

## **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.investigo.co.uk](http://www.investigo.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**

<b>Name of employment business:</b>	<b>Investigo Limited</b>
<b>Your employer (if different from the employment business):</b>	<b>N/A</b>
<b>Type of contract you will be engaged under:</b>	<b>Contract for Services</b>
<b>Who will be responsible for paying you (if different from your employer):</b>	<b>Investigo Limited</b>
<b>How often you will be paid:</b>	<b>Weekly</b>
<b>Expected or minimum rate of pay:</b>	<b>National Minimum Wage</b>
<b>Deductions from your pay required by law:</b>	<b>Statutory Deductions: National Insurance, Income Tax, If relevant – student or postgraduate loan deductions, earnings attachment orders</b>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	<b>Pension at 5% of qualifying earnings after 12 weeks</b>
<b>Any fees for goods or services:</b>	<b>None</b>
<b>Holiday entitlement and pay:</b>	<b>A minimum of 28 days (5.6 weeks) including Bank Holidays</b>
<b>Additional benefits:</b>	<b>Employer Pension Contribution of 3% of qualifying earnings after 12 weeks</b>

### **EXAMPLE PAY**

<b>Example rate of pay:</b>	<b>£600 per week</b>
<b>Deductions from your wage required by law: Based a 1250L tax code for 2020/21</b>	<b>£122 per week</b>
<b>Any other deductions or costs from your wage:</b>	<b>Pension at 5% of qualifying earnings from Week 13</b>
<b>Any fees for goods or services:</b>	<b>£0</b>
<b>Example net take home pay:</b>	<b>£478 (£454 FROM WEEK 13)</b>

**Investigo Limited**, (registered company number 4803377) together with any subsidiary or associated company (as defined by s. 1159 of the Companies Act 2006) whose registered office is at 10 Bishops Square, London, E1 6EG