

### Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

<https://orangegenie.com>

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

Your name:	Name
Name of employment business	Venn Group
Name of Intermediary or Umbrella Company	Orange Genie Umbrella
Your Employer	Orange Genie Cover Ltd
Type of contract you will be engaged under	Permanent Employment Contract
Who will be responsible for paying you	Orange Genie Cover Ltd
How often the Umbrella Company and you be paid	Weekly

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of Intermediary or Umbrella Company	Orange Genie Cover Ltd	
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None	
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£12.32	
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Employer's Pension Contribution Apprenticeship Levy Holiday Pay	
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin	0.00%
	Minimum	£27.50
	Maximum	£27.50

Expected or minimum rate of pay to you:	Not less than the applicable National Minimum/National Living Wage rate dependent on age
Deductions from your wage required by law:	PAYE Income Tax Employee's National Insurance Employee's Pension Contribution

Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	No
Any fees for goods or services:	No
Holiday entitlement and pay:	Holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	Statutory Employment Rights. Access to Employee Health, Wellbeing and Benefits platform

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us	£1,000.00	
Deductions from intermediary or umbrella income required by law	Employers NI £100.92 Employers Pension £21.77 Apprenticeship Levy £4.23 Holiday Pay £91.07	
Any other deductions or costs taken from intermediary or umbrella income	Umbrella Company Margin £27.50	
Example rate of pay to you		Gross Pay £754.51 Holiday Pay £91.07
Deductions from your pay required by law		PAYE £113.51 Employees NI £86.86 Pension £36.28
Any other deductions or costs taken from your pay		NO
Any fees for goods or services		NO
Example net take home pay		<b>£608.92</b>