



# News

**January 2011**

**Issue 8**

## **SIA Approved Contractor**

### Members of staff

Welcome to the January 2011 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.

In the last months 2010 we had some adverse weather and the whole country seemed at a stand still, but we are proud to say during that period we achieved 100% attendance from all our staff, we are grateful for the tenacity and determination shown by all concerned.

Thank you.

Business has been really quiet the last half of 2010 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. We are pleased to announce that we have been successful in winning a contract with the London Borough of Enfield and will be welcoming 16 new staff to the team.

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.



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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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### **Inside This Issue**

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

## News from Human Resources

Management will like to thank all Staff for their cooperation and support in implementing the changes to wages. As you are all aware we changed from weekly pay to monthly pay and this has helped a great deal in saving on bank charges normally incurred running the weekly system.

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.

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