



News

January 2017
Issue 15
SIA Approved Contractor

Members of staff

Happy New Year

Welcome to the January 2017 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 was really quiet the first three quarters of 2016 and this is due to the current economic climate, it's at times like this that we require you all to be more diligent and helpful to the clients while carrying out your duties. However the last quarter yielded some good jobs and we are looking forward to a busier 2017.

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.



Marilyn Phillips say's we are looking forward to a busy 2017, it's important that we continue to maintain the levels and standards that will keep our clients happy with our service.

Inside This Issue

- 1** SIA approved contractor
- 2** News from Human Resources
- 3** Trivia

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.

I know most of you are aware that our Accounts Manager Martin McRae had a stroke in November 2015 and hasn't been back to work since. I visited him in December 2016 and I am happy to let you know he is on the mend. He sends his greetings to each and every one of you.

9		4					1	6
5	8	1			6			
2					1	5		7
	6	2		1			3	
	5			7			9	
	9			3		6	8	
3		8	5					1
			4			2	7	8
7	2					4		3

SUDOKU

Fill the grid so that every column, every row and every 3x3 box contains the digits 1 to 9