

Worker Handbook

Nuvia Outsourcing Ltd

Umbrella PAYE – Limited, Statutory Handbook

Last updated: January 2026

1. Introduction

This handbook provides key information for workers employed by Nuvia Outsourcing Ltd (“Nuvia”) under an umbrella PAYE arrangement. It is intended to explain statutory rights, payroll processes, and basic standards of conduct. It does not replace your contract of employment.

2. Employment Status & Assignment Control

You are employed by Nuvia for payroll and statutory purposes. Day-to-day supervision, direction, and control of work activities are provided by the end client or hirer at the assignment location.

3. Pay & Payroll

Pay is processed in accordance with your employment contract and applicable tax legislation. You will receive payslips detailing gross pay, deductions, and net pay. Any payroll queries should be raised promptly.

4. Holiday Entitlement & Pay

Holiday entitlement accrues in line with statutory requirements. Details of how holiday is accrued, requested, and paid are set out in your employment contract.

5. Working Time

Working hours and rest breaks are governed by the applicable assignment and the Working Time Regulations. Where applicable, workers may be asked to consider a Working Time opt-out.

6. Conduct & Behaviour

Workers are expected to act professionally and lawfully at all times. Unacceptable behaviour includes harassment, discrimination, violence, or misuse of substances at work.

7. Health & Safety

Health and safety responsibilities are shared. The end client is responsible for site-specific health and safety arrangements. Workers must comply with instructions and report hazards or incidents.

8. Right to Work & Compliance

Workers must maintain a valid right to work in the UK. Nuvia may conduct periodic checks to ensure ongoing compliance.

9. Raising Concerns & Grievances

Concerns relating to pay, conduct, or treatment should be raised with Nuvia in the first instance. Serious concerns may also be reported through whistleblowing channels.

10. Data Protection

Personal data is handled in accordance with Nuvia's Privacy Notice, available on our website.

11. Related Policies

This handbook should be read alongside Nuvia's Privacy Notice, Conduct Regulations, Modern Slavery Statement, and Preventing Tax Evasion Policy.

12. Review & Updates

This handbook may be updated from time to time. The latest version will always be available on Nuvia's website.

13. Contact Details

Email: info@nuviaoutsourcing.com

Website: www.nuviaoutsourcing.com

This handbook is intended as a general guide only and does not form part of your contract of employment.