



# News

**January 2014**

**Issue 12**

**SIA Approved Contractor**

Members of staff

Happy New Year

Welcome to the January 2014 edition of the All Security newsletter. It's that time of the year again when we evaluate our processes and prepare to be visited by the BSI and SIA auditors. It is our intention to maintain the standards that enabled us to achieve this status so we implore all our staff to support us in this endeavour.

Business has been really quiet the last half of 2013 and this is due to the current economic climate, its at times like this that we require you all to be more diligent and helpful to the clients while carrying out your duties.

SIA licences up for renewal, it is the responsibility of all staff to renew their licences. We are in a position to issue special dispensation orders to help staff who are facing delays due to the back log of applications at the SIA. Please keep the office informed so we can help if you are having problems with the renewal process.

Staff are the first point of contact for most of our customers so it is highly essential that we maintain a level of appearance that reflects the service we provide. Clean uniforms enhanced by the official ALL Security tie and Badge and Visible All Security identity card supported by the SIA licence card.



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*Marilyn Phillips say's having achieved Approved Contractor status with the SIA we look forward to maintaining the levels and standards.*

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## News from Human Resources

The Staff are reminded that when applying for annual leave you must submit a request a minimum of 28 days prior to the date you wish to commence your leave. If you submit a request without giving the appropriate amount of notice then the request may be refused.

It is your responsibility to make sure that once the form is submitted you follow up with a call to Control to find out if the request has been approved. Do not just assume that if you have submitted a form it will be automatically be approved and you can take the annual leave.

The new workplace pension scheme enrolment starts in April please make the effort to get in touch with Martin McRae after the 1<sup>st</sup> of April so he can brief you accordingly.

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