



# Read & Sign

# Employee Compliance Simplified



04/03/24

Company Wide Update



✓ 121

✗ 34



02/04/24

Health & Safety Policy

✓ 37

✗ 13

Send Reminder



17/05/24

Expenses Policy

✓ 41

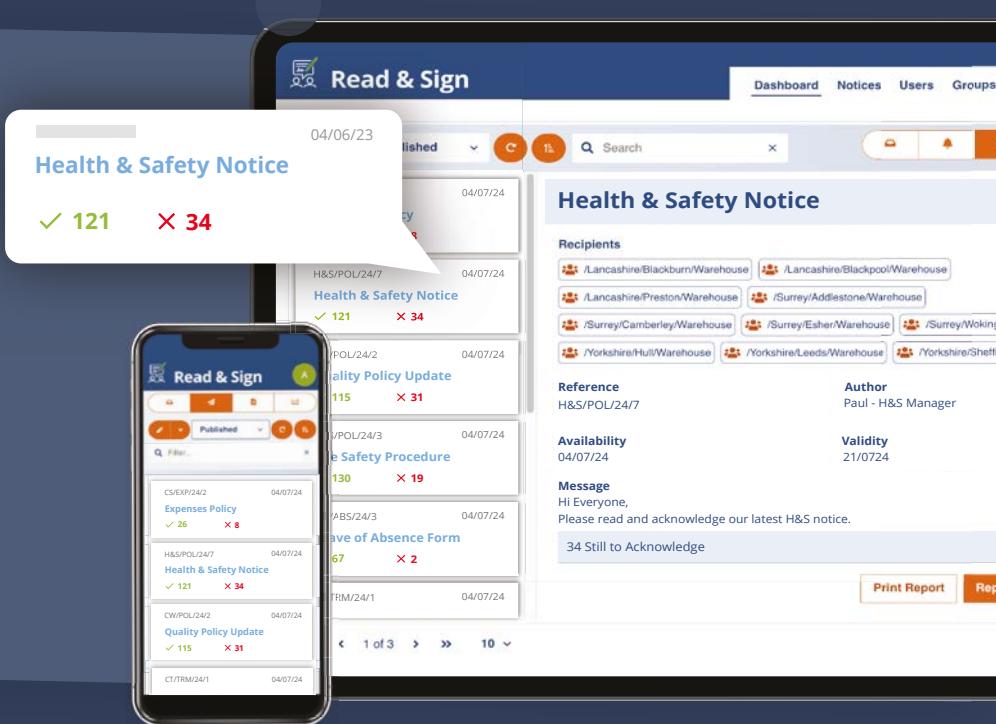
✗ 11

keyzo

# Issue important information quicker

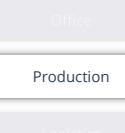
Read & Sign allows you to easily create new notices and send company updates in a few clicks, attaching supporting documents for employees to read.

Track document acknowledgements and signatures, download reports, create custom distribution lists, assign managers as group leaders, and turn your policymakers into authors.



# Reach all the right colleagues in a few clicks

- ✓ Alex Hawkins ★
- ✓ James Evans
- ✓ Diego Ramirez
- ✓ Ryan Jones
- ✓ Janice Webb
- ✓ Priya Patel



## Categories

Create custom categories, like 'Health & Safety', and choose exactly which teams or individuals receive updates.

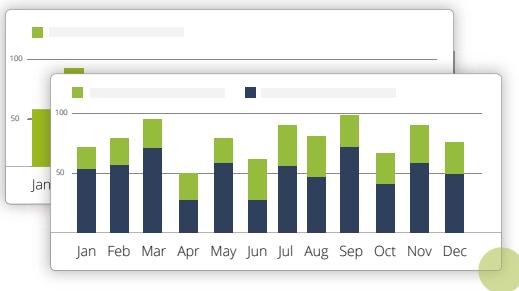
Assign dedicated authors to each category so content always comes from the subject-matter expert.



## Groups

Set up custom groups to reflect your existing departments, and assign departmental managers as group leaders for clear oversight and improved engagement tracking.

# Data dashboard and reporting



## Detailed Reporting

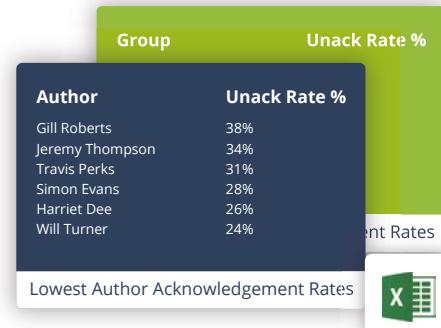
Download detailed Excel reports to review company-wide engagement and performance.

Group leaders receive automated reports to stay informed and keep their teams on track.

## Dashboard

Stay informed with real-time data from your Read & Sign dashboard, including:

- Acknowledgement Rates
- Author Engagement Performance
- Group Activity & Compliance



# Guarantee information is understood

## Question builder

Create engaging quizzes using multiple formats – single select, multi select, and free text.

Make critical questions mandatory to ensure compliance and reinforce key knowledge.

- Knowledge Tests
- Custom Quizzes
- Conduct Anonymous Surveys
- Gather Feedback

 **Health & Safety Notice.pdf**

1. Which of the following is an example of a warehouse hazard?

Mandatory?

## Employee Engagement Survey

? How clear are HR communications you receive?

Very clear   Somewhat clear   Neutral   Clear   Very clear

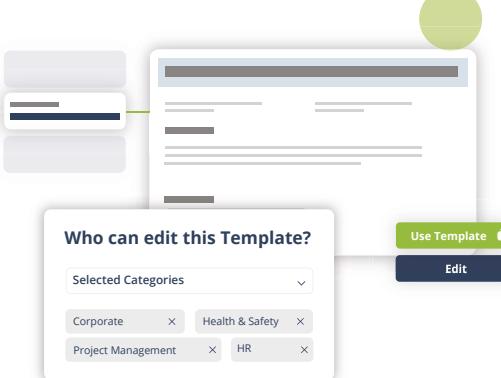


# Custom documents & notice templates

## Templates

Build a shared library of templates your team can access anytime.

Quickly resend frequently used documents and effortlessly update templates to keep everything current.

A screenshot of a complex HR form titled 'LEAVE OF ABSENCE' and 'Contract of Employment'. It includes sections for employee details, leave requests, contract terms, and wage calculations. There are numerous checkboxes and dropdown menus throughout the form.

## PDF Editor

Build sophisticated, fully customisable forms directly within Read & Sign.

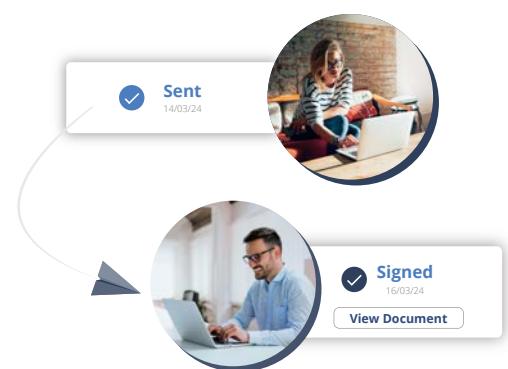
Seamlessly transition existing paper forms to digital templates – or create new ones anytime, anywhere.

# Digital signatures for internal and external users

## Online Signatures

Get signatures from internal teams and third parties with ease. Access and download signed documents instantly.

Enjoy advanced security features that verify the authenticity and integrity of every document.



## Counter Signatures

Add an extra layer of approval to your agreements, ensuring they're doubly secure and fully verified.

# Send instant SMS alerts to all staff

## Communicate Offline

Ensure important information reaches all individuals, regardless of location or connectivity.

Emergency SMS alerts keep people safe when it matters most.



# Any place, time, device or platform

Read & Sign is optimised for use across mobile, tablet and desktop devices, giving on-the-go access.

Our infrastructure is secure and monitored 24/7, encrypted to secure traffic, and spread across two geographically separate data centres.



## Recipients

Mail Order X Returns X  
Warehouse/Managers X Goods-in X

## Custom Distribution

Send alerts to entire departments, specific groups, or select individuals – quickly notifying everyone who needs to know.



We are certified and maintain the standards of ISO 27001 and ISO 9001.

### AWS are also certified and comply with:

- SOC 1/ISAE 3402, SOC 2, SOC 3
- FISMA, DIACAP, and FedRAMP
- PCI DSS Level 1
- ISO 9001, ISO 27001, ISO 2708

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On-call 24/7 tech support	✓	✗
Dedicated success manager	✓	✗
Unlimited signatures	✓	✗



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"All the functionality we were after"



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## Trusted by



Only product we could find that dealt with document compliance in the way we envisaged

Chris Tourell | *Garsons*

## Get in touch

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