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A BIG THANK YOU

TO OUR HARD WORKING STAFF

A message from Managing Director

Our Business Development Team is working hard toward the business growth, we are now in the process of getting approvals to become business service partnerships by some of the biggest Security Guarding Companies in the UK. To achieve and expected business growth will only be possible if we work together and deliver the best as we do.

Once again Thank you very much for the support and look forward to our prosperous future.

Current UK Security Threat Level: Severe

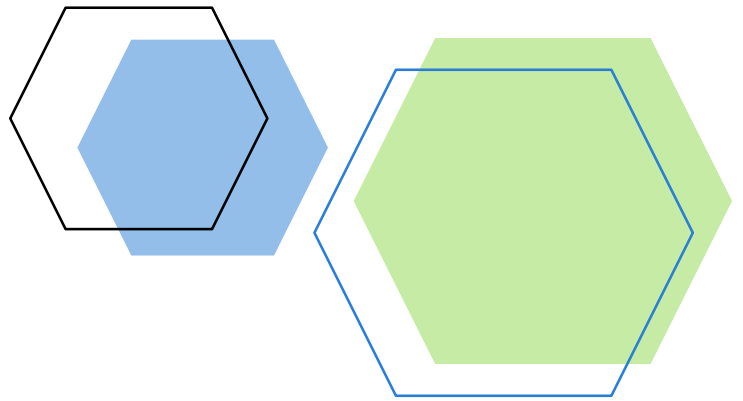


DO YOU KNOW

EMPLOYEES HAVE LEGAL DUTIES TOO?

You must:

- Take reasonable care of yourself and others.
- Cooperate with your employer.
- Not misuse anything provided for Health & Safety.
- Comply with Instructions for Health & Safety.
- Inform your employer of any shortcoming or immediate danger.
- Only Use machinery, equipment, substances or safety devices if adequately

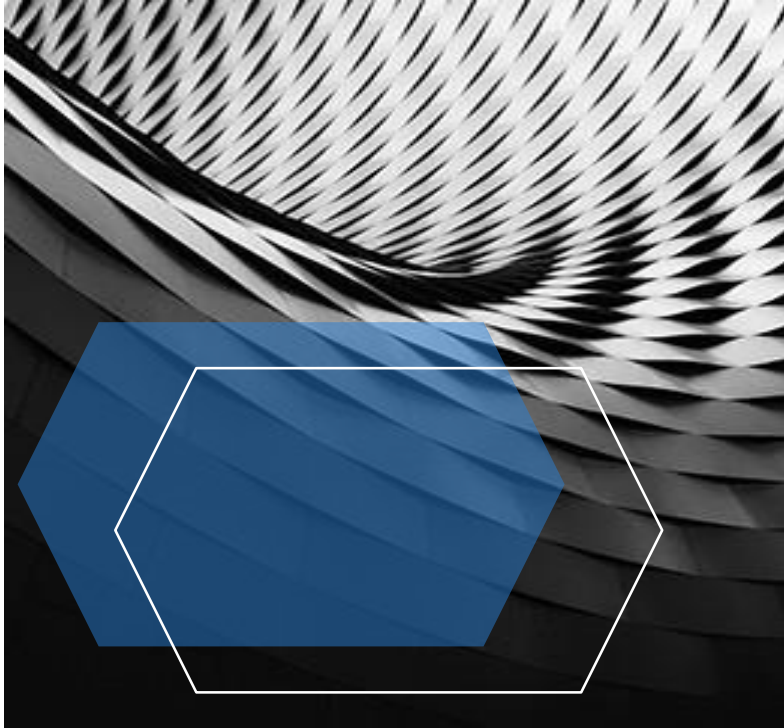


EACH ONE OF US

IS PERSONALLY RESPONSIBLE FOR YOUR OWN ACTIONS.

For more details on employers and your own responsibilities in law, read the Health & Safety Law Poster on display in the office or talk to our HR Department.





Employee of the quarter



M Adnaan Mahmood has been recognised as **Employee of the Quarter** in appreciation of his outstanding performance, dedication, and contribution to the team.

He has been awarded a **£50 M&S voucher** as a token of recognition for his hard work and commitment.

PLEASE BE AWARE ...

THE SIA AND FINES

Please be aware that the SIA are attending various locations around the U.K and Scotland and have found Security Officers NOT displaying their SIA Badge, as a result they have been fined. So please be warned and wear your badge.

DURESS

If you are being held captive or under threat and required to make a check call, proceed as normal to avoid suspicion.

During the call, discreetly ask for "Mr Black." This will trigger the escalation process and alert the team to a potential emergency.



SIA LICENCE RENEWAL

Your SIA licence will not renew automatically. You must apply for a renewal.

You can apply to renew your licence 4 months before your current licence expires. You should submit your renewal application as soon as you can. Applying early gives us more time to process your application, which reduces the risk of you being unlicensed and unable to work.





OUR EXPECTATIONS

FROM OUR STAFF

Successful Security Officers are capable of doing a difficult and demanding job.

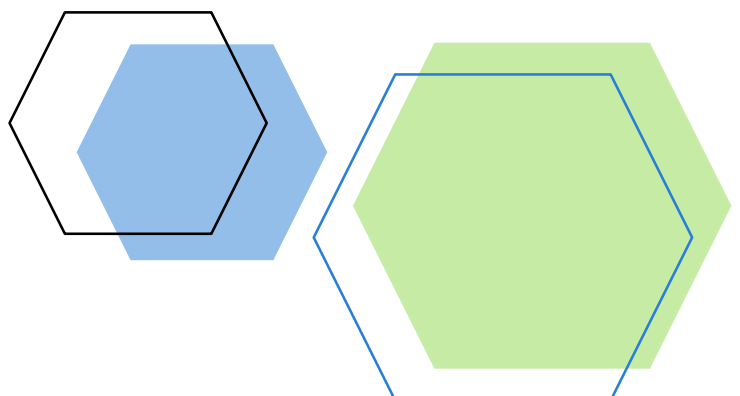
- They have integrity, manage change and problem effectively.
- They are able to control situations as they occur in a confident manner.
- They are aware of their own behavior and how it can determine the outcome of events.
- They are achievers and should conduct their own initiative to achieve their objectives.
- Security officers should conduct their duties within the store in a positive, professional and polite manner at all times.

Security Officers will not get a second chance to make a first impression as they are often the first point of contact and will often set the standard in the environment where they are working, so your appearance must be of a very good standard as it is not just our company you are representing but also the customs.

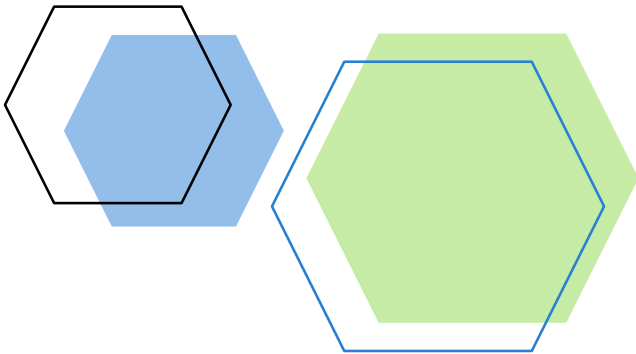
REMEMBER...!

THE 4 P'S

- **P**rotection of life
- **P**rotection of property and premises
- **P**revention of loss and waste
- **P**revention and the deterring of crime



POWER OF ARREST



THE LAW AND ARRESTS

The statutory power of arrest for the public were set out in the Police and Criminal Evidence Act (PACE) 1984. Section 24 of the (PACE) Act sets out the powers the police must arrest suspects.

Section 24A of the PACE sets out the power of members of the public to make an arrest. These powers were amended by the Serious Organized Crime and Police Act 2005 (SOCPA). The exercise of the citizen's power of arrest is limited to indictable only

- 1) A person other than a constable may arrest without warrant.
 - Anyone who is in the act of committing an indictable offence
 - Anyone whom he has reasonable grounds for suspecting to be committing an indictable offence
- 2) Where an indictable Offence has been committed, a person other than a constable may arrest without a warrant.
 - Anyone who is guilty of offence
 - Anyone whom he has reasonable grounds for suspecting to be guilty of it.
- 3) But the power of summary arrest conferred by subsection (1) or (2) is exercisable only
 - The person making the arrest has reasonable ground for believing that for any of the reasons mentioned in subsection (4), it is necessary to arrest the person in question
 - It appears to the person making the arrest that it is not reasonably practicable for a constable to make it instead
- 4) The Reasons are to prevent person in question
 - Causing physical injury to himself or any other person;
 - Suffering physical injury;
 - Causing loss of or damage to property; to
 - Making off before a constable can assume responsibility for him.

REPORTERS

This newsletter is designed to keep staff & customers fully up-to-date with development in the company, in tune with our general policy of openness. We would welcome your feedback and input.

If you would like to contribute to the newsletter, please forward your ideas to management team at Head Office.

YOUR SUGGESTIONS COUNTS

Please send you suggestions/concerns at
OPERATIONS@ADELARLTD.CO.UK

MANAGING DIRECTOR: MUHAMMAD ADEEL RANA
EMAIL: ADEEL@ADELARLTD.CO.UK | PHONE NO: [+44 330 133 8707](tel:+443301338707)