

Conduct of Employment Agencies and Employment Businesses Regulations 2003

Nuvia Outsourcing Ltd – Regulatory Information

Last updated: January 2026

1. Introduction

This document sets out how Nuvia Outsourcing Ltd (“Nuvia”) complies with the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (“the Conduct Regulations”), where applicable.

2. Regulatory Status

Nuvia operates primarily as a payroll and compliance services provider. In certain circumstances, including where Nuvia supplies workers under an umbrella PAYE employment model, Nuvia may act as an employment business for the purposes of the Conduct Regulations.

3. Scope of Application

The Conduct Regulations apply only where Nuvia is acting as an employment business. Where Nuvia provides payroll or compliance services only, and does not introduce or supply workers, the Conduct Regulations do not apply.

4. Information Provided to Work-Seekers

Where applicable, Nuvia provides work-seekers with information regarding employment status, pay arrangements, statutory deductions, holiday pay, and relevant terms prior to any assignment.

5. Information Provided to Clients

Where applicable, Nuvia provides clients with confirmation of worker identity, right-to-work checks, and suitability for the role.

6. Opt-Out of the Conduct Regulations

Where permitted by law, work-seekers and clients may opt out of the Conduct Regulations by mutual written agreement prior to any assignment. Opt-out is voluntary and does not affect statutory employment rights.

7. Transfer Fees

Nuvia does not ordinarily charge transfer fees. Where applicable, any such fees would be disclosed transparently and in accordance with the Conduct Regulations.

8. Complaints

Any complaints relating to assignments or services should be raised directly with Nuvia. We will investigate and respond promptly.

9. Data Protection

Personal data processed under the Conduct Regulations is handled in accordance with Nuvia's Privacy Notice and applicable data protection law.

10. Review and Updates

This document is reviewed periodically and updated as required to reflect changes in law or business operations.

11. Contact Details

Email: info@nuviaoutsourcing.com

Website: www.nuviaoutsourcing.com