



## Focusing on What matters

### Message from the Directors

Hello again team, and welcome to this month's Newsletter.

John Dowler – MD

Hi everybody, I hope you are all well.

If I may, I would like to start my message this month with a few thank you's.

Firstly, my thanks go to the Board, for all their continued support of myself and our head office team.

It is sometimes hard to find a board of directors that wholeheartedly invest their time and money into a business. Most will only consider the bottom line, however at SSG, we are lucky to have a group of people that sincerely wish the company to progress in all areas; Health & Safety; Company Accreditations; Quality Management Systems; Equality and most importantly; Staff recognition.

This is truly inspiring, and I am pleased to work for such progressive personnel.

Also my thanks go to our Head Office team. All of which have gone above and beyond their normal roles over the last week whilst we moved into our new head office. You are all assets to our company.

The good things I have always spoken about are starting to come to fruition. Since June last year, we have enhanced all of our working practices, policies. We are introducing new accreditations into our Integrated Management system and have worked tirelessly to ensure we have everything we need to be recognised as a supplier of 'Best in Class' security services.

As such we are being extremely active in our Tender submissions for more direct work and I am pleased to announce we have just been awarded the Security Contract for Tamworth Borough Council.

- **Operations Issues**

Could you all ensure that you always wear your correct uniform to work. Unless told specifically anything different this should be white shirt, black tie, black trousers, black shoes and a black blazer. NO coloured shirts and NO trainers ever!

- **HR Issues**

The holiday season is fast approaching and to ensure that you get the dates that you would like please book as early as possible. We have a set amount of staff we can allow off at any one time the later you leave it to book your holiday the less likely it is to be approved. We must have a minimum of two weeks' notice but at busy times it really will be on a first come, first served basis.

- **Accounts**

To ensure that your expenses are paid promptly please ensure that you submit yours plus your receipts to the Accounts department by the 10<sup>th</sup> of each month. This gives the accounts department time to process them for payment.



### Recruitment

We are expanding the company at a fast rate and we now have many vacancies throughout the Company in all areas. Do you have any friends or family who have a current SIA licence who are looking for employment? If you do please pass them our number and recommend us to them. As you all know we have a strict vetting and screening policy and they must be able to complete all of their work history. However, we can offer immediate starts and there are many shifts available to.



## Head Office News

Well the big move has happened at the beginning of April and we are now based in Barking. Unfortunately, as I am sure you are all aware there were a few problems with the phone system but this has now been resolved and the automated book on/off system is back up and running. Just to remind everyone our new address is 7<sup>th</sup> Floor Maritime

House, 1 Linton Road, Barking IG11 8HG and the main phone line is 0208 591 0330

Should you wish to contact us at all, you can do the following ways;-

For any Operational concerns or shift enquiries, you should still contact your line manager or the Control Room on: - 0208 004 8180 or [control@ssgukltd.com](mailto:control@ssgukltd.com)

However, should you wish to feed back information to us, or tell us how we are doing, please contact us on: - [hr@ssgukltd.com](mailto:hr@ssgukltd.com)



### Employee of the Month

Congratulations to our Employee of the Month for April Anthony Russell. Anthony is hard working, polite and always happy to cover a shift at short notice a wonderful example of an excellent team player. We have had nothing but good feedback for him from our customers and he has been popular with other members of staff too. Anthony has only been with SSG for a month but is an example of how hard work and dedication will always be recognised. A crisp £ 50.00 is now on its way to you Anthony – Well done and keep up the good work.