> <b>Employed</b> – You are an Employee of Liquid Friday; this means that you have many rights and obligations as laid out in your terms of employment. These rights include;</p> <ol style="list-style-type: none"> <li>1. Paid at least National Minimum Wage</li> <li>2. Receive a written statement clearly stating the basic details and the main terms and conditions of your employment.</li> <li>3. Itemised payslip.</li> <li>4. You have the right to a paid holiday each year</li> <li>5. Shared Parental Leave, Maternity and Paternity Pay</li> <li>6. You need to do what a reasonable employee would do in any situation.</li> <li>7. Work with reasonable care and skill.</li> </ol> <p>More information can be found in your Contract of Employment or ask a member of the team.</p> |

| What was agreed                              |   |
|--|---|
| <b>Minimum Rate of Pay</b>                   | 'Basic Rate' - The hours you've worked multiplied by National Minimum Wage.   |
| <b>Liquid Friday Minimum Charge out Rate</b> | This is the total amount Liquid Friday will charge the Agency, or Client, for the delivery of your services. This is the total amount Liquid Friday receives and includes all the costs of employing you and our profit margin. |
| <b>Payment Intervals</b>                     | Depending on the particular assignment you are working on you may be paid weekly, monthly, fortnightly or on a project-by-project basis.  |

*This is not a legally binding contract, offer of employment or statement of terms, it is simply designed to provide the reader with further information regarding the engagement chosen by you.*

| <b>Deductions from Charge Out Rate</b> |  |
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| Holiday Pay Entitlement                | You are entitled to 28 days pro-rated, inclusive of bank and public holidays in the U.K. The cost of this is included in the Charge Out Rate paid by the Agency/ Client.   |
| Apprenticeship Levy                    | As a large employer we are required to pay the UK's Apprenticeship Levy. This is 0.5% of the total amount we charge the agency, excluding our profit margin. The cost of this is included in the Charge Out Rate paid by the Agency/ Client. |
| Employers National Insurance (NIERS)   | The amount we pay HMRC as your employer for National Insurance. The cost of this is included in the Charge Out Rate paid by the Agency/ Client.  |
| Company Margin (Maximum)               | This money is used to pay for the running costs of the business. The cost of this is included in the Charge Out Rate paid by the Agency/ Client.   |

| <b>Deductions from your pay</b>           |   |
|---|---|
| PAYE (Tax)                                | This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance. |
| Student Loan                              | The amount of the deduction is determined by the employee's level of earnings and the 'Plan Type'.  |
| National Insurance                        | National Insurance is a tax in the United Kingdom paid by workers and employers for funding state benefits.                                 |
| Service Bundle (Only for Essential & Pro) | This is the cost for the Service Bundle you have opted into. For more information on this please contact the team.                          |

| <b>Insurances</b>           |   |
|-----------------------------|---|
| Employers Liability         | £10,000,000 any one occurrence (Zurich)                         |
| Public & Products Liability | £5,000,000 any one occurrence (Zurich)                          |
| Professional Indemnity      | £5,000,000 any one occurrence (Zurich)                          |
| Medical Malpractice         | £1,000,000 any one occurrence (Zurich)                          |
| Personal Accident           | Up to £75,000 lump sum or up to £200 per week* (AIG) *T&C Apply |

| <b>Regulator Details</b>  |   |
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| From 2020 our industry will be regulated, please find below contact details on how to contact the regulator, you can find out more by contacting the Employment Agency Inspectorate at; |   |
| Web site  | <a href="https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate">https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate</a> |
| Phone   | 0207 215 5000   |
| Email   | <a href="mailto:eas@beis.gov.uk">eas@beis.gov.uk</a>  |