



# STAFF NEWSLETTER

April 2018

## INDUSTRY NEWS



### FROM THE HR MANAGER

### KEY DATES

BIC has commenced introducing an electronic timesheet system called Deputy.

This system will do away with the need to have paper based sign-on books on site as well as streamline your employee time and attendance process, making security and payroll simple.

**This system will work as your time and attendance and be directly linked to your payroll and the hours paid to you – it is important that you accurately log on and off each working day!**

Clocking in and out for your shift is easy and will need to be done by using the Deputy app on a smartphone (Android or iPhone) or on commercial sites from the Deputy Kiosk.

Deputy will feed the clock on / off data into the payroll system and BIC will begin to **pay from this data from 5 July 2018.**

For more information, visit : <https://goo.gl/jPv9XQ>

This introduction will be rolled out in the coming weeks and months and your BIC Manager will advise you accordingly.

### UPCOMING KEY DATES



- **Australia's Biggest Morning Tea (Cancer charity)**  
- 1 May to 30 June
- **Sydney to Surfers (Youth off the streets charity)**  
- 5 May to 11 May
- **Mothers Day**  
- 13 May
- **Ramadan**  
- 15 May to 14 June
- **Vesak – Festival of Light**  
- 22 May

# BIC UPDATES

## WORKPLACE HEALTH & SAFETY UPDATE

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**LOOK AT YOUR** "Personal Presentation Poster" on the wall:

- 1)** BIC uniform together with black pants, closed black shoes and ID cards must be worn at all times;
- 2)** Your clothes must be clean, neat and should be ironed;
- 3)** Always wash yourself and use deodorant at all times;
- 4)** Hair should be clean, neat and if long tied back;
- 5)** Never wear jewellery which can get caught and only stud earrings should be worn.

### **Smoking, Alcohol and Drugs:**

All BIC work sites are non-smoking, drug and alcohol-free sites. No one is authorised to consume or be under the influence of drugs or alcohol whilst at work. No one is authorised to smoke in the building or anywhere surrounding the building within 20 metres of the work site, unless you are in the designated smoking areas of the building. Should you have an authorised break and wish to smoke in the designated smoking area, you must ensure that you have covered your work uniform with a jacket, shirt, etc. - the company logo must not be visible at any time. Any incidents of this nature will result in immediate dismissal.

**LOOK AT YOUR** "Emergency Procedures Poster" on the wall:

- 1)** Make sure you know and are trained in the emergency and evacuation procedures for the site you are cleaning and if you are unsure ask your Supervisor;
- 2)** Fire Emergency – when you hear an emergency alarm leave the building immediately using the stairs, not lifts. Walk do not run and go to the Emergency Meeting Place. Do not leave this place unless directed by a person in charge;
- 3)** Trapped in the lift – use the Emergency Phone or press the Emergency Button for 5 seconds, report failure to switchboard and clearly identify yourself;
- 4)** Medical Emergency – assist the injured and make them comfortable, try not to move them, Dial 000 and contact Security (if on-site) and your Supervisor.

**All incidents** must be immediately reported to the Supervisor/Area Manager. The Cleaner, Supervisor or Area Manager must then complete a detailed Incident Report Form and immediately forward this to the WHS Officer. Failure to report any issues will result in a first and final written warning.

# BIC UPDATES

## EMPLOYEE OF THE MONTH



**Mohammad Hossain**– 255 George Street,  
Sydney

Mohammad is the new day time supervisor and has already received glowing feedback regarding his quality of work and his professionalism.

Mohammad is extremely reliable and does not need to be told twice when given instructions.

We are proud to have him on the BIC Team.

**Victor Ribeiro**  
Area Manager



## POSITIVE FEEDBACK



*I just want to compliment the great work Michael & his cleaning staff do here. Kitchens & toilets always look good, Michael is always approachable & goes out of his way to ensure any issues that arise are dealt with immediately. Not only to speak to me, but also contacts the staff member directly.*

*Small jobs area taken care of straight away, even when they are very busy. I so appreciate the care & the time they give to our floors & I hope they can be recognized for good works.*

*Many Thanks*

*Sue Simpson*

*Facilities Manager  
Transport for NSW Cluster*

*Concierge would like to express our appreciation of Krishner from B.I.C. At all times Krishner is extremely helpful to all of concierge's requests. He is thorough, professional and cheerful. Nothing is a bother to him.*

*We would be thrilled if he could get some recognition for his dedication and team work.*

*Sincerely*

*Patrick Maguire  
Head Concierge.  
1 Bligh  
Concierge Team*

*I am writing to inform you that the new day cleaner you have provided at 140 St. Georges terrace is doing a great job, especially due to the ongoing building works that are happening on the ground floor.*

*Please pass on my thanks and let her know what a good job she is doing.*

*Glen Bougourd  
Associate Director  
Asset Management Services  
Knight Frank Australia*