

UniTrust Protection Services (UK) Ltd

Newsletter

March 8th 2010

EMPLOYEE OF THE MONTH

The employee below has been nominated by Management as deserving recognition for their work during February: -

Chris Wilkinson who works at GE Energy based in Bracknell. We have received a number of compliments about Chris' helpful and supportive manner when dealing with requests made of him. Chris goes above and beyond the call of duty on a regular basis. Keep up the great work.



*From left to right
Security Supervisor, Chris Wilkinson and Contract
Manager, Shiv Gill*

Chris has been given a certificate and a £25 voucher as a gesture of our appreciation.

WELL DONE

Well done to James Lovegrove who works at AP based in Camden. We have received

compliments from our client's staff in relation to James' helpful attitude whilst on duty. Keep up the good work.

Well done to Frank Campbell and Bill Roddick who work at GSK House based in Brentford. Both attended a first aid incident on site and handled the situation effectively ensuring that the member of staff received the correct treatment. Well done to you both.

Well done to Ajmal Khan who works at GSK House based in Brentford. Ajmal consistently performs to a very high standard and is always helpful regardless of the situation. Keep up the excellent work.

A big thank you to our Mobile Inspectors, David Bailey, Ed Walker and Blazej Baszczyński. All three worked very hard on the lead up to the takeover of our new contract GE Energy based in Bracknell. Your help and support are very much appreciated.

Well done to Salman Khan who works in Control at Head Office. We regularly receive compliments from both internal and external sources about Salman's professionalism and helpfulness. Keep up the good work.

Well done to Sean Turner and Mervyn Carpenter who both work for Unitrust on a self employed basis. Sean and Mervyn covered a function at the Landmark Hotel in London and responded to a first aid

emergency. Both carried out their duties in an extremely professional manner.

Well done to the whole team at Charles Street in London. We have had a visit on which has meant long shift patterns and additional duties for everyone. A special thank you to Taff Ditta and Steve Robinson who covered the Team Leader position during the visit.

Well done to the whole team at The Holme based in Regents Park. We have experienced floods on site and the team have been helping by pumping water from the basement during their shifts. Thank you to Alan Forrest, Patrick Murray, Richard Bell and Robert Lamey.

Well done to the team at Canada House based in Trafalgar Square. Robert Mangei, Mohammed Afzal, Simon Le Roy and Inga Rudzate all took part in an event organised to celebrate the Winter Olympics and our client was extremely happy with how smoothly the event ran. Thank you to all.

SERVICE AWARDS

We would like to congratulate the following person for achieving a service milestone: -

10-years Service

- *Alan Ryan – Security Officer at 114a*

The above have received a memento as a gesture of our appreciation which included a cash bonus and an additional day's holiday for the anniversary year only.

PENETRATION TESTS

Well done to the following employee: -

- Alan Ryan at 114a Cromwell Road

A penetration test was carried out by the Security Watchdog on his site back in December and we are pleased to advise that the auditor did not manage to gain entry.

SOCIAL NETWORKING POLICY

You were advised in last month's newsletter about the introduction of the Social Networking policy. This policy should have been attached to that newsletter but wasn't. Therefore we have attached a copy of the policy this month which we ask that you read and attach to your current staff handbook.

Should anyone have any questions or concerns in relation to the policy please contact Human Resources.

P60's

We are coming to the end of the financial year and as such you are due your P60 which will be forwarded to you from Finance along with your March payslip on April 8th.

This is an important document and once received should be retained for future reference. Please note that should you lose your P60 Unitrust will NOT be able to reproduce it for you.

SILVER FOX MONTHLY AWARD

Francis Onibon based at GPA in London successfully prevented The Security Watchdog from gaining access to their site and has been nominated for the monthly statuette for best performance during January.

Francis does an excellent job on site and takes great pride in his work.

TAX RELIEF – SIA LICENCE

We would like to remind you that you can claim tax relief on your SIA licence fee. To do this you will need to apply to the Inland Revenue for a self assessment tax form which you need to complete and return to the Inland Revenue. Unitrust have put together a letter that you can send to the Inland Revenue regarding claiming your tax relief.

If anyone has any questions in relation to the above or would like some assistance please contact either Human Resources or Finance. Please note that Unitrust cannot claim the tax relief for you.

LICENCE RENEWALS

As you may already be aware Unitrust HR are providing administrative support in relation to SIA licence renewals. However should you decide to apply for your renewal licence yourself we ask that you advise HR.

START OF BRITISH SUMMER TIME

Sunday, March 28th 2010 is officially the start of British Summer Time. Please remember to put your clocks forward on this date.

Those employees working the day shift on Sunday should ensure that they set their alarm clocks an hour later before going to bed on Saturday night.

REFRESHER TRAINING

The Mobile Inspectors will be providing all employees with powers of arrest and use of force refresher training over the coming months. This will be delivered in a one to one discussion format at your places of work.

CLIENT INTRODUCTION AWARD

Any employee that is instrumental in introducing a new client will receive a £500 award.

You may know of a new building in your area that may need security or you may hear of a security contract nearby that is looking for a change of contractor.

Please let us know and if we are successful in winning the contract then the Company will show its appreciation to you. Should the contract be significant then this award may increase in relation to the overall value to Unitrust.

INTRODUCTION BONUS

Any employee who introduces a new employee to the Company will be entitled to a £150 bonus once the new employee has successfully completed their 6-month probationary period.

Any employee involved in the recruitment process will not be eligible for this bonus.

NEW STARTERS

We would like to welcome the staff listed below: -

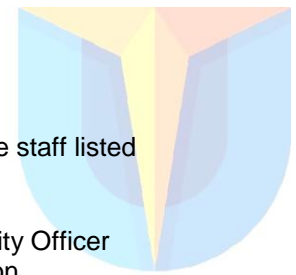
- Shahzad Malik – Utility Officer covering West London

VACANCIES

We are currently recruiting for the following positions: -

- Security Officer based at Mediacom in Holborn X 1
- Utility Officer covering Central London X 1

Job and person specifications can be obtained from Human Resources and all suitable employees are invited to apply. Such applications should be in writing to the Human Resources Manager, outlining the relevant skills and experience of the applicant.



We welcome employee suggestions for the newsletter so should you wish to make a suggestion please contact Joanne Tripp at Head Office on 020 8782 4508 or jtripp@unitrust.co.uk