

# INSIGHT

## SUPREME'S GUARDING & FACILITIES NEWSLETTER



### Quick Insights: Business News in a Glimpse

We're excited to bring you the first edition of Insight, our new newsletter covering both businesses, Supreme Guarding and Supreme Facilities. This is a great opportunity to share company news and what's on the horizon.

Over the past couple of months, we've bid farewell to two valued team members, Leo Webster and Mark Johnson. Their contributions were significant, and we wish them all the best in their new endeavors. At the same time, we're thrilled to welcome over 100 new team members as our business expands. Their skills and dedication will play a key role in driving our continued success. Additionally, we'd like to extend a warm welcome to the newest additions to our Supreme Team, Georgiana and Chris! We're excited to have them on board and look forward to the incredible impact they'll make. Welcome to the team!

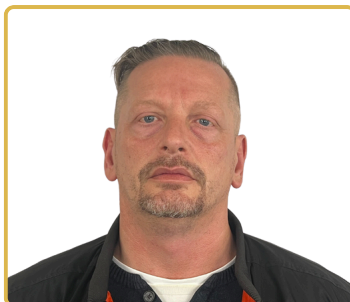
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020 4532 0300 - 0121 238 2554



#### Chris Dezure : Operations Manager

To maintain and enhance our focus on customer service, we're delighted to welcome Chris Dezure to the team. Chris is already meeting with customers and staff to identify areas for improvement and ensure we deliver exceptional service.



#### Georgiana Danila : Cleaning Manager

We're also excited to announce the appointment of Georgiana Danila as our Head of Cleaning Operations. Georgiana brings a wealth of experience to the role and is working hard to get the cleaning team settled and performing to its best.

### GET IN TOUCH

If you have any rota issues or need to call in sick, please stay in touch with the Control Room at [controlroom@supremeguarding.com](mailto:controlroom@supremeguarding.com) or Call **020 4532 0300 / 0121 238 2554**. For any concerns or complaints, you can reach out to HR at [hr@supremeguarding.com](mailto:hr@supremeguarding.com) or [hr@supremefacilities.co.uk](mailto:hr@supremefacilities.co.uk).

Additionally, if you're struggling with anything, whether it's mental health, safeguarding, or personal challenges. Please don't hesitate to contact the Right Line for support at [right.line@supremeguarding.com](mailto:right.line@supremeguarding.com). We're here to support you, so please reach out whenever you need assistance.

# CELEBRATING ACHIEVEMENT: THE SUPREME STARS OF THE MONTH



**SABEELUDDIN MOHAMMED**

Sabeeluddin has shown outstanding dedication and professionalism in his role as a Head Chef. To acknowledge his efforts, he has been awarded a £50 voucher. Great work, Mohammed, and thank you for your contributions!



**MUBARAK KHAN**

Mubarak has shown exceptional leadership and culinary skill. His dedication has greatly contributed to the team and service. To show our appreciation, he will receive a £50 gift card. Thank you, Mubarak, for your hard work!



**ISHAQ WAHEED**

Ishaq has demonstrated exceptional performance as a security officer, showcasing dedication and professionalism. In recognition of his hard work, he has been awarded a £50 voucher. Well done, Ishaq, and thank you for your efforts!



**SADVIA MATIN**

Sadvia Matin has done an excellent job in the kitchen and welfare team, building great relationships with service users. To show our appreciation, she will receive a £50 gift card. Thank you, Sadvia, for your hard work!

## HEALTH & SAFETY

Following recent extreme weather and the ongoing challenges we face when commuting to and from work, we want to remind you to take the necessary steps to stay safe.

**Drivers:** Adjust your speed and avoid risky driving habits. Give yourself plenty of time to complete your journey safely.

**Pedestrians & Public Transport Users:** Stay aware of your surroundings and allow extra time for potential delays.

Additionally, be mindful of your data security, do not share personal information and stay alert to phishing or scam emails. Always verify suspicious messages before responding.

**Your safety, both on the road and online, is a priority. Stay cautious and take the necessary precautions.**

## OPERATIONAL FOCUS

If you're unable to attend your duty due to illness or other reasons, please inform the Control Room as soon as possible to minimize disruption. Additionally, if you encounter any security incidents or safety issues, please report them immediately so the team can provide the necessary support. You can reach the Control Room at **0121 238 2554** or **020 4532 0300**.

A reminder: work phones are for professional use only.

Upcoming Festive Dates:

- Eid ul-Fitr: March 30th/31st
- Good Friday: April 18th
- Easter Sunday: April 20th
- Eid ul-Adha: June 6th/7th

**Please plan your schedules accordingly to ensure smooth operations. Additionally, please refrain from discussing or engaging with the media, both at work and outside, regarding your duties.**



## DEVELOPMENT

We're committed to investing in staff training, with new modules rolling out to enhance qualifications. Rabia, our HR manager, is starting her CIPD Level 5 qualification. **Good luck, Rabia!**

**Coming soon:** We're launching regular Toolbox Talks to keep everyone updated on company policies and procedures. Plus, in April, we'll be sending out a staff survey, giving you the chance to share feedback with management and help us improve.

**Also, don't forget to keep up with your Atlas Ihasco training to stay compliant. Stay proactive and up to date!**

## Message from CEO & MD

As we continue to grow and evolve, I want to take a moment to thank each and every one of you for your dedication and hard work. Our success is built on the strength of our team, and it's inspiring to see how we consistently rise to new challenges and opportunities.

This year, we are focused on continuing our commitment to excellence, enhancing our services, and investing in the development of our people. Together, we will achieve even greater milestones, and I am excited for the journey ahead.

Thank you for your ongoing support and professionalism. Let's continue to build a brighter future together.

Warm regards,  
**Mo Khan & Andy Lane**  
**Chief Executive Officer & Managing Director**