



Core Finance Management Agency Worker Regulation Information

**Introduction**

The Agency Workers Regulations requires an Umbrella Company to take reasonable steps to obtain comparator information for all employees. Enclosed is the AWR request for information for your contractor who is starting a new assignment with you. This request for information allows us to meet its obligation under the AWR and once the full comparator test has been undertaken gives protection to all “in scope” parties.

We request information on our standard comparator questionnaire but are happy to receive this data in a format of your choosing. Our comparator questionnaire asks for information in the key areas covered in the regulation to ensure that we can undertake a full comparison, we kindly request for you to promptly obtain this information from your end client.

This information is required to enable us to ensure that the individual receives correct equal treatment as if he/she had been recruited directly as required by the AWR, and thus to properly comply with our own obligations. We may disclose your replies to the Individual. Your prompt provision of full and correct answers will reduce the risks and exposure to all parties.

	CLIENT PERMANENT EQUIVALENT	Core Finance Management (Office Use Only)
Job Title		
Basic Pay		
Overtime Rate		
Shift Allowance		
Bonus or commission		
Vouchers or stamps		
Annual Leave		
Payment for Annual Leave		
Duration of Working Time		
Night Work		
Rest Periods		
Rest Breaks		

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