

NEWSLETTER SEP 2021

Company

Supreme Guarding Services Limited

Edition 2021

Covid – 19

All staff should be equipped with PPE including hand gel, gloves and masks. Protective PPE, e.g. Gloves, Mask must be worn all Times, Cleaning of hands with sanitizer every 30 minutes. Keep your 6 feet distance while talking with Manager / Supervisor. Proper sanitize your surroundings while you are sitting. Inform control regarding any Fever or symptoms of Covid -19.

Standards:

In recent weeks the management have noticed somewhat relax attitude with uniform. If you are not in correct uniform at the start of your shift this will cause disciplinary action being taken against you. Also, a polite reminder no mobile phones would be used in front of the client



We believe that looking after our clients and supporting our security officers is crucial in maintaining a healthy relation. We support all our security personnel, both professionally, personally and invest into their personal development plan.

Greener Outlook:

Turn of lights, Use public transport. Employee can email any suggestions and comments via email and what's group.

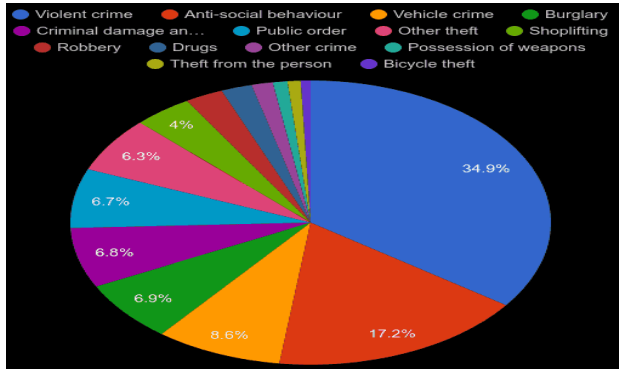
Free Trainings:

SIA licence-holders can now get free online counter terrorism training from the National Counter Terrorism Security Office (NaCTSO). NaCTSO has created special password-protected access for the security industry to their ACT (Action Counters Terrorism) Awareness training.

Company Management had done BS 7499 free online Training from www.vettyourstaff.co.uk



CRIME RATE IN LONDON



News:

GDPR & Data Protection:

The GDPR requires public authorities processing personal information to appoint a data protection officer (DPO), as well as other entities, when “core activities” require “regular and systematic monitoring of data subjects on a large scale” or consist of “processing on a large scale of special categories of data”.

GDPR Policy:

All such personal information, whether held on computer, paper or other media, will be obtained, handled, processed, transported and stored lawfully and correctly, in accordance with the safeguards contained in GDPR.

Accuracy of data:

It is important that any personal data held by us is accurate. You are required to inform the Company if you believe that your personal data is inaccurate or untrue or if you are dissatisfied with the information in any way

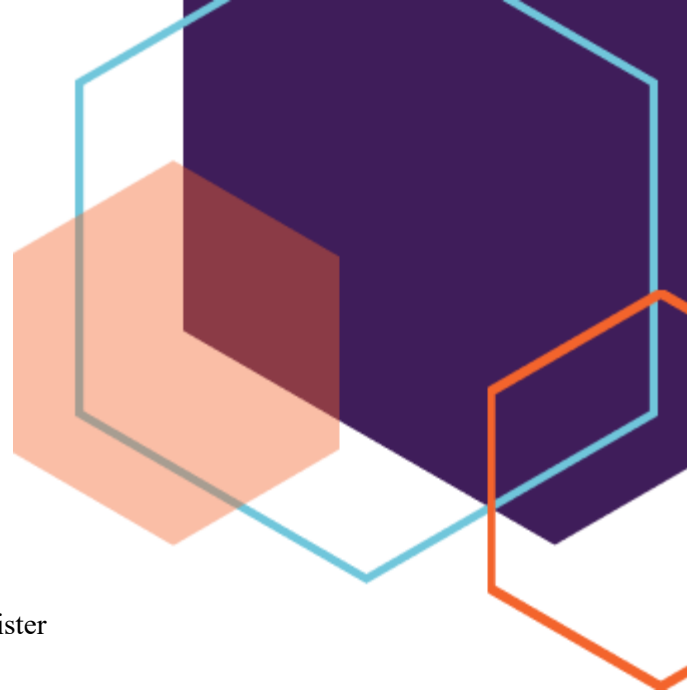
Purposes of obtaining data:

In order to fulfil individual’s contracts of employments, monitor sickness and performance, equal opportunity

policies and otherwise administer the business, we will use and process personal information relating to you which we have obtained during your employment. Such Information includes but is not limited to:

- a) Employment history
- b) Personal circumstances
- c) Educational Qualifications
- d) Sickness record
- e) Medical records
- f) Attendance records
- g) Convictions
- h) Performance Appraisals
- i) Disciplinary records
- j) Ethnic or racial origins
- k) Salaries
- l) Benefits

In most cases you have provided such information.



Pension Information:

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We therefore will enrol you into our pension scheme name Nest in this pay period because you met all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age.

You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

Both you and we will pay contributions into it every pay period, and the government will also contribute through tax relief.



General News

Holidays

The holiday year runs from Jan-Dec, your annual holiday entitlement in any holiday year is 28, which part time employees will receive on a pro rata basis.

All holiday entitlement must be taken in the awarding year otherwise they will be forfeited.

Company Objectives

Supreme Guarding aim to achieve above 90 % employee, client and consumer feedback regarding supreme guarding services.

Citizen Add App

Supreme Guarding all employee please download citizen aid app , citizen AID is a simple, clear teaching aid for Immediate Actions and First Aid for a stabbing, bomb incident or mass shooting.

What you need to know

Please read shared leaflet in whats up group We ask all of you out there to report any suspicious activity to either to the control room or the police directly by dialing 101



Supreme Guarding Services Limited-Be the part of change!

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