

Reporting Guide for Network Companies Covered by the App-Based Worker Deactivation Rights Ordinance (SMC 8.40)

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About this Document

Network Companies covered by SMC 8.40 must retain and submit records in accordance with specifications prescribed by the City of Seattle Office of Labor Standards (“OLS” or “the Agency”).

For additional information on Network Companies’ recordkeeping and reporting requirements, see the Seattle Municipal Code (SMC), Title 8, Chapter 40 (“App-based Worker Deactivation Rights”) and Seattle Human Rights Rules (SHRR) Chapter 260. **This guide is intended to aid Network Companies when transmitting records, but it is not a substitute for the full definitions and requirements described in SMC 8.40 and SHRR 260.** Please refer to those documents and/or consult OLS for technical assistance to resolve any questions.

Technical questions may be directed to tina.sigurdson@seattle.gov.

Relevant Definitions

| Term | Summarized Definition – see SMC 8.40 and SHRR 260 for full text |
|--------------|---|
| Deactivation | <p>Any of the following actions by a network company:</p> <ul style="list-style-type: none"> i. Blocking an app-based worker’s access to the worker platform; ii. Changing a worker’s status from <i>eligible</i> to <i>ineligible</i> to accept offers to perform services; or iii. Imposing any material restriction in access to the worker platform. <p>“Material restriction in access” means a significant reduction in relevant offers made available to an app-based worker. This may include limiting access to categories of offers the worker would otherwise be eligible to perform.</p> <p>“Material restriction in access” does not include:</p> |

| Term | Summarized Definition – see SMC 8.40 and SHRR 260 for full text |
|----------------------|--|
| | <p>i. A reduction in relevant offers due to a general decrease in the total number of offers, or a change in availability of other eligible workers (e.g., reduced demand or fewer available jobs overall); or</p> <p>ii. A reduction caused by loss of access to a single customer or third-party business, rather than a platform-wide restriction.</p> <p>“Deactivation” does not include temporary suspensions lasting less than 48 hours, where access is restricted for reasons unrelated to the app-based worker’s actions or behavior and that are clearly communicated to the app-based worker.</p> <p>Some examples of reasons unrelated to the app-based worker’s actions or behavior are software or network outages, security or maintenance issues affecting the worker platform, and inclement weather.</p> <p>Blocking or restricting access in order to re-verify a worker’s identity or required documents is considered a deactivation and is not a temporary suspension.</p> <p>(SMC 8.40.020; SHRR 260-090.2)</p> |
| Egregious misconduct | <p>An action or behavior by an individual app-based worker that:</p> <ol style="list-style-type: none"> (1) endangers the physical safety of a customer, a third person, a network company or a network company representative, or an animal; (2) intentionally causes economic harm to a customer, a third person, or a network company; or (3) is threatening, harassing, or abusive to a customer, a third party, or a network company or a network company representative. <p>“Egregious misconduct” includes but is not limited to:</p> <ol style="list-style-type: none"> 1. Intentionally causing economic Harm. “Economic harm” means a monetary loss that does not arise from physical or emotional injury to a person. “Intentionally causing economic harm” means: <ol style="list-style-type: none"> i. The worker is culpable either because they intended to cause the harm, or they should have known that the harm was substantially certain to result; and ii. The economic harm is caused by wrongful conduct, including but not limited to dishonesty, fraud, or theft. 2. Threatening, Harassing, or Abusive Behavior. “Threatening, harassing, or abusive” actions or behaviors directed at a customer, third party, network company, or company representative do not include: <ol style="list-style-type: none"> i. Statements that are merely critical of the network company; and ii. Attempts to resolve issues through designated company contacts (e.g., customer service), unless such actions or statements could reasonably be construed as threatening, harassing, or abusive. 3. Assault. “Assault” means: <ul style="list-style-type: none"> An attempt, with unlawful force, to inflict bodily injury upon another; An unlawful touching with criminal intent; or Putting another in apprehension of harm, whether or not the actor intends to or is capable of inflicting that harm. 4. Discrimination. “Discrimination” has the same meaning as defined in SMC 14.04.030 and includes any act (individual or systemic) that results in different treatment based on: <ul style="list-style-type: none"> Race, color, age, sex, marital status, sexual orientation, gender identity, genetic information, political ideology, creed, religion, ancestry, caste, national origin, citizenship or immigration status, honorably discharged veteran or military status, pregnancy outcomes, or disability. 5. Fraud. “Fraud” means any willful activity that is intentionally misleading, deceptive, or dishonest for the purpose of personal gain or causing harm. |

| Term | Summarized Definition – see SMC 8.40 and SHRR 260 for full text |
|---|---|
| | <p>6. Sexual Assault. “Sexual assault” refers to actual or attempted physical contact of a sexual nature without consent, including:</p> <ul style="list-style-type: none"> Non-consensual sexual penetration (attempted or actual); Non-consensual touching or kissing of sexual body parts (mouth, breasts, buttocks, groin, genitalia); or Sexualized contact with non-sexual body parts. <p>7. Sexual Harassment. “Sexual harassment” means unwelcome and offensive behavior related to a person’s gender or gender identity, including:</p> <ul style="list-style-type: none"> Sexual advances; Requests for sexual favors; “Quid pro quo” proposals (e.g., offering discounts or tips for sexual favors); Verbal, nonverbal, or physical conduct of a sexual nature; or Offensive remarks about a person’s sex or gender identity. <p>Exclusion of Certain Moving Violations and Collisions. Conduct involving non-criminal moving violations or traffic collisions may be deemed “egregious misconduct” if the app-based worker has accumulated more than three combined non-criminal moving violations or at-fault collisions within the past three years.</p> <p>(SMC 8.40.020; SHRR 260-090.3)</p> |
| Extraordinary circumstances | <p>Circumstances beyond the network company’s control that will materially influence the determination of whether a deactivation was warranted.</p> <p>Extraordinary circumstances may include, but are not limited to, a pending criminal investigation.</p> <p>(SMC 8.40.020)</p> |
| Immediate deactivation | <p>In general, a network company must provide an app-based worker with notice of deactivation 14 days in advance of the deactivation, as well as upon the effective date of deactivation.</p> <p>However, a network company may immediately deactivate an app-based worker if such action is required to comply with any applicable court order or local, state, or federal laws or regulations, or where an app-based worker has engaged in egregious misconduct.</p> <p>(SMC 8.40.050.C)</p> |
| Internal deactivation challenge (“challenge”) | <p>An app-based worker must be able to appeal a deactivation through an internal deactivation challenge procedure established by the network company. The network company must make an internal deactivation challenge procedure available to the app-based worker for 90 days after receipt of notice of deactivation.</p> <p>A network company must review and respond to an app-based worker’s challenge to their deactivation within 14 days of receiving the challenge. The response must indicate:</p> <ul style="list-style-type: none"> i. Evidence substantiating the deactivation (i.e., the deactivation is “substantiated” and maintained); ii. Any extraordinary circumstances necessitating a delayed timeline for response, and an anticipated date for a response either substantiating the deactivation or reinstating the app-based worker; or iii. A determination that the worker did not violate the network company’s deactivation policy and therefore must be reinstated on the platform (i.e., “reinstatement”). <p>(SMC 8.40.060; SHRR 260-120)</p> |
| Offer | <p>An “offer” is an opportunity to perform services for compensation that an app-based worker can accept</p> |

| Term | Summarized Definition – see SMC 8.40 and SHRR 260 for full text |
|-------------------------------|--|
| | <p>or reject. An offer may include work related to one or more online orders that are facilitated by a network company and are usually, but not always, placed by one or more customers. An offer may be for a shift or any other description of a continuous period in which the app-based worker commits to being available to work.</p> <p>(SMC 8.40.020)</p> |
| Primary language | <p>The language in which the app-based worker feels most comfortable communicating. Each network company shall make a good faith effort to determine the primary languages of app-based workers accessing its worker platform.</p> <p>(SHRR 260-090.9)</p> |
| Reinstatement | <p>If a network company determines that the app-based worker did not violate the network company's deactivation policy, the worker must be reinstated on the platform.</p> <p>A "reinstatement" has occurred when the worker regains access to the app, regardless of whether they have yet performed any services.</p> <p>(SMC 8.40.060.B.4)</p> |
| Services performed in Seattle | <p>An app-based worker performs services in Seattle when they begin or continue performance of an offer, and the work activity occurs in whole or in part within Seattle.</p> <p>If an offer is not facilitated or presented by an on-demand network company, nor is an on-demand offer, both as defined in SMC 8.37.020, "performance of an offer" does not include time spent travelling to the location where performance of the offer begins.</p> <p>"Performance of an offer" includes any preparatory and concluding activities that are necessary to complete performance of the offer, that are directed by the network company, or, for offers where the customer is required or permitted to provide direction, that are directed by the customer.</p> <p>(SMC 8.40.020; SHRR 260-100.2)</p> |
| Substantiated deactivation | <p>A network company must review and respond to an app-based worker's challenge to their deactivation within 14 days of receiving the challenge, unless extraordinary circumstances require a delayed timeline for response.</p> <p>When the network company determines that the app-based worker did violate the network company's deactivation policy (i.e., has evidence to "substantiate" the deactivation), the worker's deactivation may be maintained.</p> <p>(SMC 8.40.060.B)</p> |
| Temporary Suspension | <p>A suspension lasting less than 48 hours, where access is restricted for reasons unrelated to the app-based worker's actions or behavior and that are clearly communicated to the app-based worker.</p> <p>Some examples of reasons unrelated to the app-based worker's actions or behavior are software or network outages, security or maintenance issues affecting the worker platform, and inclement weather.</p> <p>Blocking or restricting access in order to re-verify a worker's identity or required documents is considered a deactivation and is not a temporary suspension.</p> <p>(SMC 8.40.020; SHRR 260-090.2)</p> |

Reporting Procedure

Quarterly Submission

Aggregated Data Reports shall be transmitted quarterly according to a schedule provided by the Agency, unless otherwise specified. Network Companies shall make the first transmission by July 31, 2025. For the first transmission, Network Companies shall also retroactively provide the records required by SHRR 260-170 for the period between the effective date of SMC 8.40, January 1, 2025, and the effective date of SHRR 260-170. (SHRR 260-170.2)

Submission Dates

The quarterly submission dates should be April 30 (Q1), July 31 (Q2), and October 31 (Q3), and January 31 (Q4).

Quarterly Data for Each Submission

The data reported each quarter should be from a period of 13 (and occasionally 14) ISO Weeks from the ISO 8601 date and time standard. ISO Week 1 is the week that contains a year's first Thursday.

| Quarter | Start ISO Week | End ISO Week | Number of Weeks |
|---------|----------------|--|--|
| Q1 | 1 | 13 | 13 |
| Q2 | 14 | 26 | 13 |
| Q3 | 27 | 39 | 13 |
| Q4 | 40 | 52 (or 53 on years where the year contains 53 ISO Weeks) | 13 (or 14 when the year contains 53 ISO Weeks) |

The data for each period should include data starting from 12:00 AM PST on the first day of the Start ISO Week, and ending at 11:59 PM PST on the last day of the End ISO Week.

See the chart below for quarter definitions for 2025 - 27.

Reporting Quarters for 2025-27

| | 2025 | | 2026 | | 2027 | |
|----|----------|----------|----------|---------|---------|---------|
| | Start | End | Start | End | Start | End |
| Q1 | 12/30/24 | 3/30/25 | 12/29/25 | 3/29/26 | 1/4/27 | 3/28/27 |
| Q2 | 3/31/25 | 6/29/25 | 3/30/26 | 6/28/26 | 3/29/27 | 7/4/27 |
| Q3 | 6/30/25 | 9/28/25 | 6/29/26 | 9/27/26 | 7/5/27 | 10/3/27 |
| Q4 | 9/29/25 | 12/28/25 | 8/28/26 | 1/3/27 | 10/4/27 | 1/2/28 |

More on the Use of ISO 8601 and Quarter Definitions

The use of the ISO 8601 date and time standard allows each quarter to be composed of 13 or 14 *complete* weeks starting on Monday and ending on Sunday. In addition, no two quarters have overlapping dates. This is helpful given network companies are reporting week-level aggregated data.

The ISO 8601 calendar standard is implemented in most programming languages, including [Python](#), [Javascript](#), [Ruby](#), and [Rust](#). ISO Weeks can also be checked on the web at [EpochConverter](#).

Sample Dataset Submission

OLS is authorized to require a network company to produce sample data that is more precise than the quarterly data submissions, including disaggregated records to verify the quality and/or accuracy of the aggregated records. Should OLS require a Network Company to produce sample datasets, OLS will specify the scope of the sample, as well as the form and format for transmission.

Report Format and Submission Process

Making Submissions via SFTP

To submit data reports to OLS, Network Companies need to provide their SFTP public keys to the City of Seattle by July 10, 2025. OLS will then set up an SFTP folder for each network company.

Network Companies who have already provided SFTP public keys to the City of Seattle for the purpose of submitting data under the App-Based Worker Minimum Payment Ordinance (SMC 8.37) may use existing keys.

Network Companies that would prefer to use different SFTP keys for App-Based Worker Minimum Payment Ordinance and App-Based Worker Deactivation Rights Ordinance data submission must submit the SFTP public key to be used for Deactivation Rights Ordinance reporting by July 10, 2025.

Submission File Names

The names of the file submissions will include the following components:

- **company** – the network company’s trade name, shortened if necessary, with all characters in lowercase and no spaces (e.g., “ubereats,” “doordash,” “grubhub”). The character string should be consistent between submissions.
- **quarter** - quarter for the reported data (e.g. “q1”, “q3”, etc)
- **year** - year of the submission (e.g. “2025”)

For sample submissions, all files will be sent in a zip file named

“**[company]**-sample-**[month]**-**[year]**.zip” (e.g. doordash-sample-january-2025.zip”).

- All aggregated sample reports should be named as shown in the below table.
- All disaggregated sample data should be put in a separate subfolder named “disaggregate” in the zip folder.

For regular quarterly submissions, all files will be sent in a zip file named

“**[company]**-**[quarter]**-**[year]**.zip”.

Individual CSV files be named as the table below shows:

| # | Report Name | CSV Filename |
|---|--|---|
| 1 | Summary of Engaged App-Based Workers | [company]- workers-engaged -[quarter]-[year].csv |
| 2 | Workers by Preferred Language Information | [company]- workers-preferred-language -[quarter]-[year].csv |
| 3 | Workers by Census Tract | [company]- workers-location -[quarter]-[year].csv |
| 4 | Anonymized Worker Info | [company]- workers-anonymized-info -[quarter]-[year].csv |
| 5 | Summary of Deactivations and Reinstatements | [company]- deactivations-summary -[quarter]-[year].csv |
| 6 | Summary Distributional Statistics for Deactivation Metrics | [company]- deactivations-distributions -[quarter]-[year].csv |

| | | |
|---|---|--|
| 7 | Summary Distributional Statistics for Deactivation Category Metrics | [company]- deactivations-category-distributions -[quarter]-[year].csv |
| 8 | Summary of Legal Actions | [company]- legal-actions -[quarter]-[year].csv |
| 9 | Deactivation Policy Changes | [company]- deactivations-policies -[quarter]-[year].csv |

Anonymization of Worker Data

A network company shall not transmit to OLS any personally identifiable app-based worker information, including name, date of birth, home address, social security number, vehicle license plate number, driver's license number, or other similar records. (SHRR 260-170.7)

Submitting Census Tract Location Data

Network Companies must submit 2020 Census Tracts. The submitted 2020 Census Tract IDs should include the State and County Census codes.

Example Census Tract ID

53 033 008101

1 2 3

1 - State code (53 = Washington State)

2 - County code, zero-padded (33 = King County)

3 - Census Tract, zero-padded removing decimals (81.01 = Downtown Seattle)

In order to convert GPS coordinates or physical addresses into Census Tracts, you can:

- Use the [Census Batch Geocoder API](#), which allows you to fetch Census information for up to 10,000 addresses in a single API call.
 - In addition to using the web interface or the REST API directly, there are several wrappers written in other languages, like [pygris](#) or [census-geocoder](#) library in Python, [tractR](#) in R, etc
- Download Census Tract Shapefiles using a library like [pygris](#) in Python or [tigris](#) in R, which can allow for census tract lookup locally
 - Link: [Seattle 2020 Census Tract Shapefile](#)
- Using a proprietary Batch Geocoding API like [Geocodio](#)

Calculating Summary Distribution Statistics

Reports 6 and 7 require reporting summary statistics for various metrics.

Below is a sample of a set of deactivations with start and end dates with calculations of the length of time in days.

| Start Date | End Date | Length |
|------------|------------|--------|
| 01/28/2025 | 02/01/2025 | 4 |
| 01/28/2025 | 02/01/2025 | 4 |
| 01/27/2025 | 02/01/2025 | 5 |
| 01/26/2025 | 02/01/2025 | 6 |
| 01/23/2025 | 02/01/2025 | 9 |
| 01/17/2025 | 02/01/2025 | 15 |
| 01/17/2025 | 02/01/2025 | 15 |
| 01/12/2025 | 02/01/2025 | 20 |
| 01/07/2025 | 02/01/2025 | 25 |
| 01/02/2025 | 02/01/2025 | 30 |

For this set of data, the summary statistics should be reported as follows:

| count_metric | sum_metric | mean_metric | p10_metric | p25_metric | p50_metric | p75_metric | p90_metric |
|--------------|------------|-------------|------------|------------|------------|------------|------------|
| 10.00 | 133.00 | 13.30 | 4.00 | 5.25 | 12.00 | 18.75 | 25.50 |

Counting Length of Deactivations

Report 7 requires calculating the length of deactivations which occurred in each reporting week. For deactivations which resulted in reinstatements during the reporting period, the length of deactivation is the time in days between the date of deactivation and the date of reinstatement. For deactivations which remained in effect at the end of the quarter, the length of deactivation should be reported as the time in days between the date of deactivation and the last date of the reporting quarter (e.g., for Q1 2025, the last date in the reporting period is 3/30/25).

Submitting reports that are also required by the App-Based Worker Minimum Payment Ordinance

Many Network Companies that are required to submit data pursuant to the App-Based Worker Deactivation Rights Ordinance are also required to submit data pursuant to the App-Based Worker Minimum Payment Ordinance (ABWMP). Those companies may submit identical reports for both

ordinances for certain categories of data that should result in sufficiently similar information. OLS will accept the same data submitted pursuant to ABWMP for the following reports (also marked below with ^):

| Deactivation Rights Ordinance report | Minimum Payment Ordinance report |
|---|---|
| Report 1: num_workers | Report 4: num_workers_engaged |
| Report 2: Workers by Preferred Language Information (entire report) | Report 5: Workers by Preferred Language Information |
| Report 3: Workers by Census Tract (entire report) | Report 6: Workers by Census Tract |
| Report 4: Anonymized Worker Info (entire report) | Report 8: Anonymized Worker Info |

Aggregated Data Reports: Workers

Report 1: Summary of Engaged App-Based Workers

Inclusion Criteria

For each reporting week, include all workers meeting the criteria for reporting during that week.

Data Schema

| Field | Type | Description |
|-----------------|---------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| week_starting | date | The Monday of the ISO week that the numbers are reported |
| num_workers^ | numeric | Number of all workers who performed services in Seattle during week_starting |

| | | |
|--|---------|---|
| num_workers_180 | numeric | Number of all workers who performed at least 25 percent of the total of offers completed and offers cancelled with cause in Seattle within the 180 days preceding the week_starting date* |
| num_workers_deactivated_seattle_incident | numeric | Number of workers deactivated during week_starting related to an incident which occurred while performing services in Seattle |

* num_workers_180 includes described workers regardless of whether they performed services during the reporting week.

Report 2: Workers by Preferred Language Information^

Inclusion Criteria

For the entire reporting period (i.e. quarter), include all workers who performed services in Seattle during that period.

Data Schema

| Field | Type | Description |
|---------------------|---|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| language_preferred | ISO 639-1 language code (e.g. “en” or “es”) | The preferred or primary languages for app-based workers |
| num_workers_engaged | numeric | Total number of app-based workers for the platform who performed services in Seattle and selected a primary language of |

| | | |
|--|--|--------------------|
| | | preferred_language |
|--|--|--------------------|

Report 3: Workers by Census Tract^

Inclusion Criteria

For the entire reporting period (i.e. quarter), include all workers who performed services in Seattle during that period.

Data Schema

| Field | Type | Description |
|---------------------|---------|--|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| census_tract | numeric | 2020 Census Tract, including the State and County Census codes, of the worker’s primary address registered with the worker’s account as input by app-based workers |
| num_workers_engaged | numeric | Total number of app-based workers for the platform who performed services in Seattle and have specified their primary address in census_tract |

Report 4: Anonymized Worker Info^

Inclusion Criteria

For each reporting period (i.e., quarter), include all workers who performed services in Seattle during that week.

Data Schema

| Field | Type | Description |
|-------|------|-------------|
|-------|------|-------------|

| | | |
|-------------------------------|------------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| worker_id | varchar | Unique ID that corresponds to the worker (should remain consistent across weeks for a given worker) |
| zipcode | varchar(5) | 5-digit zipcode of worker’s primary address as input by the worker |
| phone_number_first_digit | numeric | The first digit of the area code of the worker’s primary phone number. |
| phone_number_last_four_digits | numeric | The last four digits of the worker’s primary phone number. |

Aggregated Data Reports: Deactivations

Report 5: Summary of Deactivations and Reinstatements

Inclusion Criteria

For each reporting week, include all relevant deactivations, reinstatements, or challenges that occurred during that week.

Data Schema

| Field | Type | Description |
|-----------------|--------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| week_starting | date | The Monday of the ISO week that the numbers are reported |

| | | |
|---|---------|--|
| num_deactivations | numeric | Number of all deactivations that occurred during week_starting |
| num_reinstatements | numeric | Number of all reinstatements that occurred during week_starting |
| num_deactivations_no_challenge | numeric | Number of all deactivations where the timeframe for initiating a challenge ended during week_starting without the app-based worker initiating a challenge* |
| num_deactivations_challenged_delayed_response | numeric | Number of all deactivation challenges during week_starting that necessitated a delayed network company response due to extraordinary circumstances |
| num_deactivations_challenged_by_worker | numeric | Number of all internal challenges during week_starting that were initiated by app-based workers |

* num_deactivations_no_challenge excludes workers who were reinstated without initiating an internal challenge.

Report 6: Summary Distributional Statistics for Deactivation Challenge Procedure Metrics

Inclusion Criteria

Varies; see “Inclusion Criteria for Distribution” in [Required Metrics](#) table below.

Data Schema

| Field | Type | Description |
|-----------------|--------|-------------------------|
| network_company | string | Abbreviated name of the |

| | | |
|--------------|---------|---|
| | | network company. See “Report Format and Submission Process” for naming conventions. |
| metric_name | string | Name of the metric described in this row. (see “Required Metrics” table below) |
| count_metric | numeric | The count of all applicable deactivations for the metric during the reporting quarter |
| sum_metric | numeric | The sum of the length of all applicable deactivations for the metric during the reporting quarter |
| mean_metric | numeric | The average of the length of all applicable deactivations for the metric during the reporting quarter |
| p10_metric | numeric | The 10th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p25_metric | numeric | The 25th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p50_metric | numeric | The 50th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p75_metric | numeric | The 75th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p90_metric | numeric | The 90th percentile of the length of all applicable deactivations for the metric |

| | | |
|--|--|------------------------------|
| | | during the reporting quarter |
|--|--|------------------------------|

Required Metrics

| Category | Metric | Field Name in Reporting Table | Inclusion Criteria for Distribution | Expected Datatype for Field Name Value |
|--|--|-------------------------------|---|--|
| <u>Deactivated Worker Length of Tenure Metrics</u> | Length of time in days that deactivated app-based workers were active on the platform prior to deactivation* | days_active | All deactivations during the reporting quart | Numeric (two-decimal point precision) |
| <u>Deactivation Challenge Procedure Length Metrics</u> | Length of deactivation challenge procedure in days for deactivations substantiated | substantiated | All deactivations substantiated during the reporting quarter | Numeric (two-decimal point precision) |
| | Length of deactivation challenge procedure in days for deactivations reinstated | reinstated | All deactivations reinstated during the reporting quarter | |
| | Length of deactivation challenge procedure in days for deactivations with a delayed response due to | delayed_response | All deactivations with a delayed response due to extraordinary circumstances during the reporting quarter | |

| | | | | |
|--|--------------------------------|--|--|--|
| | extraordinary circumstances | | | |
|--|--------------------------------|--|--|--|

*The total length of time in days since the app-based worker first became active on the platform, regardless of how many days the worker logged on or accepted any offers.

Report 7: Summary Distributional Statistics for Deactivation Category Metrics

Inclusion Criteria

Varies; see “Inclusion Criteria for Distribution” in [Required Metrics](#) table below.

Data Schema

| Field | Type | Description |
|-----------------|---------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| week_starting | date | The Monday of the ISO week that the numbers are reported |
| metric_name | string | Name of the metric described in this row. (see “Required Metrics” table below) |
| count_metric | numeric | The count of all applicable deactivations for the metric during the reporting quarter |
| sum_metric | numeric | The sum of the length of all applicable deactivations for the metric during the reporting quarter |
| mean_metric | numeric | The average of the length of all applicable deactivations for the |

| | | |
|------------|---------|---|
| | | metric during the reporting quarter |
| p10_metric | numeric | The 10th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p25_metric | numeric | The 25th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p50_metric | numeric | The 50th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p75_metric | numeric | The 75th percentile of the length of all applicable deactivations for the metric during the reporting quarter |
| p90_metric | numeric | The 90th percentile of the length of all applicable deactivations for the metric during the reporting quarter |

Required Metrics

| Category | Metric | Field Name in Reporting Table | count_metric is required? | Inclusion Criteria for Distribution | Expected Datatype for Field Name Value |
|--|--|-------------------------------|---------------------------|--|--|
| <u>Deactivation Length by Category (in days)</u> | Customer ratings a contributing factor | customer_ratings | ✓ | All deactivations which occurred during the reporting week | Numeric (two-decimal point precision) |
| | Immediate deactivations * | immediate | ✓ | | |

| | | | | | |
|--|---|----------------------------|---|--|--|
| | Background check deactivations | background_check | ✓ | | |
| | Egregious misconduct allegations† | egregious_misconduct | ✓ | | |
| | Insufficient documentation | insufficient_documentation | ✓ | | |
| | Other reason 1 (list to be provided for any other reasons)‡ | other_1 | ✗ | | |
| | Other reason 2 (list to be provided for any other reasons)‡ | other_2 | ✗ | | |
| | Other reason 3 (list to be provided for any other reasons)‡ | other_3 | ✗ | | |
| | Other reason 4 (list to be provided for any other reasons)‡ | other_4 | ✗ | | |
| | Other reason 5 (list to be provided for any other reasons)‡ | other_5 | ✗ | | |
| | Other reason 6 (list to be provided for any other | other_6 | ✗ | | |

| | | | | | |
|--|--|----------|---|--|--|
| | reasons)‡ | | | | |
| | Other reason 7 (list to be provided for any other reasons)‡ | other_7 | × | | |
| | Other reason 8 (list to be provided for any other reasons)‡ | other_8 | × | | |
| | Other reason 9 (list to be provided for any other reasons)‡ | other_9 | × | | |
| | Other reason 10 (list to be provided for any other reasons)‡ | other_10 | × | | |

* An immediate deactivation may occur due to an allegation of egregious misconduct or when such action is required to comply with any applicable court order or local, state, or federal laws or regulations.

† As defined in SMC 8.40 and SHRR Chapter 260

‡ A reason for deactivation not categorized as (1) ratings related; (2) background check; (3) egregious misconduct; or (4) documentation.

Report 8: Summary of Legal Actions

Inclusion Criteria

For each reporting quarter, include all workers taking legal action and all total legal actions initiated during the quarter.

Data Schema

| Field | Type | Description |
|-------|------|-------------|
|-------|------|-------------|

| | | |
|--------------------------|---------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |
| num_workers_legal_action | numeric | Total quarterly number of app-based workers that initiated any legal action alleging violation of SMC 8.40, including all civil actions and requests to arbitrate |
| num_legal_actions | numeric | Total quarterly number of legal actions initiated alleging violation of SMC 8.40, including all civil actions and requests to arbitrate. |

Report 9: Deactivation Policy Changes

Inclusion Criteria

For each reporting quarter, include all deactivation policies that were in effect. If the policy changed during the reporting period, include a record for the first policy including the end date for that policy and a record for the second policy including the start date for the new policy. If the policy did not change, include the policy name for the policy that was in effect during the entire reporting period, but **do not** include start or end dates (start_date and end_date fields should be NULL).

Submissions should also include a copy of each policy in effect, and the file names should match the file names from the policy field (in .pdf or .docx format).

Data Schema

| Field | Type | Description |
|-----------------|--------|---|
| network_company | string | Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions. |

| | | |
|------------|---------|---|
| policy | string | Filename of policy in effect during reporting quarter |
| start_date | numeric | Start date for policy in effect during reporting quarter (null if in effect entire quarter) |
| end_date | numeric | End date for policy in effect during reporting quarter (null if in effect entire quarter) |