

Key Facts about your Engagement

1. About Cool Company Freelance UK Ltd

Contact Number	+44 1778 751 087
Opening Hours	9 am – 5 pm
Email	info@coolcompany.com
Head Office	Unity House, Westwood Park, Wigan, WN3 4HE

2. About this document

- We are providing our Key Facts document upon sign up to ensure the compliance for every worker engaged via an intermediary.
- Firms who engage with contingent labour are required to provide clear and concise details on the engagement.
- You can use this document in conjunction with other documentation provided to enable you to make an informed decision before commencing on an Assignment.

3. Your status

Employed – You are an Employee of COOL COMPANY FREELANCE UK LTD; this means that you have many rights and obligations as laid out in your terms of employment. Some of these rights include:

1. You will be paid at least the National Minimum Wage.
2. Receive a written statement that will clearly state the basic details and main terms and conditions of your employment.
3. Receive an itemised payslip each time your salary is paid.
4. You have the right to paid annual leave.
5. Shared Parental leave, Maternity and Paternity Pay.
6. Be a reasonable employee and behave as such in any situation.
7. Carry out your duties with reasonable care and skill.

Please refer to your Employment Contract for more information or ask a member of our team.

8. What was agreed

Minimum Rate of Pay	'Basic Rate' These are the hours you work multiplied by the National Minimum wage.
COOL COMPANY Margin	This is the total amount COOL COMPANY FREELANCE UK LTD will charge the Agency, or Client, for the services you provide. This is the total amount COOL COMPANY FREELANCE UK LTD receives and includes all the costs of employing you and our profit Margin.
Payment Intervals	Depending on your assignment you may be paid weekly or monthly.

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.

Cool Company Freelance UK Limited

Registered Office: Unity House, Westwood Park, Wigan, WN3 4HE

Phone: 0207 157 9776 | Email: info@coolcompany.com

Company Registration Number: 11121262, Registered in England and Wales | VAT 291 8211 01

9. Deductions from Margin	
Holiday Pay Entitlement	You are entitled to 28 days pro-rated, inclusive of bank and public holidays in the U.K. We include the cost in the Margin paid by the Agency/ Client.
Apprenticeship Levy	As a large employer, we are required to pay the U.K.'s, Apprenticeship Levy. This is 0.5% of the total amount we charge the agency, excluding our profit Margin. This is included in the cost in the invoice total paid by the Agency/ Client.
Business Overheads (Cost of Insurances)	We apply a levy of 1% to the amount we charge the Agency/Client, to cover the additional cost of insurances. We include the cost of this in the Margin paid by the Agency/ Client.
Employers National Insurance (NIERS)	As your employer, this is the amount we pay to HMRC Employers National Insurance. We include the invoice paid by the Agency/ Client.
Company Profit Margin (Maximum)	Is the total amount COOL COMPANY FREELANCE UK LTD earns while you are on your Assignment. This covers the running costs of the business and facilitating your Assignment. This is included in the invoice paid by the Agency/ Client.

10. Deductions from your pay	
PAYE (Tax)	Is the income tax paid to HMRC for you via Pay As You Earn (PAYE). This is closely linked to your Tax Code and associated Tax-Free Allowance.
National Insurance	National Insurance is a tax in the United Kingdom paid by workers and employers for funding state benefits.

11. Insurances	
Employers Liability	£10,000,000 any one occurrence (Zurich)
Public & Products Liability	£2,000,000 any one occurrence (Zurich)
Professional Indemnity	£1,000,000 any one occurrence (Zurich)
How to Make a Claim: If you need to make a claim against insurance, you must do this within 24 hours of you becoming aware of the issue or incident. Please email full details of your claim to our care team: info@coolcompany.com	

12. Regulator Details: Employment Agency Inspectorate	
Our industry will be regulated from 2020, below you will find contact details should you need to contact the regulator, you can find out more by contacting the Employment Agency Inspectorate at;	
Website	https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate
Telephone	+44 1778 751 087
Email	eas@beis.gov.uk

Produced by: COOL COMPANY FREELANCE UK LTD

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