

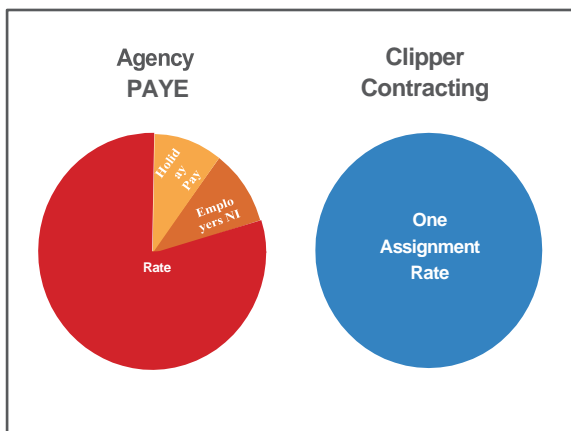
# CLIPPER

CONTRACTING GROUP LTD

## Employee fact sheet

Once you have completed the registration process with Clipper Contracting Group and agreed to the employment contract, you will begin your employment with us. You are paid using our one of our PAYE solutions, have income tax and NI deducted and, if eligible (Clipper Total), will be able to claim expenses.

### Your assignment rate



#### ✓ Higher rate

When out on assignment through an agency with Clipper Contracting Group you will typically be offered a higher rate of pay (sometimes called the Contract or Limited rate) than you would should you choose to be employed directly by the agency. This increased rate covers the Employers National Insurance deduction that Clipper Contracting Group pays to HMRC as your employer.

#### ✓ Holiday pay

Your assignment rate is inclusive of holiday pay. It is accrued at a rate of 12.07% (equivalent to 20 days holiday plus standard Bank holidays) and kept aside each week for you to take when you require. This holiday pay can be requested easily via our portal or by emailing us.

### Your Expenses

As an employee of Clipper Contracting Group you are able to submit business-allowable expenses only if you are on assignment where you are not subjected to Supervision, Direction or Control by another person (Clipper Total).

We can also pay back expenses you incur and pay for on behalf of the end-client you are engaged with, where they will be reimbursing you.

Your potential expenses may include the following

- ✓ Your journey to and from work
- ✓ Subsistence (a daily meal allowance)
- ✓ Accommodation away from home
- ✓ Subscriptions, training courses, books and journals
- ✓ Tools and PPE
- ✓ Work clothes

Please refer to our expense policy for a full list of expenses or call one of our employee support staff who can assist you with any queries. They are available on 01305 233 170.

All expenses submission require an expenses claim for and supporting VAT receipt to show proof of purchase.

### Our Margin

We invoice on your behalf for the work you carry out and in addition there are many benefits of being employed through Clipper Contracting Group. We provide Personal Accident Insurance, Public Liability Insurance and Professional Indemnity where applicable. You'll also be eligible for a Pension scheme, SSP and SMP. Our weekly margin covers all of this.