

**SYKES
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Clocking in and out using blip

Use of blip

The Company requires all employees to follow specific requirements when clocking in and out of the workplace. This procedure must be followed at all times as it allows us to effectively monitor self-employed cleaners' working time and is a vital part of ensuring the health and safety of the workforce.

Blip is an app based clocking in system which all self-employed cleaners are expected to use. Blip allows the Company to more accurately track working time without the need for clocking in cards and machines. The Company is able to see the time, date and duration that each self-employed cleaners spends in the workplace. The system also offers greater security and provides further health and safety protection in the unlikely event of an evacuation.

Downloading blip

The Company requires self-employed cleaners to download this app to their personal mobile phone, or work phone should they be provided with one. The Blip app is free to download from the Apple app store or the Google play store and is compatible with both Apple and Android devices.

self-employed cleaners are able to sign in to their Blip account using their BrightHR email address and password. In the event that employees forget their password they are expected to request a new password using the BrightHR password reset function.

Clocking in and out procedure

The Company requires self-employed cleaners to clock in and out of the workplace at the beginning and end of their working day using the Blip app. Self-employed cleaners are also required to clock in and out using Blip if they leave the premises during the working day, for example, for their lunch break or to attend a pre-arranged appointment.

The process for clocking in and out requires self-employed cleaners to open the app and scan a designated QR code which is clearly marked and located in several places around the workplace.

To effectively scan the code self-employed cleaners must hold the phone's camera up towards the QR code, before tapping the radar icon which will register the action and complete the process.

Self-employed cleaners will be able to see their own clocking in and out times on the app.

Geolocation

The Company will set up a virtual boundary in the Blip app around our self-employed cleaners' workplace (known as a geofence). When self-employed cleaners open their Blip app, the app will check to see if the self-employed cleaners is within this geofence. Once self-employed cleaners have entered this geofence, they will be able to tap the 'Clock in' button to log their shift start time and enter any notes they would like their manager to see. At the end of their shift self-employed cleaners can tap the 'Clock out' button while they are still in the geofence to record their shift end time.

Misuse and misconduct

The Company expects all self-employed cleaners to abide by this clocking in procedure and those who fail to do so will be subject to disciplinary action under the Company's disciplinary policy.

Should self-employed cleaners feel they have a justifiable reason for not using the Blip system then this should be expressed to your manager. Any reasons will be assessed objectively and a determination will be made on the validity of the reason.

Self-employed cleaners found to be misusing the Blip system will also be subject to the Company's disciplinary procedure. This includes but is not limited to those who use the system to clock in for another self-employed cleaners who is not present.

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Sign
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Date 19-02-2024 | 12:56 GMT

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