

Consortio Security

— Working in partnership —

T h e C o n s o r t i o
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l n s i d e

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Dear Stakeholders,

In our first edition since the lockdown was imposed by the Prime Minister, I wanted to thank all our staff, clients and supplier's for their hard work and support over these unprecedented times.

Thankfully, apart from some cases of self - isolation and shielding by our field-based and head office teams, we found ourselves operating as usual. Though some of our working practices and protocols have changed, these haven't changed the day to day operation of Consortio Security.

We have worked with our supply chain over the last 10 weeks, to ensure we continued to operate safely and without impacting the requirements of the NHS, sourcing reusable

facemask and safety glasses internationally, that has arrived today, so our plan is for all Consortio Security employees to receive 2x facemasks and 1x safety glasses. These will be sent out over the next 10 days to coincide with the recent changes for travelling on public transport.

To further support our clients and employees, we have generated COVID 19 Health and Safety Risk Assessment that sites alongside our normal site base Risk Assessments, I ask all employees to read these regularly to ensure they keep abreast of the hazards and measure we have introduced to reduce the risks. I have included version 2 of the document below but this can also be found within each site's file, over the coming weeks.

[COVID 19 Health & Safety Risk Assessment](#)

In finishing, I would like to revisit an earlier comment made, about our steadfast and hardworking employees, that have shown true dedication in carrying on turning up day in and day out. To recognise this, we will also be issuing discount cards to all employees, that can be used as part of My Staff Shop, our internal staff perks benefit program, further details can be found in a later section.

On closing, my final message is, please "Stay Safe"

Kind regards

Earl Knight
Chief Executive Officer

C o r o n a v i r u s (C O V I D



All this sections information was taken directly from the following Gov.uk location
<https://www.gov.uk/government/publications>

Everyone's actions have helped to reduce the transmission of coronavirus in our communities. Fatalities and infection rates continue to fall.

The government has set out [its plan](#) to return life to as near normal as we can, for as many people as we can, as quickly and fairly as possible in order to safeguard livelihoods, but in a way that is safe and continues to protect our NHS. The most important thing we can continue to do is to stay alert, control the virus, and, in doing so, save lives.

This guidance applies in England - people in [Scotland](#), [Wales](#) and [Northern Ireland](#) should follow the specific rules in those parts of the UK.

At the moment:

- You can spend time outdoors, including private gardens and other outdoor spaces, in groups of up to six people from different households, following social distancing guidelines
- You should go to work if you cannot work from home and your business has not been required to close by law
- Some shops are beginning to reopen, with a plan for more to do so later in the month
- Children in early years (age 0-5), reception, year 1 and year 6 can return to childcare or school in line with the arrangements made by their school
- You can be tested as part of the [test and trace programme](#), which will enable us to return to normal life as soon as possible, by helping to control transmission risks

This plan is dependent on us continuing to successfully control the spread of the virus. If the evidence does not show sufficient progress is being made in controlling the virus to justify the easements, then the proposed lifting of restrictions may have to be delayed until such a time as it is safe to do so. If, after lifting restrictions, the government sees a concerning rise in the infection rate, then it may have to re-impose some restrictions in as targeted a way as possible.

That is why you should [stay alert](#) and follow social distancing guidelines. You must not:

- gather outdoors in groups of more than six people with people you do not live with
- visit friends or family inside their home or any other indoor place
- stay away from your own home overnight, except for in a limited set of circumstances, such as for work purposes

This guidance explains the measures that will help you to stay alert and safe as we continue to respond to the challenges of coronavirus. Key parts of these measures are underpinned by [law](#), which sets out clearly what you must and must not do - every person in the country must continue to comply with this. The relevant authorities, including the police, have the powers to enforce the law - including through fines and dispersing gatherings.

Find answers to the most frequently asked questions about what you should and should not do during the coronavirus outbreak on our [FAQs page](#).

1. Protecting different groups of people

This guidance is for the general public who are fit and well. There is separate, specific guidance on isolation for households with a possible coronavirus infection.

Some people, including those aged 70 and over, those with specific chronic pre-

existing conditions and pregnant women, are clinically vulnerable, meaning they are at higher risk of severe illness from coronavirus. As we begin to ease restrictions, this group who are clinically vulnerable - see section 9 - should continue to take particular care to minimise contact with others outside their household.

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus - that is, people with specific serious health conditions. They are advised to continue shielding to keep themselves safe by staying at home and avoiding gatherings or, if individuals wish to spend time outdoors, to take extra care to minimise contact with others by keeping two metres apart at all times.

2. Activity outside the home

You should continue to stay alert and limit your contact with others. Staying at home is the easiest way to do this.

However, in line with scientific advice that the risk of transmitting the virus is much lower outside, the Government is permitting more social activity outside. You can spend time outdoors with members of your own household and you can also meet in a gathering of up to six people you do not live with, provided you maintain social distancing and stay 2 metres apart. This can be in a public outdoor space, or in a private garden or uncovered yard or terrace.

The more people you have interactions with, the more chances we give the virus to spread. When seeing friends and family outdoors:

- It would be sensible to keep the total number of people you see limited - especially over short periods of time
- You should access private gardens without entering someone's home, wherever possible
- You should not go indoors unless you need the toilet urgently, or are passing through to access the garden or go home
- Avoid touching surfaces and if you use the toilet wash your hands thoroughly, wipe down surfaces, use separate or paper towels and wash or dispose of them safely after use
- You cannot use garages, sheds or cabins with non-household members - these are all indoor areas where the risk of transmission is higher
- You should not share garden or sports equipment with people outside of your household
- You can have a barbeque or a picnic, but should, where possible, try to avoid sharing food and drink. You should not pass each other food or drink unless you live together. You should not use plates or utensils that someone from another house has touched - either bring your own or ensure you have thoroughly cleaned them before using. Wash your hands frequently and thoroughly for at least 20 seconds and use disposable towels if possible.

It is important that everyone continues to act responsibly in public places, as the large majority have done to date. The infection rate will increase if people begin to break the rules. It will remain prohibited in law for people to:

- visit friends and family inside their homes or spend time indoors with anyone you do not live with - subject to limited exceptions, for example, for work, providing

emergency assistance or caring for the vulnerable

- spend time outdoors, including for exercise, in groups greater than six people - subject to limited exceptions. You should continue to practise social distancing with anyone from outside your household, including while playing sport
- stay overnight away from home - subject to limited exceptions, including for work, funerals or avoiding harm
- incite others to commit one of the above offences, for example by inviting people to a party
- threaten others with infection by coronavirus, for example by coughing or spitting in their direction

It is an offence to breach these restrictions and the police and local authorities have the powers to enforce the requirements.

When you leave your home, you should follow the [guidelines on staying safe outside your home](#). Most importantly, this includes the key advice that you should stay two metres apart from anyone outside of your household. [Face coverings](#) can help us protect each other and reduce the spread of the disease if you are in an enclosed space where social distancing is difficult and where you will come into contact with people you do not normally meet. If you are showing coronavirus symptoms, or if you or any of your household are self-isolating (including if you have been contacted by the [test and trace programme](#)), you should stay at [home](#) - this is critical to staying safe and saving lives.

By following this guidance, you are helping to protect yourself, your family, the NHS and your community.

Further guidance on the [mental health and wellbeing aspects of coronavirus \(COVID-19\)](#) has been issued.

3. Returning to school

The Government has announced the intention to implement a phased return for early years settings and schools, and has provided guidance on the return of children to schools and childcare. Schools are now open for early years (aged 0-5), Reception, Year 1 and Year 6 groups, subject to local arrangements. From 15 June, secondary schools and further education colleges will also begin some face to face support with Year 10 and 12 pupils.

You can find out [more](#) about the Government's approach to education and how schools are preparing.

School places of all age groups remain available to the children of [critical workers](#).

4. Going to the shops

The Government set out in its [plan](#) that further retail would be permitted to open in June. Outdoor markets and car showrooms can now be open - the risk of transmission of the virus is lower in these outdoor and more open spaces. The Government has set out its intention for all other non-essential retail stores to be able to reopen from 15 June, but only provided the five tests are still being met and shops have been made COVID-19 Secure.

All shops and other retailers should meet the [COVID-19 Secure guidelines](#) to protect shoppers and workers.

You must only visit shops with people you live with and you should practise social distancing from other people at all times.

5. Other businesses and venues

For the time being, certain other businesses and venues will still be required by law to stay closed to the public, subject to the limited exceptions. These include:

- restaurants and cafes, other than for takeaway
- pubs, cinemas, theatres and nightclubs
- clothing and electronics stores
- hair, beauty and nail salons
- libraries, community centres, and youth centres
- indoor and outdoor leisure facilities such as bowling alleys, gyms, arcades and soft play facilities
- outdoor attractions such as funfairs, theme parks and zoos
- some communal places within parks, such as playgrounds and outdoor gyms
- places of worship (except for funerals)
- hotels, hostels, bed and breakfasts, campsites, caravan parks, and boarding houses for commercial/leisure use, excluding use by those who live in them permanently, those who are unable to return home, critical workers where their need is for a work purpose, elite athletes and those needing to self-isolate after arriving in the UK

Other businesses can remain open and their employees can travel to work, where they cannot work from home.

6. Visiting public places

You can spend time outdoors, including exercise, as often as you wish. This must be with people you live with, or in a gathering of up to six including people from outside your household, and you should keep two metres apart at all times.

You should continue to avoid public transport other than for essential journeys so should make journeys by cycling, walking or driving in a private vehicle where possible.

You may travel to outdoor publicly accessible open spaces irrespective of distance with people in your household, but should follow social distancing guidance while you are there. You should plan ahead to ensure that, where you are visiting places like National Parks, you have checked that they are open and appropriately prepared for visitors. Many other outdoor venues where there is a higher risk of close contact and touching surfaces will remain closed as set out in the law. Campsites will remain closed and you are not allowed to stay away overnight, so should allow enough time to return home.

When travelling to outdoor spaces, it is important that people respect the rules in Scotland, Wales and Northern Ireland and do not travel to different parts of the UK where their intended activities there would be prohibited by legislation passed by the relevant devolved administration.

7. Going to work

With the exception of the organisations covered above in the section on closing businesses and venues, the government has not required any other businesses to close to the public - it is important for business to carry on.

All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open - such as food production, construction, manufacturing, logistics, distribution and scientific research. As soon as practicable, workplaces should be set up to meet the new COVID-19 Secure guidelines. These will keep you as safe as possible, while allowing as many people as possible to resume their livelihoods. In particular, workplaces should, where possible, ensure employees can maintain a two metre distance from others, and wash their hands regularly.

At all times, workers should follow the guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. You should not go into work if you are showing symptoms, or if you or any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

There is specific guidance in relation to work carried out in people's homes - for example by tradespeople carrying out repairs and maintenance, cleaners, or those providing paid-for childcare in a child's home.

8. Enforcing the law

The police and local authorities have the powers to enforce the requirements set out in law if people do not comply with them. The police will act with discretion and common sense in applying these measures, but if you breach the regulations, they may instruct you to disperse, leave an area, issue you with a fixed penalty notice or arrest you where they believe it necessary. They may also instruct you to take steps to stop your children breaking these legal requirements again if they have already done so.

The government has introduced higher penalties for those who do not comply, to reflect the increased risk to others of breaking the rules as we begin to ease the restrictions. If the police believe that you have broken the law - or if you refuse to follow their instructions enforcing the law - a police officer may issue you with a fixed penalty notice for £100 (reduced to £50 if paid within 14 days). If you have already received a fixed penalty notice, the amount will increase to £200 and double on each further repeat offence, up to a maximum of £3200.

9. Clinically vulnerable people

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):

- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

As above, there is a further category of people with serious underlying health conditions who are clinically extremely vulnerable, meaning they are at very high risk of severe illness from coronavirus. You, your family and carers should be aware of the guidance on shielding which provides information on how to protect yourself still further should you wish. Updated advice is available [here](#).

10. Communicating with the public

The government will continue to keep the public informed of the impacts of coronavirus on the UK, and the law and guidance that is in place to protect the public.

The measures set out will be kept under constant review, and formally revisited at the end of June. They will be relaxed if the scientific evidence shows that this is possible. If people begin to act recklessly, which could impact on the transmission of coronavirus in our communities, further restrictions will have to be implemented again.

All links can be used via the Gov.uk website

COVID 19 AWARENESS

Consortio Security

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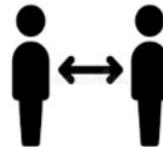
KEEP UP TO DATE

Check social media & news channels, for the latest information and government updates. Also read the Head Office Health & Safety Risk Assessment.



COVER YOUR COUGH & SNEEZE

Cover your mouth and nose with a tissue or sleeve when coughing or sneezing. Do not sneeze or cough into your hands.



SOCIAL DISTANCING

Maintain a minimum distance of 2 metres from everyone.



WASH YOUR HANDS OFTEN

Wash your hands with soap and water for at least 20 seconds.



AVOID TOUCHING YOUR FACE

Avoid touching your eyes, nose or mouth with washed or unwashed hands.



USE CONTACTLESS INSTEAD OF CASH

Use card payments for all purchases where possible.



USE HAND SANITISER

Use hand sanitiser regularly, when you can't wash with soap and water.



AVOID PHYSICAL CONTACT

Avoid physical contact, such as handshakes or hugging.



STAY AT HOME

Stay at home if possible and only go out, if essential.

C o u n t e r T e r r o r i s



COUNTER
TERRORISM
POLICING

UK Protect

Protective Security Information for the Business Community

NATIONAL BULLETIN

5 June 2020

Welcome back to all those businesses getting ready to reopen.



We are all delighted that you are able to step up preparations for a return of staff, visitors and customers.

As you get closer to restarting, we ask you to please remember all the good work we have done together over recent years to help protect crowded places from terrorism. The UK National Threat Level remains at SUBSTANTIAL, meaning an attack is likely.

We feel confident that terrorist activity in the UK will return to previous norms after restrictions to prevent the spread of the coronavirus are eased.

So when you are making plans for the reopening of your business, we ask that you think about security and build a security review into your 'to do' list.

Our 60-second check provides an easy guide to the things that you can think about now as you get ready to return to normal - or 'the new normal' as it will undoubtedly be for all of us.

Making arrangements for social distancing and extra hygiene precautions are going to be foremost in your mind, but don't forget there are always those who look to exploit situations when your attention may be elsewhere. Good counter terrorism measures also have benefits in deterring crime.

OFFICIAL

UK Protect products are produced by Counter Terrorism Policing Headquarters (CTPHQ) and provided free of charge. UK Protect products should be shared with permission from and as provided by CTPHQ with appropriate acknowledgement. No payments are to be requested or received in exchange for these products or parts thereof. All products are protected under copyright and should not be altered, copied, or re-packaged without the written permission from CTPHQ. CTPHQ®

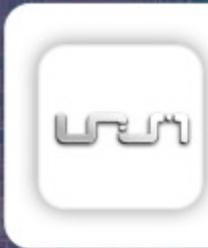
[Read the full bulletin](#)

In addition ACT (Action Counter Terrorism) have released a new handy App, that provides loads of information and guidance. For more information search "URIM" on apple or the

ACT | ACTION COUNTERS TERRORISM

The ACT App

LOG IN GUIDE



Search 'URIM' on the apple or android app store and download



LOG IN DETAILS

USERNAME:

PASSWORD:

The ACT App was developed by CTP, URIM, Highfield, M&S



my STAFF
SHOP

Centralus
EMPLOYEE ENGAGEMENT CONSULTANCY



As mentioned previously, the company will be sending all Consortio Security employees a Discount Card for My Staff Shop, employee portal. To register your unique card please follow the link and instructions below to set up.

[Link to login page](#)

The steps below, breakdown how too login and visit the "How to" videos

1. Log on the Centralus with NI number and password
2. Click on the bottom left tile 'Your Discount Portal'
3. Scroll down and click on 'Click here to continue to your discount portal'
4. Click on the Main Menu drop down in the top left of your screen
5. Click on 'How To' videos
6. Watch the 'Card Activation' video on the right

Once you are set up, you can start saving across a large section of physical and online stores, as per below.

Alton Towers Resort*
Alton Towers Water Park*
American Golf
Antartex Village
Argos
Barclays Diamonds
Beaverbrooks
Ben Nevis Highland Centre
Boots*
Burton*
Chisholm Hunter
Currys
Cycle Republic
Days Department Store
Debenhams
Dorothy Perkins*
Drayton Manor*
DW Sports Stores*
Edinburgh Woollen Mill
Ernest Jones*
Evans*
Faith (at Debenhams)
Foot Locker
FOPP

Go Outdoors
Gulliver's World*
Gulliver's Kingdom*
Gulliver's Land*
Gulliver's Farm & Dinosaur Park*
Gulliver's Splash World*
Gulliver's Hotel
Halfords*
HMV*
Holm Mills
Homesense
H. Samuel
Iceland*
Inveraray Woollen Mill
James Pringle Weavers
Jedburgh Woollen Mill
John O'Groats Knitwear
Kernow Mill
Kilmahog Woollen Mill
Loofe's Clothing
M&S*
Mackinnon Mills
Masson Mills
Matalan*

McCaig's Warehouse
Miss Selfridge*
Moffat Woollen Mill
New Look
Oasis
Outfit*
PC World
Peacocks
Ponden Home
Principles (at Debenhams)
River Island
Romanes & Paterson
ROX Diamonds & Thrills
Schuh
Schuh Kids
Select
Semichem
Shoe HQ
Shoe Zone
Simon One
Slaters Menswear
Spean Bridge Mill
TJ Hughes
TK Maxx

The Abbey Mill
The Bronte Weaving Shed
The Entertainer
The Famous Lee Mill
The Food Warehouse
The Old Station Welshpool
The Original Factory Shop
The Perfume Shop
The Scottish Wool Centre
The Works
Thomas Land*
Topman*
Topshop*
Trossachs Woollen Mill
Wallis*
Waltons the Jewellers (Chester & Wrexham)
Warehouse
Watershed Mill
Waterstones*
West Highland Woollen Company
Wilton Shopping Village
Wilko*

Online - use this card to pay for goods on the following websites:

www.argos.co.uk**
www.austinreed.com
www.djmmusic.com
www.ewm.co.uk

www.love2shopolidays.co.uk
www.peacocks.co.uk
www.pondenhome.co.uk
www.schuh.co.uk

www.stygifts.com
www.virginexperiencedays.co.uk/giftcard

Other Services:

Virtual Spending†

Use the balance on this Love2shop Card to purchase a virtual Mastercard® and spend on 50+ websites

Holidays

Book your next UK or Worldwide holiday with the Love2shop Holidays team by calling 0345 077 4444

Leisure

Love2shop Cards are also accepted as payment at a number of UK attractions

Special Offers

Take advantage of our exclusive special offers and discounts by visiting www.love2shopoffers.co.uk

S I A T a x R e b a



Security Industry Authority

Claiming Tax Back for SIA Licence

HMRC and the Security Industry Authority have negotiated an arrangement that means you can claim **tax relief** on the full cost of your SIA licence fee.

The SIA licence is normally renewed every three years and it is best to claim for your tax relief as soon as you can, so you do not miss getting your own money back

The SIA licence fee is not all you can claim for...

Working in the security industry often means you have to pay for more than just your SIA licence fee.

The fact that you can claim for more than just your SIA licence does not mean you have to complete three different forms.

Other expenses eligible for tax relief include:

- Your Public Space Surveillance ([CCTV](#)) licence.
- The cleaning of your work [uniform](#).

How to claim your SIA tax rebate

Your claim must be made through [HMRC either online or via a postal form](#). When HMRC received your SIA claim, it will normally take about 8-12 weeks for them to reply and to confirm any tax rebate due. If you need help with your claim, you can call HMRC on their support line.

W h i s t l e b l o w n



The number for the Whistleblowing Hotline has changed to **07891 444888**.

The purpose of the hotline is to provide a safe and confidential way for employees and other stakeholders to make reports about serious concerns they may have about wrong doing in the workplace. It ensures that reported concerns are passed directly and unedited to nominated managers. You can either call the hotline number or send a text message to raise any concerns.

Should anyone require any further clarification then please contact me, Mr Mick Stone, Head of Human Resources either via email M.Stone@Consortiosecurity.com.

S H E Q - S a f e t y ,

Safety Statistics

Consortio Security takes the safety of its employees and stakeholders very seriously, we report and document all accidents and incidents in line with legislation and best practice.

EXPOSURE	July 2019 to June 2020	July 2018 to June 2019	July 2017 to June 2018
Total Man hours worked	579541	642315	924506
SAFETY	Current Year	Year -2	Year 1
Fatalities	0	0	0
HSE Reportable Injuries	2	1	0
Lost time incidents (1-7 days)	2	1	0
Incidents requiring medical treatment (MTI)	0	0	1
Incident requiring first aid	6	12	10
Dangerous Occurrences	0	0	0
Near Hits/Misses	0	0	1
HSE/HSA or equivalent improvement notices	0	0	0
HSE/HSA or equivalent prohibition notices	0	0	0
HSE/HSA or equivalent prosecutions	0	0	0
AFR	0.35	0.16	0.00
ENVIRONMENT	Current Year	Year -2	Year 1
Minor Non-reportable incidents	0	0	0
Reportable incidents	0	0	0
Enforcement action i.e. Warning letters, prosecutions	0	0	0
IFR	0	0	0

Near Misses

In keeping with our continual promotion of Health & Safety, this month we're again

reminding everyone about the importance of near miss reporting.

It is important to communicate not only our strengths, but also any perceived weaknesses on our client assignments.

Each site already has specially printed report cards to encourage easy reporting of near misses, to help achieve our goal of being totally incident and injury free. However, please feel free to report near misses in any way you can - verbal or email reports to your Operations Manager or our Control Centre are perfectly acceptable.

It's important that you understand the following:

- We will support any employee reporting a near miss; if a task is stopped for a safety reason, we will back the employee.
- We will listen and act; any safety concern that is reported will be addressed promptly.
- We will not point the finger; if there is an injury, we will conduct an incident investigation in such a way that no-one is blamed. We need to learn so that we can prevent future injuries.
- We will allow time to do jobs safely; we will remove any barriers to employees being successful in safety.

You can print your own card by clicking [here](#) or report via our [website](#) .

Consortio Security

— Working in partnership —

Head Office:
6 Boundary Court,
Willow Farm Business Park,
Castle Donington,
DE74 2UD

What can you expect from management?

Health and Safety is important because it protects the well being of employees, visitors and customers. Looking after Health and Safety is a top priority for management.



Safety Observations

Report cards

We will Support you!

If you stop the act for safety reason, we will support you!

We will listen and act!

If you highlight your safety concerns, we will listen and address it promptly. We will NOT ignore it!

We will not point the finger!

If there is an incident/injury, we will conduct an investigation in such a way that the person is NOT blamed. We have need to learn so that we can avoid the next injury.

We will allow time to do it safely!

We will remove the barriers to you being successful in health & safety. We will provide support to the workforce in taking time to work safely

Safety Observation

Keeping an eye on safety

Date:	Location:
What did you see?	GOOD
Please circle the relevant comment	BAD
How can we improve the situation?/ Can we use this in other areas?	
Name:	
Company:	
Contact Number:	

Environmental Impact

The company is fully committed to protecting the safety and occupational health of individuals, guaranteeing industrial safety, ensuring security, managing major risks and preserving the environment. To that end, we actively promote a culture across the company, that encompasses the staff.

Please click on below links to view our Environmental Assessments

[FP.05E Event Stewarding Environmental Impact Assessment](#)

[FP.06E CCTV Monitoring Environmental Impact Assessment](#)

[FP.07E Manned Guarding Environmental Impact Assessment](#)

[FP.08E Key Holding and Response Environmental Impact Assessment](#)

[FP.09E Commercial Cleaning Environmental Impact Assessment](#)



Company Policies

Our company policies can be found in our website under Policies section. You can view the latest version by [clicking here](#)

P a y r o l l U p d a



Payroll queries

Please contact Christine Frost - Payroll Manager directly if you have any queries related to your payslip. Email at c.frost@consortiosecurity.com or call 08700123999 option 6. Do not call Centralus, as they are just the on-line platform that we save your payslips on, they have no knowledge regarding your hours, holidays or wages.

Payslips

YOU WILL NEED TO REGISTER TO CENTRALUS IN ORDER TO ACCESS YOUR PAYSLIPS ONLINE

If you haven't registered yet, please go to

<https://portal.ibenefit.uk.com/landing/consortiosecurity/>

and activate your account. Should you experience any issues with registering or logging into your account please contact Centralus. Click [here for more](#) details.

Pay Dates

To provide all stakeholders with a greater understanding of Consortio Security employee payment cycle for the forthcoming tax year, we have provided a schedule below with further guidance that will hopefully assist, going forward.

Contractually, officer wages need to be in their accounts by CLOSE OF BUSINESS on 15th of each month. Where the 15th of the month falls on a weekend we will ensure that funds are available on the last working day before 15th - again by close of business.

15th June 2020

15th July 2020

14th August 2020

15th September 2020

15th October 2020

13th November 2020

15th December 2020

Pension queries

For all pension queries please contact Mr Martin Bonnar - Pensions Manager at Centralus on 07864 651 448 or 0800 211 8109 alternatively email him at m.bonnar@centralus.co.uk

On or just before your 1st payday, please register on www.consortiosecurity.ibenefit.uk.com to view all your payslips and pension contributions.

H o l i d a y b o o k

Holiday Requests

We are as accommodating as possible when granting time off for holidays. We consider all holiday requests on a "first come, first served" basis. We reserve the right to vary requests to meet the needs of the organisation and maintain adequate staffing levels. You may not normally change your holiday dates once confirmed. Please be aware that the onus is on you to manage your leave correctly. This is in the form of submitting the holiday in a timely fashion or speaking to your supervisor/manager should a holiday request go unanswered.

You must request your holiday via the Smart Task App. This will generate a request, which our National Control Centre will acknowledge, and the request will then be forwarded on to your Operations Manager for approval. For holidays of 7 days or less, we require at least 2 weeks' notice, for periods of greater than 7 days we require at least 4 weeks' notice. Please make sure you submit requests giving as much notice as possible, as there will be a better chance of having the leave approved. You must not book holidays without receiving prior authorisation. If you take holidays without authorisation, you will be subject to disciplinary action.

Should you disregard our procedures, we will not be liable for any financial loss you incur. This may include forfeit of your deposit, reservation penalties etc.

Normally we do not allow more than two consecutive working weeks of annual holiday. We may make an exception for a "once in a lifetime" opportunity. However, we must first consider the needs of the organisation and staffing levels. Our decision in this respect will be final.

We also acknowledge that employees may need time off to observe a religious festival not covered by current statutory holidays. Please note there is no express right to take time off in these circumstances and we are not required to grant all requests for leave for religious observance but we will do our best to cover any such requests.

Holiday Year

Our holiday year is 1st July to 30th June.

Leaving During the Holiday Year

If your employment ends, we may require you to take any accrued untaken holidays before you leave. We pay any outstanding balance with your final pay if you cannot use up all holidays due.

If holidays taken exceed those due when your employment ends, we deduct an equivalent sum from final pay. We will notify you of the detail in writing in advance.

Leave Extension

Once you have at least two years' continuous service you can request a period of extended leave. You can only request one block of extended leave in any holiday year. The total period of extended leave cannot exceed four weeks. We reserve the right to refuse extended leave requests according to current business circumstances and holidays already approved.

Extended leave only potentially adjusts the total period of leave you may take at any one time. It does not increase your annual leave provision.

Your holiday accrual will be calculated at the time you wish to take extended leave. We will not pay more holiday pay than you have earned at that time.

Should you wish to apply for extended leave, then you can request the relevant form you're

your Operations Manager.

Payment in Lieu

By law, we may only consider payment in lieu of untaken holidays when you leave our employment. You will not be paid holiday for rest days.

Peak Periods

We may not be able to allow holidays at certain times where we know we will be extremely busy. The peak periods are defined as the 10th December to the 5th January and the month of June. We may make exceptions for "once in a lifetime" opportunities. However, we must first consider the needs of the organisation and staffing levels. Our decision in this respect will be final.

T r a i n i n g & D e



All stakeholders are advised that we provide ELearning, Off Job Training and a blended approach to development. Consortio Security has an extensive library of E-Learning courses that staff can use to further their professional development. When you joined the Company details of your registration should have been sent to you.

E Learning courses range from

- COSHH in the Workplace
- Introduction to Health & Safety
- Customer Service Level 2
- Fire Warden Level 2
- Safeguarding and Wellness Training

- GDPR - General Data Protection Regulation
- Manual Handling
- Working at Heights
- Accident & Investigation
- Counter Terrorism Awareness



If you require any further information please contact info@consortiosecurity.com

Off job training course range from

- First Aid 1 & 3 Day
- Risk Assessments
- COSHH
- SIA Security Guarding
- SIA Door Supervisor
- SIA CCTV Operative
- Conflict Resolution
- IOSH (via business partner)

The above courses are delivered by our Head of Training, unless otherwise specified. If you require any further information then please contact info@consortiosecurity.com

Take a look at the latest vacancies we have to offer by clicking on the link below.

<https://www.indeed.co.uk/Consortio-Security-jobs>

If you know anyone who may be interested in a job, please let them know and ask them to apply through Indeed or email their CV to hrsupport@consortiosecurity.com

F o l l o w u s o n

To All Consortio Security Employees,

It is important that you follow the company's social media channels. Our social media platforms are regularly updated with news regarding the business and the industries we operate in.

The most powerful ambassadors for our brand are our employees.

If you have any pictures/posts/charity fundraiser you think will be good to post on our social media channels, send them into k.dubiniac@consortiosecurity.com.

Click on the links which will take you too our Facebook and Twitter page and give us a follow.

 Like us on Facebook

Follow us on 

S t a f f S a l e s



Know anyone that needs security? Refer a potential business lead to Business Development team and you could be rewarded. Any applicable leads should be forwarded to Jeremy Pye and will be subsequently pursued by the Business Development team. In the event that Consortio Security are awarded the contract, the member of staff that originally provided the lead will receive **£250** gross bonus within their monthly wages.

Please forward any opportunities to j.pye@consortiosecurity.com

A d m i n M a t t e



Booking On

Please find below a reminder of the instructions for automatic book on/off system:

As you will now be aware and should be following, we have moved over to a new booking on/off and check call system. All security personnel should now be using the following number to book on:

02038795479

The system will take you through the same process as our previous system, however with a slight change. When you first call it will ask you for the account number followed by #. Our account number is: **3369**. Then followed by your pin number and #, then the site number and #.

The time parameters have been adjusted for booking on and off duty, but your check call parameters remain the same.

Book on parameters - 20 minutes before shift start and 5 minutes after.

Book off parameters - 1 minute to shift end

Check Call parameters - 15 before and 15 after

Please note that failing to book on before 5 minutes passed your start time may affect your pay. The same applies if you book off early so please ensure this is followed.

Sites that are using Patrol systems will be replaced by Smart Task Advance, your Operations Manager and Regional Supervisors will be on site shortly to reprogram tag points.

You will need our account code for the app which is: **b2R7k6b4**

Your user name and password can be provided by control when you require this.

Booking Off

All Officers should be booking off their shift, when they have completed their duties. Booking off at the end of your shift is equally important as a check call. The National Control Centre team need to know that you have completed your duty. Too many Officers are failing to do this currently.



VISA Updates

Should you be working on a VISA or Residence Permit etc, it is your responsibility to provide the Company with updates on your Right to Work status. You should provide the HR Department with copies of any acknowledgment letters you receive from the Border Agency for updated applications so that we can confirm an individuals' Right to Work through the Employer Checking Service (ECS). Should updated information not be provided in a timely fashion, then this will result in your removal from site until evidence can be provided to confirm your status. Ultimately, failure to provide up to date documentation could result in your employment being terminated.



Security Industry Authority

SIA Update

Licence-linked qualifications for skills specifications

The SIA is continuing to develop new licence-linked qualifications as part of their review of industry skills and qualifications. To allow all parties sufficient time to prepare for the changes, they expect to launch the new qualifications in autumn 2020. The new qualifications will give a more robust foundation of skills and knowledge and reflect what they have learned from extensive industry consultation. Our aim is to ensure that operatives have up-to-date skills that are critical to public safety. They will provide further details on the changes in due course. Qualifications awarded before the autumn 2020 will still be accepted for new licence applications and renewals.

Please [click here](#) for full monthly update from the Security Industry Authority, and for the Approved Contractor Scheme update please click on [this link](#).

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