



The Advantage Times

January 2015

Welcome!

Advantage One welcomes the following new starters this Month:

Daniel, Edward & Kyle from Gloucester,
Rudolph, Malik, J'Neil, Gavin, Rashad, Siphon, Faith, Rizwan, Rauf & Kieron from West Midlands and **Shahid** from Leicester



We would like to wish everyone celebrating their birthday this month a very happy birthday:

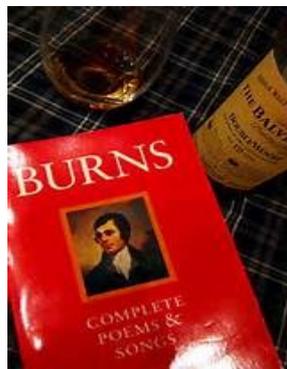
Samuel, Waseem, Ricardo, Anthony, Robert, Faith & Alan from West Midlands,
Anthony, Mamadou & Gareth from Gloucester and **Choudry** from Oxford

Special 21st Birthday wishes to Ashley from West Midlands and 30th Birthday wishes to Graham, Area Supervisor in Scotland

Not to also forget

Our World Famous **Matt K**, Area Manager for the West Midlands !

Giving you the Advantage



Happy Belated Burns Night !

Robert Burns (Rabbie Burns) (1759 – 1796) is Scotland's most famous poet. He is celebrated in Scotland and beyond on the anniversary of his birth (January 25th) which is known as Burns Night. Robert

Burns may be Scottish but the celebrations are held throughout the world, anywhere where his work appreciated. The celebrations take place around a highly ceremonial Burn's Night Supper. So Happy Belated Burns Night to all our employees that celebrated this day and hope you all enjoyed your Haggis, Neeps & Tatties.

Just a reminder that you need to use the AA Route Planner to calculate your mileage (this is the method that we use). Expenses deadline is MIDDAY on the Friday of the required date. Please remember this is an absolute minimum, you have over 4 days to send your claim form to Head Office. You must email your form **d i r e c t l y** to expenses@advantage1.co.uk. Please ensure your form is readable and completed correctly.

Expenses Reminder

Shift From	Shift To	Paid
12 Jan	25 Jan	6th Feb
26 Jan	8 Feb	20 Feb
9 Feb	22 Feb	6 March

Up Skilling Courses for the SIA Licence

If you want to renew your Door Supervisor Licence and you completed your original training prior to June 2010 you will need to undertake a further Upskilling Course. We have contacted the following training companies that provide this training in your areas.



Betaris Training
(based in Gloucester, but will cover a wide surrounding area)

01452 751004



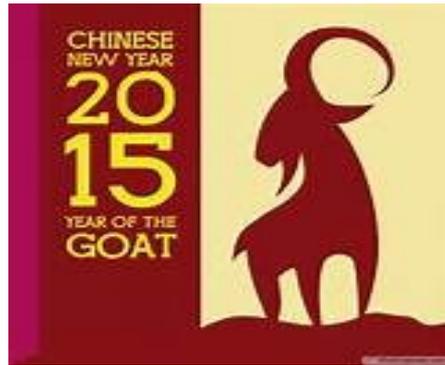
info@betaristraining.com

Mercury Training
(based in West Midlands)

01384 482 186

info@mercurytrainme.com

When contacting these companies please mention that you work for Advantage One Security to get the best negotiated price.



Chinese New Year
Thursday February 19th

A reminder, *Chinese New Year 2015* is **Thursday February 19th**. Please all be mindful of the items that will be popular for this celebration, be alert around these items in your store.

Non Work Days

If you want a Non Work Day it must be requested on the new Non Work Day Form that has been sent to you via email. This form must be returned to either Nikki or Rob via the email addresses of:

nicola.nicholls@advantage1.co.uk

It is Scott's decision to allocate non work days. Ensure that you complete the form fully giving all details, failure to do this will result in delays of a decision. Non work days will only be allocated if operational status allows for this. Always ensure that you have confirmation from Nikki, Rob or Scott before taking these non work days.

Standby's

Just a reminder, when you are on standby for shifts ensure that you have a fully charged phone, that it is switched on and you have no pre-arranged plans. Standby, does not mean a day off, it means you are on standby for a shift.

Handover's at static sites

Do not forget that when handing over from nights to days and vice versa, each Officer needs to give a handover of information. Therefore the incoming Officer will need to book on **BEFORE** the outgoing Officer books off. Any questions regarding this, please do not hesitate to speak with Matt or Toby.

Blank Days in your Rotas

Blank days on your rotas do not necessary mean a day off, it is that you should be on 'stand by' for any work that needs to be allocated at short notice. If you definitely need a day as a *non-work day* or holiday then this needs to be authorised by Scott or James in advance.

Job

Opportunities:

We have vacancies for:

Mobile Retail Security in the West Midland & Sheffield/Barnsley areas.

Store Detective in West Midland & Leicestershire Areas.

Hospital Security in Cheltenham & Gloucester.

If you have any friends/relatives that would like to join us, please ask them to send their CV to caroline.holmes@advantage1.co.uk

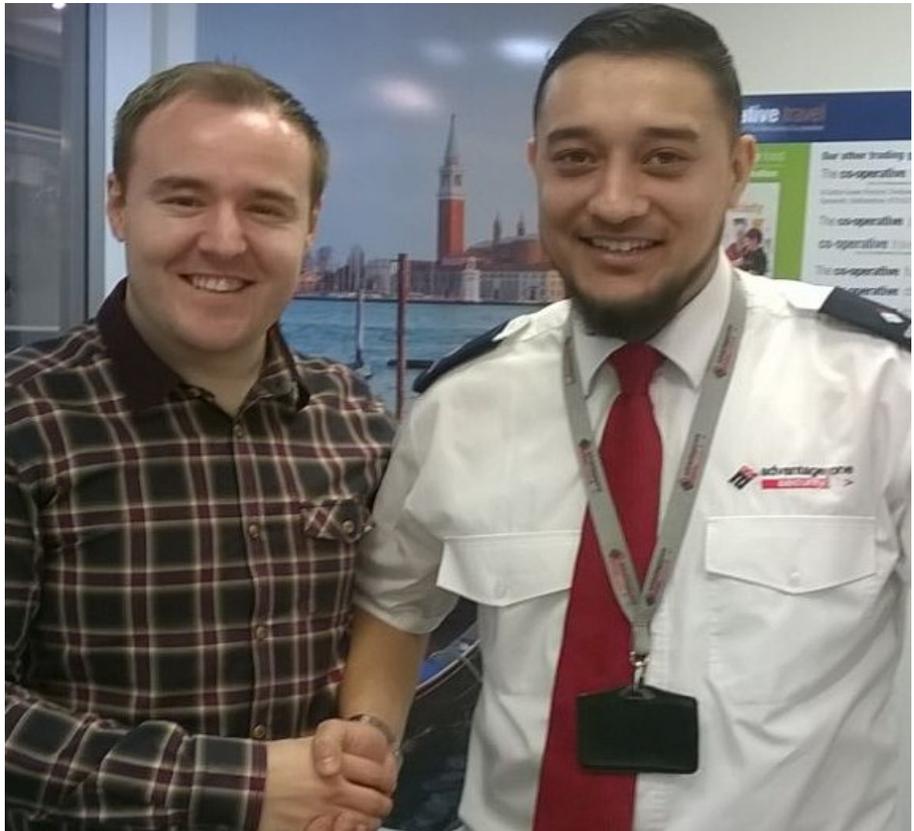
Obviously mentioning your name!

No Smoking



It is illegal to smoke in enclosed public and work places, this includes e-cigarettes. You must adhere to our Customers' Smoking Policies at all times i.e. smoking only in designated places. Whilst wearing your uniform always smoke out of sight of the General Public.

Advantage One at opening of new store in Ankerside



Bilal meets with 'Corrie star Tyrone' at the opening of the new store in Ankerside.



Driving with Diabetes !

All insulin dependent diabetics need to test their blood up to 2 hours before driving. In an accident situation the Police can ask to see your blood log and will prosecute if this has not been kept up to date.

Please remember that when you arrive each day at the store/site you make sure that you find the Manager or Duty Manager, introduce yourself and ask if there are any incidents/occurrences that you need to be made aware of.

Incident Reporting

Always ensure that you file an Incident Report for all occurrences / incidents daily. These need to be sent to incidents@advantage1.co.uk. You are all doing a great job, however we need to prove how much the customer needs our presence. By completing these IRFs you are showing just how active you are.



Security Industry Authority

Company email addresses

incident.reports@

advantage1.co.uk - to be used to send all incident reports.

holidays@

advantage1.co.uk - used by yourselves to send in holiday requests.

intel@

advantage1.co.uk - to cascade information to all Advantage One employees

Officersupport@

advantage1.co.uk - used to send out newsletters, changes, updates etc.

myrota@

advantage1.co.uk - rota's will be sent via this email, it is a non correspondence address

expenses@

advantage1.co.uk - all expenses need to be sent to this address

The Advantage Times

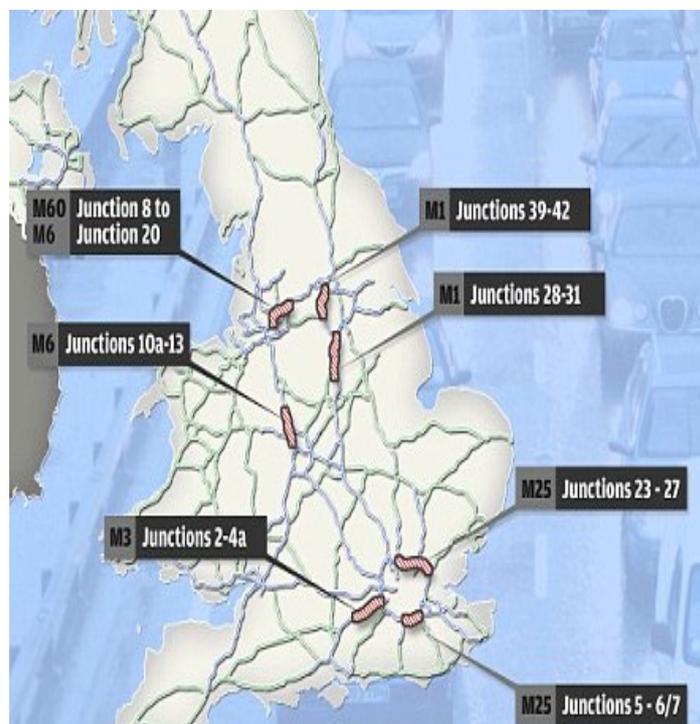
Please remember to inform the SIA regarding any criminal convictions that you may incur. Failure to inform them at the time of the incident could present future problems when you apply to renew the licence. If you have received a criminal convictions whilst you are holding your SIA licence, even if you have informed them of this, ensure that you allow extra time before the license expires to apply, you may need to supply extra information before they will issue a licence. If you have any problems please do not hesitate to contact Caroline at Head Office for assistance.

New Smart Motorways ‘Stealth’ Speed Cameras

A warning to all drivers. Some of our motorways are being upgraded to become ‘Smart’ Motorways which include new Speed Cameras that now detect all lanes. They are set at 70 mph and are painted grey and not yellow as with the traditional cameras. This means that they are not so prominent and

obvious. At present these new cameras are being used on the M1 in Derbyshire & South Yorkshire, M6 around the Birmingham area, M3 and M25 in Kent. However, as shown in the map opposite, they will be introduced in other areas soon.

Don't get caught out.



Payslips

Another reminder. It is your PIN no. that you need in order to access your payslip from your emails.

Have a great month from

The Advantage One Security Team