

# CIS NEWSLETTER

DECEMBER 2023

## AWARDS EDITION







PAGE NO.



A Few Words From Neill Catton, MD

4 - 5

01.	Welcoming New Team Members to the CIS Family!	6 - 21
02.	Company Awards and Professional Achievements	22 - 39
03.	Wellbeing and Benefits	40 - 47
04.	Company News	48 - 85
05.	Front of House	94 - 103
06.	Environmental, Social, and Governance (ESG)	104 - 115
07.	Health and Safety	116 - 123
08.	Blow Your Own Trumpet	126- 139





# MAKE IT HAPPEN!



**A few words from  
Neill Catton,  
CIS Managing Director**



**What a year, fantastic performance and success in all areas of the business. We are also now the 7th largest company in the UK Security Market.**

**If you are looking for comparisons Meta is the 7th Largest Company in the world, HSBC The 7th Largest Bank, John Lewis the 7th Largest Clothing Retailer.**

**I prefer to compare ourselves to these businesses as we work and strive to perform beyond our sector and be measured against leading organisations.**

**There are so many highlights, our colleagues and team players that have performed over and above while not forgetting everyone who has been consistent in making sure the job is done.**

**I could not be prouder of our Company and the pursuit of service excellence is what sets us apart, we take things personally and deliver outstanding results with pride.**

**2024 will be another milestone year. A year where we are seen as a large company that delivers a personal bespoke service to our customers. We will keep our personality, deliver excellent service standards and be Even Better Bigger!**

**There will be opportunities to continually develop as we expand our Colleague Development program even further in 2024 and recognition and reward will remain at the heart of what we do.**

**I trust you will be able to take some rest over the festive period and I would like to wish you and your families a wonderful Christmas and a Happy New Year.**



**Neill**

# 01. WELCOMING NEW TEAM MEMBERS TO THE CIS FAMILY







# CIS INDUCTION - NEW STARTERS



# WELCOME TO THE CIS FAMILY







# NEW BUSINESS



CIS INNOVATIVE SOLUTIONS

# WELCOMING NEW TEAM MEMBERS TO THE CIS FAMILY!



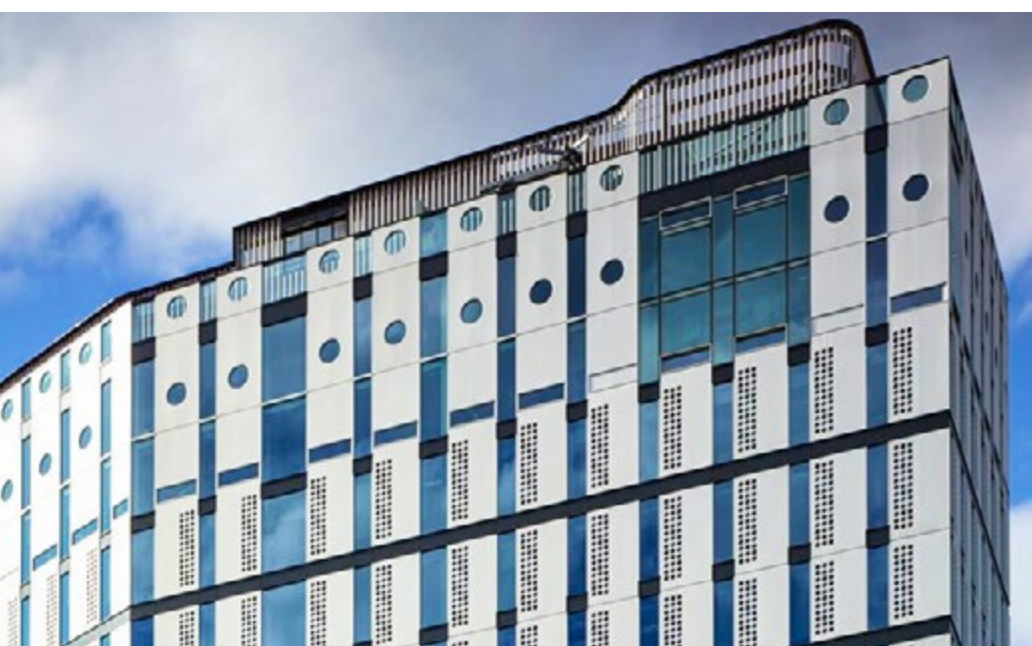
**STARLIZARD CONSULTING**



**LME 10 FINSBURY SQUARE**



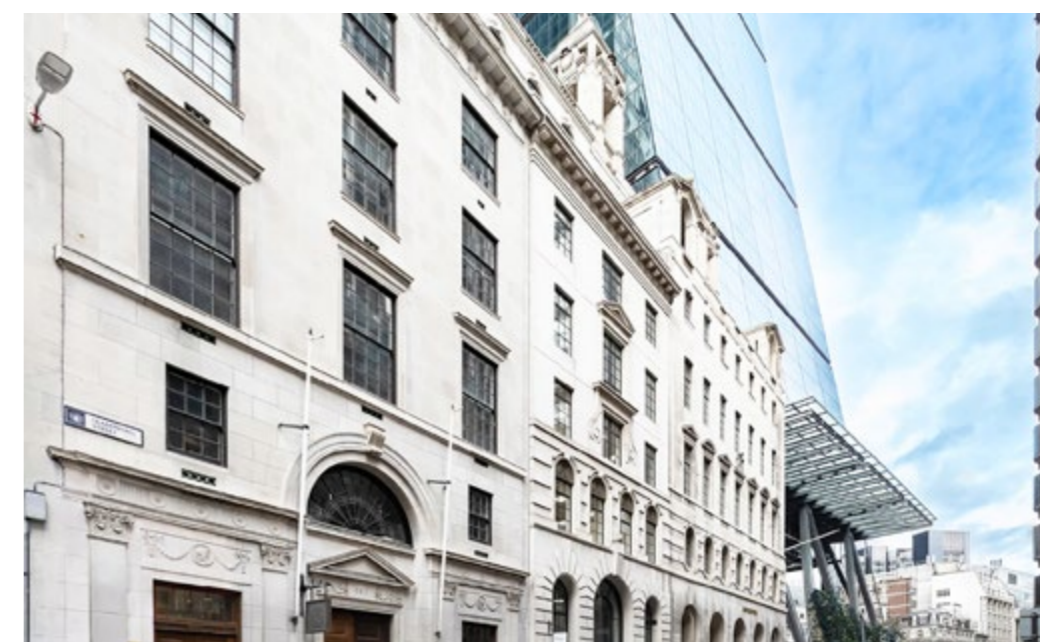
**HELIX - THE BURLIN 80 NEW BOND STREET**



**ADOBE - WHITE COLLAR FACTORY**



**ASHDOWN PHILLIPS - 1-6 LOMBARD STREET**



**SAVILLS - 147 LEADENHALL**





# WELCOMING OUR NEW RECRUITS

MONTH	TOTAL OFFERS	FEMALE OFFERS	INTERNAL OFFERS	INTERNAL PROMOTIONS
AUGUST 2023	145	16	36	9
SEPTEMBER 2023	146	19	34	14
OCTOBER 2023	180	18	36	11
NOVEMBER 2023	124	22	23	5

With Recruitment you really do get to change people's lives. You're getting someone a job that could possibly change their life - in some cases, getting them out of unemployment, a difficult place, an unfulfilling company or starting them off on their career path.

I think that's something to be proud of, and to play a part in that is incredibly meaningful.



**GEORGINA MARTIN**  
TALENT RESOURCING  
MANAGER

A large graphic with the text "£250 For you" in a bold, yellow, sans-serif font. The text is set against a dark blue background with radiating lines around the numbers. At the bottom of the graphic are three logos: CIS SECURITY, FRONT HOUSE, and CIS INNOVATIVE SOLUTIONS.

## Proud past. Strong future.

### RECOMMENDING A FRIEND TO CIS PAYS OFF!

We are recruiting and we want you to be part of it! We offer you the chance to get £250 if you recommend someone and if they pass their 3-month probation.

Doing it is simple! Get them to view our company website and apply on-line for any positions that are suited to them, stating CIS Employee & your name in the recruitment source.





# YOUTH - SOCIAL VALUES

In the last month there has been a huge focus on connecting with new Social Values Partners for youth employment. With Georgina leading on this, we have started to build on relationships with the following schemes, this will allow CIS to obtain a pool of unique individuals from all background to start their career journey with CIS – there are two individuals booked in already for interviews!

- ▶ The Youth Group
- ▶ Drive Forward Foundation
- ▶ Hackney Quest
- ▶ Westminster City Council
- ▶ London Borough of Islington – YES Programme
- ▶ Ingeus – Future You

As mentioned previously, we are in the process of becoming Youth Verified with The Youth Group. Neill Catton was a guest on a podcast 'My Duvet Flip' which is linked to this partnership, this was streamed live on LinkedIn and other social media platforms whilst they are currently in the process of creating a landing page on their official website. Neill shared insights from his career journey that underscore the significance of purpose and self-belief.

**WATCH THE TRAILER HERE.**



**The COO stated,**

*“Really enjoyed the filming and behind the scenes of this episode - A lot of brilliant people in one room and a super guest on the show’. We are extremely keen to carry on building this relationship over the next few months.”*



# My Duvet Flip

My Duvet Flip with Jack Parsons ft. Neill Catton, Managing Director of CIS Security



DECEMBER 01, 2023 JACK PARSONS

LISTEN ON



SHARE EPISODE



**NEILL CATTON - CIS MANAGING DIRECTOR**



**JACK PARSONS - CHIEF EXECUTIVE OFFICER AT YOUTH GROUP**





**With 8 Security Apprentices already recruited (SET, LBC, Birmingham, and Islington Square) - Youth will be a big focus for 2024 so it is great to start building some strong connections with other partners who also have the passion of young people at work!**

APPRENTICE NAME	SITE OFFERED
Luca Halstead	London Bridge City
Cezary Holenieqski	London Bridge City
Adnan Ali	Islington Square
Abdirahman Hassan	Islington Square
Syed Rizvi (In Vetting)	GVA Birmingham
Jack Wiseman	SET
Aaron Bryan	SET
Yemariyam Amanuel (In Vetting)	The Crown Estate
Tyree Aggrey (In Vetting)	The Crown Estate

## JOB FAIRS

On Wednesday 22nd Shelby Martin, Talent Resourcing Officer and Catherine Hasan, HR Officer attended a job fair with DWP at Lewisham College which was aimed at an average of 400 local residences. There were over 50 exhibitors at the event offering a huge range of opportunities across varied sectors, such as offering advice and guidance to participants and training providers offering fully funded training opportunities. CIS was able to speak to local residents about the vacancies we have available, the benefits of the industry and how to obtain a SIA licence.

On Thursday 23rd Shelby Martin, Talent Resourcing Officer and Mafalda Oliveira, HR Apprentice attended a Youth Job Fair in Bellingham, which was aimed at 18–24-year-olds. In this job fair we were able to highlight our Apprenticeship Programmes, which generated a lot of interest and talk about the security industry. We were also able to offer advice with regards to CV Writing and interview techniques, as well as our current vacancies.







## AARON BRYAN - CIS APPRENTICE



As the weeks progressed, I spent more time with different areas of the business, such as HR and Intel, where I visited various sites to discuss threats to security. As learning and information got more intense, it was great that I was included in the fun events like the CIS Sports Day and BBQ, a trip to Birmingham with the sales team and the CIS Annual Awards.

Being a part of the security management apprenticeship with CIS, has given me insight on all areas of the business while giving me a chance to develop and learn new skills, beneficial for my development with CIS.

As an apprentice and a new professional in the security industry, my journey so far at CIS has been nothing short of supportive and insightful. During my time here, I've been given a dedicated mentor, and in the first 4 weeks I spent time with different areas of the business allowing me to gain knowledge of different areas of the security industry.

Within the first week, I visited multiple sites under my mentor/account director (Sammy Harrington). Coming from a client driven background, this gave me great insight on the process of running an account and the importance of building and maintaining relationships. During my second week, I spent time understanding how the control room operates and the individual duties that each staff member has, in making sure the operational needs are met.



**AARON BRYAN AND JACK WISEMAN**





## JACK WISEMAN - CIS APPRENTICE



I started working for CIS on the 4th September 2023, as my first full time job, on the SET Management Apprenticeship, I was allocated Terence Coates as my mentor for the apprenticeship, Terence is a Key Account Manager who started his career in the security industry as an Officer and has worked his way up. He is a great mentor and someone that is extremely knowledgeable in what he does, any queries that I may have he is always able to answer them and guide me in whatever I am doing whilst giving examples.

On my first day I met with Terence Coates (Key Account Manager), Tracy Plant (HR Director), Sammie Harrington (Account Director) and the other apprentice Aaron Bryan, who is also on the same programme that I am on.

When we met, it was explained to myself and Aaron what the apprenticeship consists of and how it is going to play out, it was said that before we enrol onto the apprenticeship course we would shadow around all the different departments within CIS, to gain an understanding on what every area in the company brings and contributes to the business and its operations.

On my first week with the company I shadowed Terence in his day to day duties as a Key Account Manager and what his job entails. I was taken across London to visit various sites within Terence's portfolio to attend KPI meetings (Key Performance Indicators) with clients, particularly the Derwent London portfolio as that is the majority of Terence's portfolio, and general site visits. I was able to go to multiple sites including, One America Square, Whitechapel Building, Bluestar House, Regents Quarters and loads more. It was a really good chance to see what Terence does and has definitely helped me, giving me an insight into what I would like to do upon completion of the apprenticeship programme.



CIS SPORTS DAY

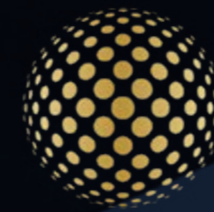
After spending time in the operational side of the business I was able to go and spend time with HR, Intelligence, Sales & Marketing, IT, Mobile Duty Managers and the Control Room. During this time and with the operational department I picked up and learnt many skills on how to deal with problems and scenarios that may occur in the industry and how to deal with it efficiently, professionally and above all, the right way of doing it. I managed to learn how to manage expectations with clients and colleagues, but also go that extra mile in helping colleagues have an enjoyable time at work.

Also, on the 21st September of this year I was able to take part in CIS's annual sports day for the company, it was a great day and a really good way of meeting people within the company that I hadn't met before, as well as recently, I was invited to the CIS annual awards night, again it was a incredible night and a great way to meet people within the company that I hadn't met before but also to catch up with people that I hadn't spoke with in a while.

I have recently just passed my SIA Door Supervisor course, which will allow me to go onto sites and experience life as an Officer inside the Corporate Security world, I am really looking forward to this as it will allow me to gain an understanding of what life as an Officer is like. This will be vital in my journey to hopefully becoming a manager one day and I will be able to relate to the personnel that I could potentially be manging and have an understanding of what they are going through. So far I have really enjoyed my time at CIS and cannot wait to carry on my career with the company and hopefully really make something of myself in the company and excel.



# 02. COMPANY AWARDS & PROFESSIONAL ACHIEVEMENTS



SERVICE TO THE  
CUSTOMER  
AWARD

OUTSTANDING  
INCIDENT  
MANAGEMENT  
AWARD

TEAM OF THE  
YEAR AWARD

RESPONSE  
OFFICER OF THE  
YEAR AWARD





# CIS ANNUAL AWARDS AT THE ROYAL HORSEGUARDS HOTEL IN WHITEHALL

On the 30th November we held our infamous CIS Annual Awards at The Royal Horseguards Hotel in Whitehall. The evening was an amazing success, and we would like to say a huge well done to all the finalists! The CIS Annual Awards highlights the calibre of people within the CIS family and the hard work and dedication that goes into each role.







# CIS ANNUAL AWARDS AT THE ROYAL HORSEGUARDS HOTEL IN WHITEHALL

## SERVICE TO THE CUSTOMER

- ▶ Muhammad Dar from London Borough of Hackney
- ▶ Altaf Miah from Clifford Chance

## INCIDENT MANAGEMENT

- ▶ Jon Patino Marin from Stratton House
- ▶ Wayne Thomas from Stratton House
- ▶ Toufic Mekkaoui from Stratton House
- ▶ Mohsin Malik from Stratton House

## TEAM OF THE YEAR

- ▶ London Bridge City
- ▶ Moretown

## RESPONSE OFFICER OF THE YEAR

- ▶ Paul Asante - Security Response Officer

## SECURITY OFFICER OF THE YEAR

- ▶ Ahsan Ali from Lacon London
- ▶ Fabio Di Iorio from Regent's Place







# CIS ANNUAL AWARDS AT THE ROYAL HORSEGUARDS HOTEL IN WHITEHALL

## SUPERVISOR OF THE YEAR

- ▶ Oscar Nti from Regent's Place

## MANAGER OF THE YEAR

- ▶ Michael Dawson from London Borough of Hackney

## FRONT OF HOUSE

- ▶ Waardah Karimboksh from The Broadway
- ▶ Nico Boodram from The Broadway
- ▶ Airida Mitkute from Moretown

## HEAD OFFICE EMPLOYEE OF THE YEAR

- ▶ Samantha Stewart CIS Event & Business Manager
- ▶ Georgina Martin CIS Talent Resourcing Manager

## YOUNG SECURITY PROFESSIONAL

- ▶ Reece Downs CIS Technical Assistant

## CITIZENSHIP AWARD

- ▶ Peter Faram MSyI MCM1
- ▶ Kieron Nunney

## CONTRIBUTION TO INNOVATION

- ▶ Warwick Court
- ▶ Paternoster Square Estate

## THE LONDON'S AIR AMBULANCE AWARD

- ▶ Feysal Igal from London Southbank University







# CIS ANNUAL AWARDS AT THE ROYAL HORSEGUARDS HOTEL IN WHITEHALL







# We have some amazing news to announce!

We are finalists in NINE categories for The Outstanding Security Performance Awards (OSPAs)!

Our people are at the heart of everything we do at CIS, so seeing hard work and dedication being recognised is a fantastic way to end the year.

Well, done to all the other finalists and we look forward to celebrating the winners in February next year!



SECURITY



# UK OSPAS 2024

Outstanding Security Performance Awards

**CIS SECURITY FINALIST**

**Outstanding Contract Security Manager/Director**

**Ataul Ahmad**

**Outstanding Contract Security Company**

**CIS Security**

**Outstanding Security Training Initiative**

**First Response Emergency Care Training - CIS Security**

**Outstanding Security Partnership**

**LBC, CIS and Metropolitan Police Marine Unit**



**Outstanding Security Partnership**

**Paternoster Square, City of London Police and CIS Security**

**Outstanding Security Officer**

**Steven Caris**

**Outstanding Security Officer**

**Oscar Nti**

**Outstanding Female Security Professional**

**Natalie Anderson**

**Outstanding Security Sustainability Award**

**ESG Strategy - CIS Security**

**CLICK HERE**







# CONGRATULATIONS

**AKIN AT FORTNUMS RECEIVING HIS 10 YEAR LONG SERVICE AWARD**



**We would like to say a huge congratulations to Akin, who has received a Long Service Award for 10 Years at CIS.**

# CONGRATULATIONS

**GILBERT BAKOUREBE RECEIVING HIS 10 YEAR LONG SERVICE AWARD**



**We would like to say a huge congratulations to Gilbert, who has received a Long Service Award for 10 Years at CIS.**



# CONGRATULATIONS

**ALI SHAMARKE RECEIVING HIS 10 YEAR LONG SERVICE AWARD**



**We would like to say a huge congratulations to Ali, who has received a Long Service Award for 10 Years at CIS.**

# CONGRATULATIONS

**STEVE WICKS RECEIVING HIS 25 YEAR LONG SERVICE AWARD**



**We would like to say a huge congratulations to Steve, who has received a Long Service Award for 25 Years at CIS.**



# CONGRATULATIONS

## DAVID OWINO RECEIVING HIS 20 YEAR LONG SERVICE AWARD



We would like to say a huge congratulations to David, who has received a Long Service Award for 20 Years at CIS.

# CONGRATULATIONS

## THE CITY SECURITY MAGAZINE'S ARTICLE OF THE YEAR AWARD

We are excited to announce our Risk and Threat Advisor, Jon Felix BSc (hons) MDIP MBCI MSyl M.ISRM, has been shortlisted for the City Security Magazine's Article of the Year Award, for the second year running!

Read Jon's article and vote using the link below:  
Vote for Jon: <https://lnkd.in/eBVMmue3>  
Read Jon's article: <https://bit.ly/Jonsarticle>

We wish Jon the best of luck!



# Finalist





# 03. WELLBEING AND BENEFITS







# PAYROLL & STAFF BENEFITS

Welcome to our Payroll & Staff Benefits Corner news!

Evi, Casey, Aleks, Cheryl & Simeon will be sending out tips and reminders on all things payroll!

## PAYROLL UPDATE



**EVI GAROUFI-LONDON**  
HEAD OF PAYROLL & BENEFITS



### CHRISTMAS PAY PERIOD

As usual, our Christmas and New Year pay period will not be affected by the Bank Holidays over the festive period. This means that December wages will be paid on the 10th January 2024.

### REDUCTION OF EMPLOYEE NATIONAL INSURANCE CONTRIBUTIONS

Following the Government's Autumn Budget Announcement, employee NI contributions will reduce from 12 to 10%, effective as of the 6th January 2024. Please expect to see this reduction on your national insurance contributions from your December wages, payable 10th January 2024.

### TIMEGATE CHECKING

Please ensure you check your Timegate diaries regularly and raise any discrepancies via the pay query functionality on the portal no later than Sunday 31st December in order for any scheduling errors to be rectified in time for our next pay day. All queries need to be raised exclusively via the Timegate portal.





## FESTIVE SEASON & STAFF BENEFITS

CIS offers amazing staff benefits available to all employees. From the Early Pay app to tax-free bike purchases, large restaurant discounts with TasteCard, dental & optical plans with HSF and high street savings that make a difference to every pocket! CIS has it all!

For further information on what is on offer, log into the Hub and visit our interactive Employee Benefits platform with details on each benefit, alternatively, feel free to drop a hello message to our team at [payroll@cis-security.co.uk](mailto:payroll@cis-security.co.uk) and we will be happy to assist you with more details.

## PAYROLL OPENING HOURS & DAYS

The Payroll Team will be unavailable on the 25th, 26th December and 1st January due to the Festive Bank Holidays but feel free to raise any queries and we will assist you as soon as we are back in the office.

**From the CIS Payroll Team, we wish you a wonderful Christmas & a peaceful New Year!**

access EarlyPay

Explore the ever-evolving library of financial guidance, now available within the EarlyPay app!

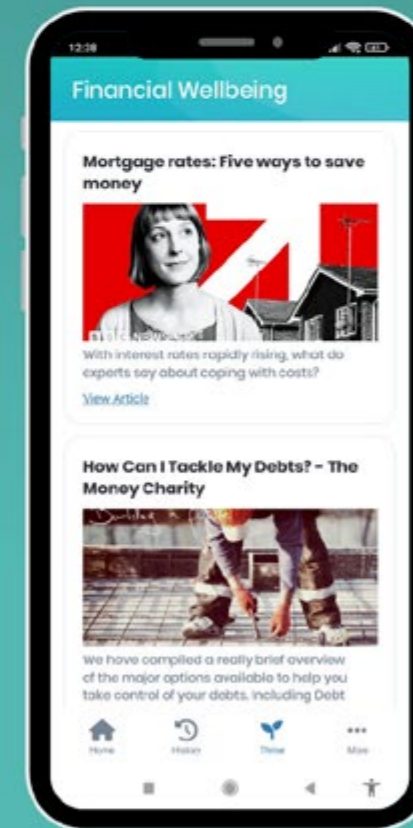


Thrive with EarlyPay

## Now available within the EarlyPay app

You can now enhance your financial knowledge through an expanding collection of guidance and approaches for handling money smartly, all accessible within the EarlyPay app.

With valuable examples and guidance; from helpful suggestions about consolidating debt to ways to better manage utility costs, we hope that you will feel more confident to manage the intricacies of your personal finance.



If you need more information on EarlyPay, including invitations, please contact your HR or Payroll Department.





# YOUR BENEFITS FROM HSF PERKBOX



DISCOUNTED SHOPPING



DISCOUNTED CINEMA TICKETS



DAYS OUT



DISCOUNTED GYM



EMAIL HSF REP:  
[RYAN.CROWN@HSF.EU.COM](mailto:RYAN.CROWN@HSF.EU.COM)

VISIT HSF WEBSITE:  
[WWW.HSF.CO.UK/HSF-PERKBOX](http://WWW.HSF.CO.UK/HSF-PERKBOX)



# 04. COMPANY NEWS







# COLLABORATION TO ENSURE ALL OF OUR OCCUPIERS, CLIENTS, STAFF AND VISITORS ARE KEPT SAFE ON OUR SECURED ENVIRONMENTS CAMPUS.

Regents Place saw our latest Security and Police Engagement Day promoting key advice around crime prevention and public safety. As a Secured Environment estate true collaboration between security companies on site, fosters a robust security regime for the benefit of all our occupiers, residents and visitors.

The event hosted by Santander at their European HQ



**John Reynolds Head of Security at Regent's Place said;**

***“I’m grateful for Santander for hosting this event, the support of the Metropolitan Police and our security colleagues at Wilson James. Our recent successful accreditation of Secured Environments demonstrates our commitment to protect our people, assets and infrastructure. Public engagement and partnerships are central themes to our security strategy.”***





# CIS SECURITY COLLABORATE WITH PROJECT YOUTH TO INSTALL BLEED BOX AT PATERNOSTER SQUARE

Back in August, CIS had the privilege to host Carl Scott, co-founder of Project Youth, at the Paternoster Square Estate Security Forum which is run by Head of Security, Peter Faram MSyI MCMI.

After the forum, Carl and Peter shared the vision to install a public accessible bleed control box in the City of London, primarily at Paternoster Square. On Thursday 14th December, this was achieved after numerous months of planning and help from great supporters of Paternoster Square and the project.

Paternoster Square Estate is a very popular public space, and the team take great pride in ensuring their visitors enjoy the estate and feel safe whilst doing so. The kit can be used by members of the public and it contributes to extra medical aid for the emergency services and the estate team in the event of an incident. As the Protect Bill is set to become law, Paternoster Square will continue to focus on public safety.

CIS Security Limited are proud to have donated the box, including the kit and feel very honoured to be part of this great achievement.

We would like to say a special thank you to Gerry Porter, City of London Corporation, Caroline Hay of City of London Police, and Teena Gill for helping us get this project over the line.

We would also like to say thank you to Darcy Fletcher BSc CMgr MCMI for the initial introduction to Carl, to Dave Flynn for your public engagement and training aids and to the Jaguar Building Services Ltd team for the installation.

Finally, a thank you to Neill Catton, Kieron Nunney, Lucie Frater, Chelsey Darmanin, Claire-Louise Hagon, Matthew Crooks, Vijay Chand, Jonathan Dower and the City of London Police for your support.

## A monumental and proud day for CIS and Paternoster Square - well done to all involved!



### WORKING IN COLLABORATION FOR A SAFTER CITY







**CIS Security Limited is at number 7 on the Infologue Top 100 Security Companies 2023. Well deserved recognition!**







# GREAT FEEDBACK BLOOM

CLERKENWELL

**Paul Ong, Operations Manager stated;**

***“Following the last Pen Test CIS arranged a quick follow up scoring 100% and the feedback was outstanding for John Aguila in terms of professionalism and customer service, this display of modern style security is exactly what we are looking for in this industry not only does this set a great example for CIS but Savills and the Bloom also. A clear asset and role model to the wider team.”***

**John Aguila, Security Officer stated;**

***“I’m grateful for the recognition received and I want to thank the security management team at The Bloom for providing me with knowledge, leadership and direction. Customer Service is a basic requirement in the industry to which I cannot stress the importance as it leaves a lasting impression with whomever I engage with.”***







# GREAT FEEDBACK

**Kevin Mullins, Security Manager stated;**

***“Said is always on the ball and excels in all positions on site and is always willing to cover gaps. He is always happy to help and offer his assistance to all members of the building. He is always observant, professional, and quick in responding to emergencies. He is able to take in vast amounts of building information to help keep the building secure and safe.”***



**Kevin Mullins, Security Manager and Said Rezki, Security Officer.**



SECURITY







# KINNAIRD HOUSE - NEW ZEALAND GENERAL ELECTION

From the 27th September until the 13th October 2023, Kinnaird House acted as a polling station for the general election in New Zealand. The New Zealand High Commission who are a tenant in the building approached us for extra security support during this period. This was to act as crowd control, screening of voters and overall support for the building during this busy period.

Voting was open from 10am-4pm Monday to Friday, with 1 Saturday for anyone who couldn't make it during the week. 3,303 votes were issued in person which means all 3,303 were taken through security screening and bag checks.

## A huge well done to all involved!

- ▶ **Georgey Russell** – Customer Service Officer for New Zealand House Floor
- ▶ **Ousman Samba** – Kinnaird House Supervisor
- ▶ **Vladislavs Davidovics** – Kinnaird House Security Officer
- ▶ **Joseph Arueze** – Kinnaird House Security Officer
- ▶ **Nurul Afsar** – Response Officer
- ▶ **Joe Cadena Munoz** – Response Officer
- ▶ **Zakir Hussain** – 5\* Response Officer
- ▶ **Molnar Akos** – 5\* Response Officer
- ▶ **Muhammad Aleem Khalid** – Response Officer







# CSSC and City Kids 2023 Charity Black Tie Dinner

**CIS were honoured to attend this year's CSSC and City Kids 2023 Charity Black Tie Dinner which took place on 26th October at Leonardo Royal London City, 8 - 14 Coopers Row, London EC3N 2BQ.**

**City Kids are the City of London Police Charity for Children.**

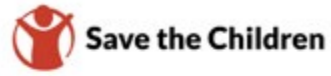
**The event comprised of three-course, charity auction and raffle and finished off with some live music.**







JustGiving



ABOUT FAQS RESOURCES LOG IN



SAVE THE CHILDREN'S CHRISTMAS JUMPER DAY



CIS SECURITY LTD - CHRISTMAS JUMPER DAY



On the 7th December, CIS participated in Christmas Jumper Day to raise money for Save the Children UK.

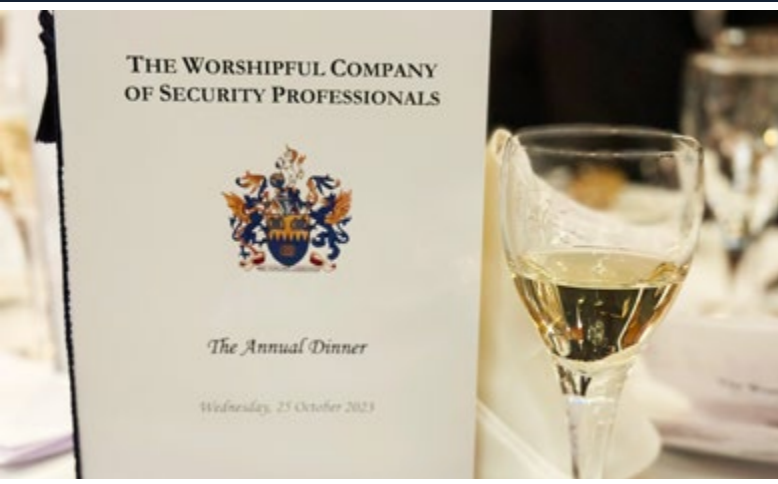




# CIS ATTEND THE WCoSP ANNUAL DINNER 2023



On Wednesday, 25th October 2023, Niall Doran, Senior Bid Manager and Vijay Chand, CIS Graphic Designer attended the The Worshipful Company of Security Professionals Annual Dinner which was held in the historic setting of Merchant Taylors' Hall.







**Smiley CHARITY FILM AWARDS**



# YOUR VOTE MATTERS

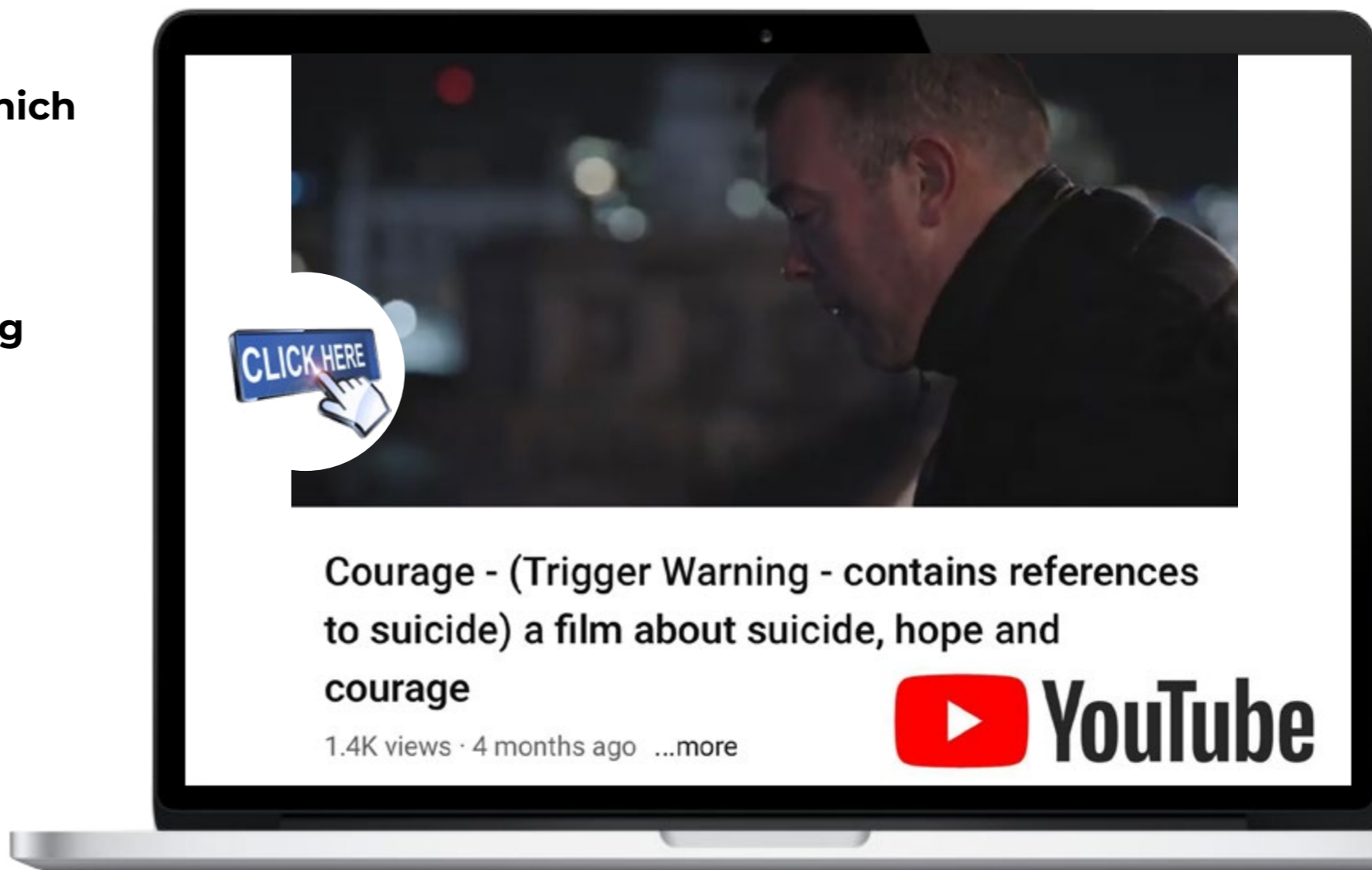
Help us share our story

**CIS Security sponsored a film, called Courage and is a nominee in this year's Smiley Charity Film Awards the Oscars of charity film**

**CIS Security Limited sponsored an important film created by the Consortium for the Prevention of Suicide to raise awareness of suicide prevention, which is now an entrant in this year's Smiley Charity Film Awards.**

**Just a couple of clicks can help get us to the judging round and it's completely free.**

**Vote here: [https://lnkd.in/ewzV5\\_t5](https://lnkd.in/ewzV5_t5).**



**Courage - (Trigger Warning - contains references to suicide) a film about suicide, hope and courage**

1.4K views · 4 months ago ...more







# Diwali celebrations at The St. Botolph Building

Last month at The St. Botolph Building an amazing Diwali display was set up in the East Reception area to celebrate Diwali. Tenants and guests were offered delicious Indian sweets and refreshments.

Diwali is India's biggest and most important holiday of the year, It takes place every autumn between October and November, with the date changing every year.

As you can see from the photos is was an amazing display and the indian sweets went down a treat.

**Well done to all involved!**







# GREAT FEEDBACK FOR OUR TEAM AT THE BUCKLEY BUILDING

**Stephen Winfield - Buckley Building cleaner stated;**

***“On Tuesday morning, I was vacuuming the carpet in Reception and it was raining outside someone accidentally bought in a cigarette butt which was still alight. It was quickly spotted by Dil the security officer and without thinking I vacuumed this up into my backpack. In seconds smoke was coming out of the vacuum backpack***

***Dil and Angelika quickly alerted me to this situation and Dil immediately ran to open the front door meanwhile Angelika then evacuated us to the fire panel thinking the smoke would set off the fire alarm.***

***I would like to thank them both for their kind help and assistance.”***



**A HUGE WELL DONE!**





# GREAT FEEDBACK RAVI BRAGANZA

***“I would just like to share some feedback on what a fantastic asset to 1 Kingdom Street Ravi has proved to be over the many years that he has worked as a Security Officer on this site. His level of commitment to the Team and the site goes beyond what I can expect from any Service Partner.***

***There is not one day since I have first seen Ravi at work, back in 2019 when I joined that he has not greeted every visitor, Occupier and team member with a smile, gone out of his way to help everyone and stepped up to act his part in an emergency (including a major fire among many) with the utmost professionalism and enthusiasm. He has also always shown flexibility in situations when, without his accommodating disposition the team would have been left in a serious predicament (too many to mention).***

***I hope this feedback will be used by CIS to recognise Ravi within your organisation for the superstar that he is and as evidence of how much JLL appreciate his efforts and total reliability.”***

**Valeria Soave**

Senior Facilities Manager - Property & Asset Management







# GREAT FEEDBACK VIJAY CHAND

We want to say a huge well done to Vijay Chand, CIS Graphic Designer who has been assisting the City Security Council with their marketing. We have had some great feedback on Vijay, he is an asset to CIS.

Vijay has played a huge part in the City Security Council's EDI Campaign, he has designed numerous social media graphics, videos, logos and assisted with presentations.

Here at CIS we have been overwhelmed by the great collaborative work we have achieved with the City Security Council and all of the other great security companies involved.

We look forward to working together next year.

**A huge well done Vijay. Keep up the great work!**



**Sarah Jane Cork** 1w ...  
(She/Her) • 1st  
Global Security Leader | Public ...  
Excellent work **Vijay Chand** and thank you for all of your support.

Like | Reply



**Claire-Louise Hagon** • 1st 1w ...  
Head of Bids, Brand and Comm...  
Great work as always, **Vijay Chand** 🙌

Like · 🔄 4 | Reply



**David Ward CSyP FSyI** • 1st  
Director at Portal Security  
1w · 🌐

Vijay Chand on behalf of **The City Security Council** I would like to give you **#Kudos** for all the fantastic support you have given the CSC with your brilliant graphics and videos. Thank you so much **#GoingAboveAndBeyond**



👍❤️🔄 25

3 comments · 1 repost

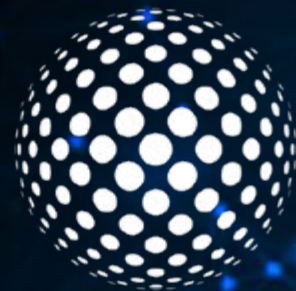


**Vijay Chand** • You 1w ...  
Graphic Designer at CIS Security  
Thank you David, it has been a pleasure working with **The City Security Council Sarah Jane Cork Ashley Fernandes JP, FCMI, F.ISRM, FRSA, MSyI, AMBCI Claire-Louise Hagon Tracy** Plant and collaborating with all the wonderful security company's that keep our city safe. **#teamwork #loveit**

Like · 🔄 4 | Reply







CIS  
INNOVATIVESOLUTIONS

# OUR INNOVATIVE SOLUTIONS



**Kuldeep Kainth**

Head of Innovative Solutions

[kuldeep.kainth@cis-security.co.uk](mailto:kuldeep.kainth@cis-security.co.uk)



**David Perry**

Security Systems Manager

[David.Perry@cis-security.co.uk](mailto:David.Perry@cis-security.co.uk)



**George Harwood**

Security Systems Manager

[george.harwood@cis-security.co.uk](mailto:george.harwood@cis-security.co.uk)





# PRS FOR MUSIC:

The Head Office for PRS for Music, recently suffered issues with their CCTV Server – causing camera outages across the whole building. As their maintenance provider, we needed to ensure that a replacement was sourced and installed swiftly.

The parameters of the system dictated the server must be capable of continuous recording at 1080p with a 30-day retention of recordings. We deployed a Milestone Husky server with 24TB of storage. The implementation of this was complicated by the fact the PCs and Servers containing license and camera version details had all failed.

We utilised the Professional Services Department of Evolution Security, our supply partner, who specialise in server and database installations. Following the delivery of the parts, we were able to implement a replacement server, bring all cameras back online, and retain licensing information within two days.



Milestone Husky IVO







# VEHICLE BARRIER INSTALLATION

Definitive Security Solutions collaborated with CIS to enhance security at one of our prestigious West London sites, by installing two state-of-the-art automated barriers.



Selecting cutting-edge equipment from CAME BPT and using the latest product range GT4, this partnership ensures a seamless integration of advanced technology to safeguard the prestigious location with top-tier access control measures.

**James Sandall of Definitive Security Solutions (CIS Partner) stated;**

*“We loved having the opportunity to showcase our abilities and latest equipment from CAME BPT at such a prestigious site and this is only possible working with our partners at CIS. The install has gone like clockwork with little inconvenience to residents and we were operational again ahead of schedule and everyone is happy with the end result.”*



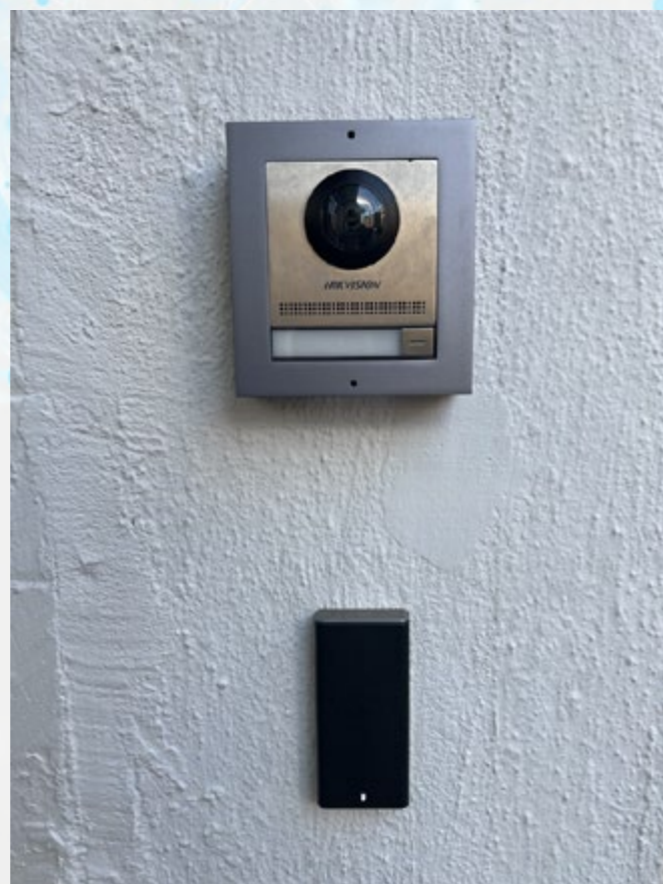
# RAPIDITY SECURITY SYSTEMS INSTALLATION PROJECT

Rapidity, an eco-friendly printing company, has recently relocated to a new office space. CIS were approached to install all of security systems, which included the CCTV, intruder alarm, access control, and an intercom system.

To accommodate the unique needs of the client, we presented two competitive quotes for their consideration. The customer emphasised the importance of mobile accessibility for all systems and requested future-proofing measures. The new office is situated within a Grade II listed building, presenting our team with specific challenges that were successfully addressed during the installation process.

## Access Control:

For access control, we implemented the latest version of Paxton, Paxton10, and installed Paxlocks integrated with mobile access.



## Intercom:

Video intercoms located at the front and rear entrances, seamlessly linking them to an office screen and client mobile phones. This ensures efficient communication and access management.

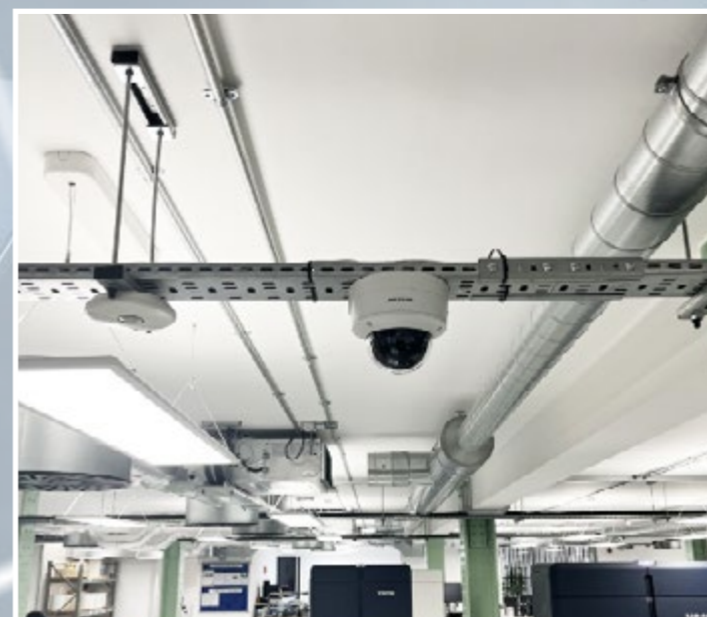






# CCTV:

To ensure comprehensive surveillance, we deployed an IP Hikvision CCTV system. The system is linked to the client's mobile phones, enabling remote monitoring, and ensuring real-time visibility in and around the premises.



# HIK VISION®



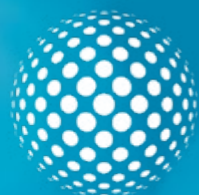
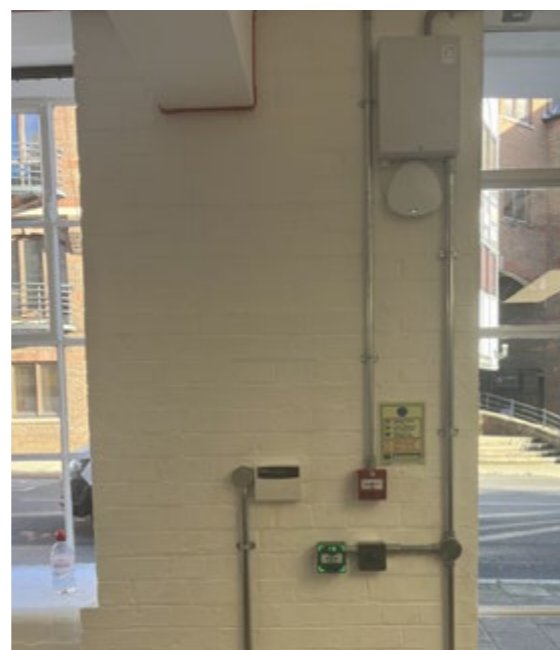


# INTRUDER ALARM:

Opting for a Texecom system, we implemented a Grade 3 security solution in compliance with insurance requirements. For a grade 3 systems, all windows and doors need to be monitored, so we have break glass detectors throughout, as well as PIR's, door contacts and 360 sensors, providing a high level of security. Additionally, the installation includes a SmartCom device, allowing clients to conveniently set the system through their mobile phones. This not only enhances user accessibility but also facilitates remote logins for security suppliers, enabling efficient fault resolution without the need for costly callouts.

# EXIT GUARDS:

We installed exit guards on all fire exits, designed to activate a continuous sound when opened. This persistent alert ensures immediate attention, even if the door is subsequently closed. The exit guard remains active until manually reset, guaranteeing a prompt response to any potential security breach.







# KULDEEP KAINTH CITY SECURITY MAGAZINE

**Our Head of Innovative Solutions, Kuldeep Kainth article has been featured in the latest edition of the City Security magazine. CIS are very proud to have Kuldeep's article newly featured, we would like to congratulate Kuldeep on his achievement!**

### **Kuldeep stated;**

***"I am very happy to be featured within the winter issue of the City Security magazine, as my first entry it's truly an honour that I was selected among so many."***

**Please read the latest edition of the City Security magazine here:**

**[https://lnkd.in/evvmx\\_id](https://lnkd.in/evvmx_id)**



**Well, done Kuldeep, we hope you are featured in many more!**



**Kuldeep Kainth**  
Head of Innovative Solutions  
[kuldeep.kainth@cis-security.co.uk](mailto:kuldeep.kainth@cis-security.co.uk)

The magazine to improve your security know-how **CITY SECURITY**

What are the challenges for security in a fast moving world?

Our security thought leaders look ahead to 2024 and beyond

IN PARTNERSHIP WITH THE CITY OF LONDON CRIME PREVENTION ASSOCIATION

- Leaders in Police and Security Associations Look Ahead to 2024
- Access Control - a Five-page Special
- Counter Terrorism Policing: Together we are Stronger
- Perimeter Security in Cultural Institutions
- Resilience and Sustainability: The Benefit of Partnerships and Collaboration
- CSSC Leaders Analyse the Global Issues Facing us
- Frontline Security Officers: A Force Multiplier
- The Process of Security Design
- Police and Security partnerships news – more inside

ISSUE 90 – WINTER 2023







# B2B MARKETING EXPO SALES INNOVATION EXPO

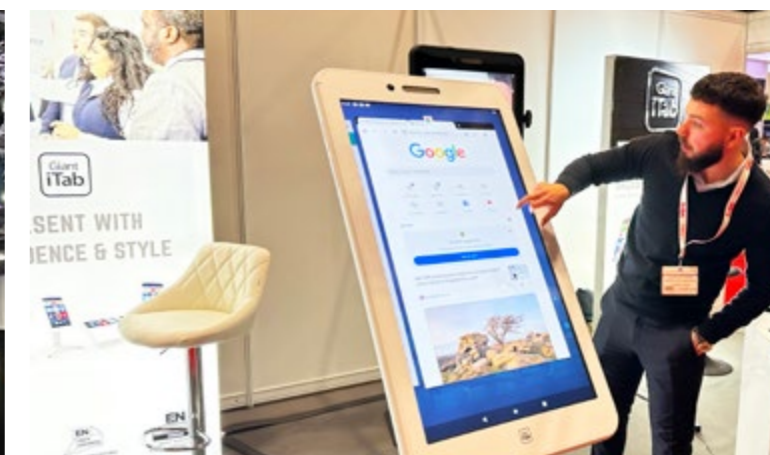
29 - 30 NOVEMBER, EXCEL, LONDON

Last month Graphic Designer Vijay Chand and Marketing Assistant Matthew Crooks from the CIS Marketing team visited the B2B Marketing and Marketing Technology Expo at the ExCeL London, the only event of its kind that provides thousands of Europe's most proactive marketing and sales professionals with the tips, techniques, innovations, and strategies they need to help themselves, and their companies, within their respective fields.

Featuring 80+ seminar sessions and 150+ expert speakers on a range of topics, including:

- ▶ Marketing and Sales Alignment
- ▶ Personalisation
- ▶ B2B Influencers
- ▶ Brand Personality
- ▶ AI
- ▶ Data and Analytics

As well as lots of networking opportunities with fellow marketers and innovative exhibitors with the latest products and services in the Marketing World.

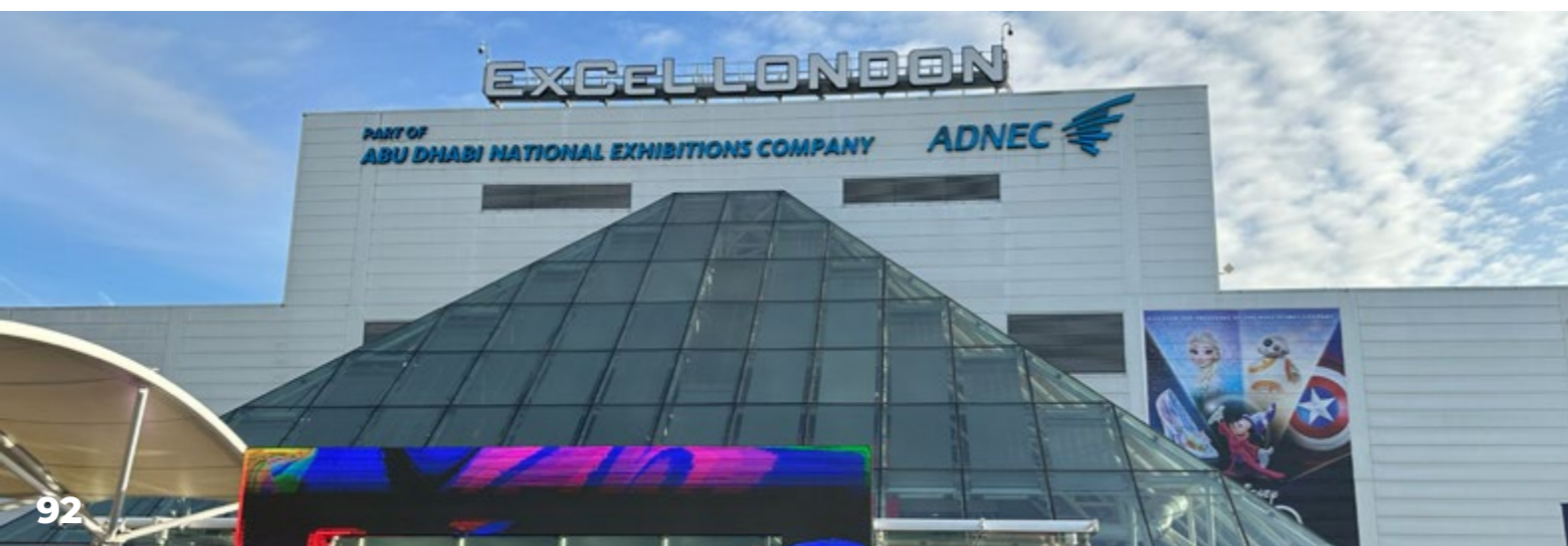


### Vijay stated:

*"Today was a great experience with many interesting people, companies and innovations, the creative marketing was particularly interesting as I found out how the growth of creativity has had a massive impact on how companies now approach marketing strategies."*

### Matthew stated:

*"Coming to today's expo allowed me to see a broader scale of marketing as a whole and how it has evolved, meeting new people and understanding how other companies provide services to better improve the individual's style of marketing was truly eye-opening."*





# 05. FRONT OF HOUSE





# CHARITY INITIATIVES AT 1 AMERICA SQUARE



At 1 America Square in an amazing joint effort helped raise funds for the 'A Life for Leo Foundation' to help support one of the occupiers whose Grandson is critically ill and in need of life saving genetic research.

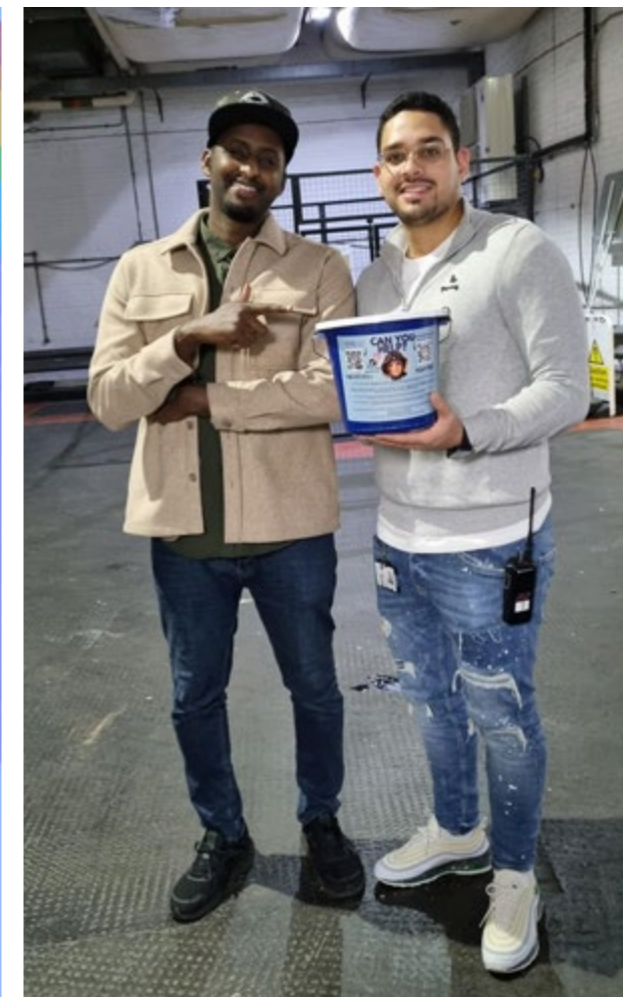
A Life for Leo was registered as a charity in November 2022. Leo was the first in the UK to be diagnosed with a TBCD (Tubulin Folding Confactor D) gene mutation. Since then more children have been diagnosed, and the charities mission has grown to enable to support the wider TBCD community.

**TBCD - a life for Leo foundation Building Raffle**  
 WINNER TO BE PICKED BY LEO'S MUM AND ANNOUNCED IN NOVEMBER 2023

Purchase tickets at the Main reception  
 £10 per ticket

Prizes include:  
 - 2 Zoo tickets  
 - Coffee machine  
 - Apple iPad  
 - La fromagerie Voucher (£75)  
 - Amazon gift voucher (£100)  
 - Gillingham signed Football  
 - Chelsea signed Football, with an authentic certificate  
 - Signed Leeds United shirt

IN PARTNERSHIP WITH CIS, CC COUSINS, GAYBANK, LA FROMAGERIE, IT ASSIST, JAGUAR BUILDING SERVICES, NURTURE GROUP, REGULAR CLEANING, RECORRA & TEMPLE LIFTS



**A huge well done to Front of House, the Security Team, BM (Shamima) and all involved for raising a whopping £2,340**

[www.aLifeForLeo.com](http://www.aLifeForLeo.com)





# CHARITY INITIATIVES AT 1 AMERICA SQUARE



Over the past 6 months the team at One America Square have arranged a food bank collection, Fundraising for Leo, non-uniform day raising over £100, police events in reception for occupiers and a lot more has been planned for next year.



## GREAT FEEDBACK



### Bow Foodbank

177 Bow Road  
London E3 2SG  
07398 776145

One America Square  
17 Crosswall  
London E3CN 2LB

10 August 2023

Dear Tenants of One America Square,

Thank you for your incredibly kind and generous donation to Bow Foodbank on 2 August. Just this week, we served 756 guests on our Monday and Wednesday distribution days. Most of these guest bags included an extra children's bags (502 this week), period products and additional pantry and toiletry items. In total, we gave out a total of £21,350 (RRP value) this week, which is possible because of kind donations, such as yours.

Again, thank you so much for your donation and for thinking of Bow Foodbank. As our numbers continue to grow, every donation is greatly appreciated!

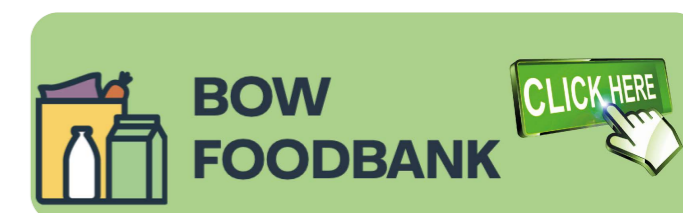
Warm Regards,

Leticia Kreider  
Corporate and Community Manager

**CIS would like to say a huge well done to all involved in these great charitable initiatives being implemented at 1 America Square. All the time and effort you have put in has shown that you have gone above and beyond. Keep up the good work!**



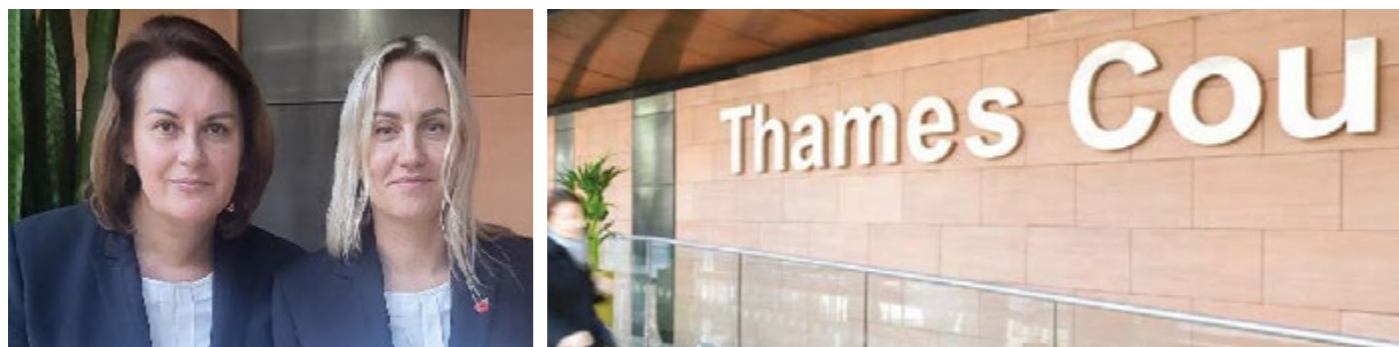
DRESS DOWN FRIDAY FOR LEO'S FOUNDATION







# GREAT FEEDBACK - THAMES COURT



**“Klara and Julia on the reception team are a great asset to Thames Court and one of the best FOH team I have had the pleasure of working with over my long career in the property management industry.**

**They are the first people who the occupants and visitors to Thames Court see and are always welcomed into the building with a smile and are always treated in a warm and friendly manner. Nothing is too much trouble for Klara and Julia, and they always go above and beyond to make sure that everyone is made to feel welcome whilst consistently delivery excellent levels of customer service.**

**It is a pleasure to work with Klara and Julia and they support the building management team in a variety of ways including sending out email broadcasts on Core Vision to the occupiers, keeping them informed if anything is happening in the building. Klara and Julia are very knowledgeable and capable members of staff and work together really well together and are a vital part in fostering a positive team spirit at Thames Court.**

**Klara and Julia also work really hard in promoting Thames Court by booking and researching outside companies to showcase their products through pop up shops and this always proves a great success. Klara and Julia are a great asset to everyone at Thames Court and deserve special praise for their outstanding contributions.”**

**Claudia David, Building Manager  
CBRE | Property Management FM**



**“Both Klara and Julia mean a lot to me as a Rabobank staff member frequently visiting the London office, but also as a person as I feel we have built a true relationship over many years I have been coming over.**

**It really is a joy to come to the office and be welcomed by such representative staff. Not seldomly there are issues with my pass to get into the building and Klara and Julia are always happy to help immediately. I always look forward to come to London and not in the least place because of the happy faces of them both. It truly gives me a genuine sad feeling that things are about to change for us as an organisation when we move to a different building later in 2024.**

**Thanks for everything in the past years and you will be truly missed by many of us if you are not joining us to the other building. I may just pop in when I am in London to catch up.”**

**Harald Thoonen  
Rabobank**







# FRONT OF HOUSE – CUSTOMER SERVICE AWARD

## THAMES COURT, LONDON

### KLARA BAYADOVA & JULIA RYCHWICKA





# 06. ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG)







“CIS’ social pillar in relation to ESG is embedded within our ethos which is why CIS has an employee and company aligned approach. All our employees understand that giving back to the communities we operate within is crucial and can be tackled through volunteering and donating. Which is why we have developed our Volunteering Policy which allows all our employees to volunteer towards 1 of the 17 sustainable development goals”.



**JORDY MUKUDI**  
ESG MANAGER







# CIS' ANNUAL DONATION TO LAA



It was a pleasure to have our chosen charity partner, London's Air Ambulance Charity attend our CIS Annual Awards last month.

London's Air Ambulance Charity delivers an advanced trauma team to London's most seriously injured patients. They are completely reliant on donations so CIS realise the importance of helping to raise as much money as possible.

We gave our annual donation of **£10,000**. If you or your organisation are interested in finding out more about this important charity, please follow their page at London's Air Ambulance Charity. (Link below)



## CIS makes an annual donation to London's Air Ambulance as this is our chosen charity partner.







# LAA COLLECTION AT REPUBLIC

Earlier this month, the CIS Security team at Republic took part in raising money for London's Air Ambulance Charity.

Luke Marsh stated;

***“I’m happy my team and I at Republic were able to contribute to raising donations and awareness for such a vital cause.”***

London's Air Ambulance is the charity that delivers advanced trauma teams to London's most critically injured patients. Using a helicopter from 08:00 to sunset, and rapid response cars at night or in adverse weather situations, London's Air Ambulance brings the hospital to the patient when critical.

At CIS Security Limited we are proud to have London's Air Ambulance as our chosen charity and happy to continue supporting them with their amazing work!







# ON THE 19TH OF OCTOBER, CIS REPRESENTATIVES ATTENDED THE SUSTAINABILITY EVENT AT VERDE BUILDING (SAVILLS)



## Sustainability Event – Collaboration with customer

On the 19th of October, CIS representatives attended the sustainability event at Verde Building (Savills). This event was organised to spread awareness of sustainability and in particular mental health. We understand that collaborating with our client's sustainability initiatives helps CIS align with our clients ESG initiatives while also having the chance to spread awareness of what CIS is doing for our sustainability approaches.

## Environmental

### Carbon reductions

As the focus of net-zero by 2050 increases, carbon reduction is at the forefront of all government and businesses objectives. As it currently stands, CIS has an interim net-zero target by 2030, with a carbon reduction plan which aligns with the Crown Commercial Services. However, CIS is going further, and we have now joined a 6-month extensive SBTi working group with one of our key customers, a global financial institution, to set a reduction plan which aligns towards the SBTi's, a scientific reduction plan.

CIS' carbon reduction plan which aligns with the Crown Commercial Services was submitted during October. Our carbon reduction plan is now validated for the 2nd year running.

## Social

### Employability

CIS understands that supporting the local community in which we operate in is fundamentally critical to our ethos while also aligning with our customers social objectives. As a result, CIS has been frequently connecting with our customers chosen NGOs to achieve this objective. Recently CIS contacted the drive forward foundation who support care-experienced young people aged 16-26 in London to transition from care into a career. As a result of this engagement, CIS was able to place 2 young people onto our apprentice programme at one of our key customer sites.





# CIS ANNUAL ESG REPORT

In October we published our annual ESG report which outlines where we are today in relation to ESG compared to previous years. We have continued to strengthen our sustainability approach, and the years to come will see our determination and clear actions of achieving our net-zero pledge.

**USE THE LINK BELOW TO VIEW OUR ESG REPORT**



## CONTENTS

OUR ESG STRATEGY	04
ESG GOVERNANCE AT CIS	08
SUSTAINABILITY PROGRESS	20
CLIMATE RISK AND NET ZERO	24
SUSTAINABLE OPERATIONS	28
TALENT & EDI	30
EDI COMMITMENTS	34
WELLBEING	36
EMPLOYABILITY DATA	38
APPRENTICESHIPS	39
COLLEAGUE DEVELOPMENT PORTFOLIO	40
RISK MANAGEMENT AND RESPONSIBLE BUSINESS	42
SOCIAL RISK	44
GOVERNANCE RISK	44
SERVING OUR CUSTOMERS RESPONSIBLY	46
HUMAN RIGHTS	47
RESPONSIBLE SOURCING	49



# 07. HEALTH AND SAFETY







# REFURBISHMENT FIRM FINED FOR FAILING TO PROTECT ITS WORKERS

**An alloy wheel refurbishment company has been fined for multiple health and safety failings. What were they and what can you learn from this case?**

## The inspector calls

In March 2022 the HSE visited Maxpowder Ltd (M) as part of a series of pro-active inspections focusing on the use of dichloromethane and hydrofluoric acid to strip paint from alloy wheels in industrial installations. The inspector found that M was exposing its employees to hazardous substances because adequate control measures were not in place. It had failed to provide adequate ventilation by means of local exhaust ventilation (LEV), personal protective equipment and information, instruction and training.

## Multiple failings

Along with failure to protect against hazardous substances, other breaches of health and safety were identified which related to electrical safety and exposure to welding fume. When the company was re-visited the inspector found it had not complied with one of their improvement notices. It had installed LEV to control exposure to welding fume when it was not competent to do so and the LEV was found to not reliably and effectively control exposure of its employees to welding fume.



## In court

In September 2023 M pleaded guilty to breaching s.2(1), 33(1)(g) and 33(1)(c) Health and Safety at Work. Act 1974. It was fined £80,000 with £8,080 costs.

## Working with foreseeable risk

If you are working with chemicals that will create a reasonably foreseeable health risk to your staff, you must undertake risk assessments and provide controls to prevent or reduce exposure. This should form part of your overall health and safety management system.

**Tip.** Consider using a cost-effective chemical management package to ensure that critical steps are not missed when managing the risk from using chemicals in your workplace. Although it is a small initial outlay, it could save your business thousands of pounds if you are prosecuted and can demonstrate that you have reasonably practicable controls in place.

## What you need to do

Risk management is a step-by-step process for controlling health and safety risks caused by hazards in the workplace. M's prosecution could have been avoided had it adopted a more proactive approach to the overall health and safety of its workplace. Along with undertaking COSHH risk assessments, the use of competent contractors to undertake essential works identified as a control measure, such as installation of LEV, is critical.

**Tip.** Use our Contractor Appraisal Questionnaire to identify if you have the right contractor for your needs (see The next step).

**Toxic | Work safely and effectively with hazardous products | Toxic (toxicsoftware.co.uk)**

[https://www.mytipsandadvice.co.uk/articles/next-step/download/UKTAHSAR\\_EU22060201/d82e129c-1751-477e-a611-d4fd67d0cd6b](https://www.mytipsandadvice.co.uk/articles/next-step/download/UKTAHSAR_EU22060201/d82e129c-1751-477e-a611-d4fd67d0cd6b)



**STUART BATEMAN**  
DPO, SHEQ MANAGER





### Ongoing checks

Carrying out a risk assessment is just one part of the overall process used to control risks. Once controls are in place, they must be regularly checked to ensure that they are being used and are effective, e.g. regular inspection of LEV.

**Tip.** Use our Ventilation Checklist - Local Exhaust Extraction to evidence your inspections. **(CLICK ON LINK BELOW)**

[https://www.mytipsandadvice.co.uk/articles/next-step/download/UKTAHSAR\\_EU22060201/76ffc020-a739-4f83-804e-9edb274e1003](https://www.mytipsandadvice.co.uk/articles/next-step/download/UKTAHSAR_EU22060201/76ffc020-a739-4f83-804e-9edb274e1003)

Reassessment of the risk should be carried out on a periodic basis or in the event of changes taking place in the workplace which have the potential to create a different atmosphere.

### VENTILATION CHECKLIST - LOCAL EXHAUST EXTRACTION

Local extract ventilation checklist	Yes	No	N/A	F/I*
Are staff trained in the use of the local extract ventilation (LEV) system?				
Do we ensure that the following are checked:				
- the filters in the extract unit and that they're changed when necessary?				
- ductwork for signs of breakages or leaks?				
- hoods show no signs of damage?				
- flexible hoses for signs of breakages or leaks?				
- flexible hoses are not kinked or bent?				
- the drive belt tension of any belt driven units?				
- the lubrication requirements for fan and motor bearings?				
- the alarms on any airflow sensors?				
- the interior spaces within the machines are free from accumulated dust?				
- the outlet has not been blocked?				
Is the indicator in good working condition and clearly visible?				
Are gates kept closed when not in use?				
Do we ensure that <u>all</u> parts of the extraction system are connected?				
Is there any residual dust in the room? This could be an indication that the LEV system is not as effective as it should be?				
Are there any unusual noises coming from the system when in operation?				
Do we have formal procedures for the regular cleaning of the work area in which the dust/fume generating processes are generated?				
Are staff trained in the correct disposal procedures for the dust collection bags?				
Do we have stocks of spare filters and dust collection bags?				
Have we briefed our staff on the importance of reporting any suspected defects?				
Do we keep a record of any defects and remedial work carried out on the LEV system?				
Has it been thoroughly tested, with a label indicating it is within				

Local extract ventilation checklist	Yes	No	N/A	F/I*
date?				
If changes to the LEV system occur, have we ensured that the integrity of the system has not been compromised?				
Have we set up a file for holding the results of the tests carried out under the Control of Substances Hazardous to Health Regulations?				
Have we taken out a maintenance agreement for the LEV system?				
If so, does this agreement guarantee a response time which will minimise the impact on our work schedule?				

\* Further information

Person(s) completing document:		
Signature(s):		
Position:		
Time and date completed:		
Date for revision ..... (insert date here) or sooner if significant changes are made to the work area or processes		





# Level 3 First Response Emergency Care (FREC 3)

Last month CIS ran a Level 3 First Response Emergency Care (FREC 3) course, hosted by our in-house Training team, at Regent's Place.

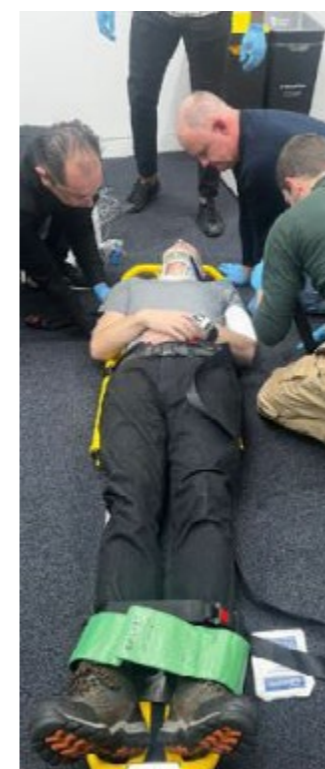
FREC 3 is an enhancement on first aid and is a pre-hospital care course, it is a step towards going above and beyond the traditional first aid.

CIS Company Trainer, Darcy Fletcher BSc CMgr MCMi stated, "This week's cohort was outstanding, all candidates completed the course with a 100% pass rate, they all should be extremely happy with their achievements. I was thrilled to see that all candidates gave their best efforts during their time in the training. I would also like to say a massive thank you to Regent's Place again for hosting the training and being so accommodating during the five days. We can't wait to continue this training and teach many more along the way!"

**Well done to everyone who took part!**



**DARCY FLETCHER - CIS COMPANY TRAINER**










## ALL MEMBERS OF COLLEAGUES

It is an offence to record any CCTV footage other than in the course of duties as a CCTV Operator for work related occurrences.

This unauthorised recording can include filming on mobile phones, unauthorised downloads for personal use, or distribution to others or posting on social media.

It could be an offence under the Data Protection Act 2018 or the Sexual Offences Act 2003.

If found in breach of the Law you could face,

-  Fines up to £17,000
-  Loss of SIA licence
-  Dismissal from employment



# CONGRATULATIONS



**CONNIE FOSTER**

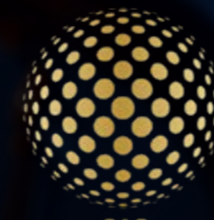
Join us in congratulating Ben Foster and his partner with the arrival of Connie Foster, on the 1st December. Both Mummy and baby are doing well and are at home settling into their new family life.



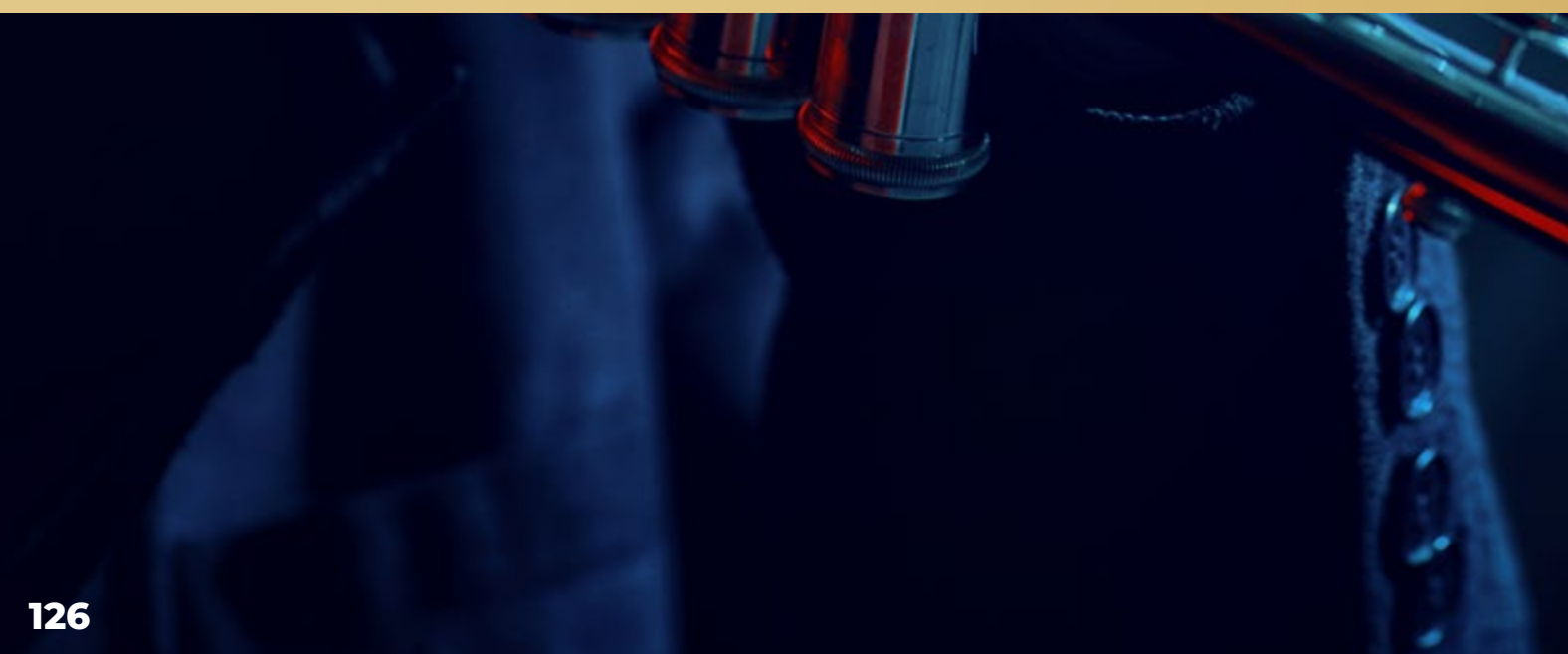


£50 for you

# 08. BLOW YOUR OWN TRUMPET



CIS  
INNOVATIVE SOLUTIONS



## THAT'S RIGHT!

We have upped the Blow Your Own Trumpet game (and style!). Working in CIS means being part of a close-knit community. Share your stories and meaningful moments with us - be it a hobby, a talent, a special occasion, anything you're proud of! You'll get a £50-voucher to be spent in any high-street shop. We are all ears!

**Blow**  
your own trumpet





# GEORGE HARWOOD



George Harwood, Security System Manager, volunteers for the Samaritans who are a listening charity to help reduce suicide. As part of this voluntary work George covers a number of different shifts, including some night shifts.

The Samaritans offer their time to help to deliver 24-hour emotional support service to callers in many ways, from answering telephones and emails, to fundraising and generating publicity.

**Things to look out for in yourself when you're finding everyday life hard.**

Maybe you can't quite put your finger on it, but you're not feeling okay.

You might be feeling tired more often, be feeling emotional, and you might not want to do the things that you usually enjoy right now.

Struggling to cope with everyday life doesn't look or feel the same in everyone. We can't generalise about how it'll make you feel or act.

Samaritans are here to listen. You can call us on **116 123**, email us at **jo@samaritans.org** or write us a letter.

You don't have to feel suicidal to get in touch. Only 1 person in 5 who calls Samaritans says that they feel suicidal.

If you would like to volunteer like George and help people in despair you can find more information about what the Samaritans do by clicking on the link on the right.

**You can also find information on the right for other organisations that can help.**

**Well done George for volunteering your time for such an important charity.**

**SAMARITANS** [Donate now](#) [Contact a Samaritan](#)

How we can help ▾ Support us ▾

**We're waiting for your call**

Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.

**Call 116 123 for free**  
[Other ways you can get in touch >](#)

[CLICK HERE](#)

There are many events happening in the UK and globally at the moment that can impact our mental health. If you, or someone you know, need support the following organisations can help.

**You are not alone.**

**CLICK ON LINKS BELOW**

**YOUNGMINDS**  
fighting for young people's mental health

[youngminds.org.uk](http://youngminds.org.uk)

**shout**  
**85258**  
here for you 24/7

Text 'SHOUT' to **85258**

**SAMARITANS**

**116 123**

**mind**  
for better mental health

**0300 123 3393**  
9am - 6pm weekdays

**Hub of Hope**

[hubofhope.co.uk](http://hubofhope.co.uk)





# RIFAT HASAN

## Team Leader at the Bailey

Rifat Hasan and his son Joshua grew their hair from 2020-2023, both father and son recently cut their hair to donate to the Princess Trust, to help children with cancer and other hair needs.

Rifat and Joshua conducted a 24hr Live stream **'Twitch'** charity event earlier this year, playing games together and a variety of others to promote awareness and raised at least **£400** for the charity Sands, neonatal charity and help, support bereaved families.

<https://rss.com/podcasts/livingwithleukaemia/>

**Rifat stated;**

*"I Have started a podcast in the last 3 months (Living with Leukaemia), discussing all cancer related issues that deal with Leukaemia. My cousin's son, who is 7 has it and was diagnosed in January 2023. Our podcast brings awareness to cancer, Leukaemia especially. Signpost parents, help those going through treatment, links for charities and to give a raw, honest account of what to expect for your child or as a parent."*

**Our Podcast is called Livingwithleukaemia and is available on Spotify, Amazon, iTunes and Youtube. Living with Leukaemia | RSS.com**

The screenshot shows the RSS.com website for the 'Living with Leukaemia' podcast. The page features a purple header with navigation links like 'Switch to RSS.com', 'Features', 'Pricing', 'Community', 'Gift Cards', 'Sign up free', and 'Sign In'. The main content area includes a podcast cover image, the title 'Living with Leukaemia' by Natalie Branyik and Rifat Hasan, and a description: 'Raising Awareness For ALL Kicking Cancers Butt... Remission 2/3/23 End of treatment date 27/4/26 Summary - Monthly podcast. A heartfelt story about 9 year old Archie, and his families journey living with Leukaemia. Join us for the highs and lows and everything in between. In this episode ... Read more'. There are also buttons for 'Copy RSS feed', 'Listen on ...', and 'Share'. A 'CLICK HERE' call-to-action button is overlaid on the right side of the screenshot.

This collage illustrates the hair donation process. It includes:
 

- A 'BEFORE' photo of Rifat Hasan with a full beard and long hair.
- An 'AFTER' photo of Rifat Hasan with a very short buzz cut.
- A 'Thank you!' card from the Little Princess Trust addressed to Joshua Hasan for donating his hair.
- A smartphone displaying the Little Princess Trust app interface with a 'CLICK HERE' call-to-action.
- A photo of a young boy (Joshua) wearing a wig and a fake mustache.





# NEIL GIBSON

The Nurses at Frimley Park Hospital, Oncology, Diabetes and Epilepsy Departments organise a Christmas Party for children ages 0-18 and raise funds throughout the year to support this great cause.

Neil, Head of Security was approached to DJ at this event and provide a disco with lights. Neil refused to take money to DJ at this event and volunteered for this great cause.

On the 3rd December 2023 a group of volunteers, including both parents and nursing staff, set up the venue. There was activities for all age groups including Racing Sim's, gingerbread decorating and face painting, all donated from local companies.

***“The party was a great success and very humbling to see so many children battling illness, some terminal, but still smiling.***

***Christmas can be a difficult time for many families especially those with Children Suffering from Illness.***

***It's times like this that you realise how lucky we are.***

***Have a great Christmas all”***



**Great work Neil.  
We are very proud of you,  
such an amazing cause!**



**Frimley Health  
Charity**



**NHS**  
Frimley Health  
NHS Foundation Trust



**CLICK HERE TO  
DONATE  
TODAY**





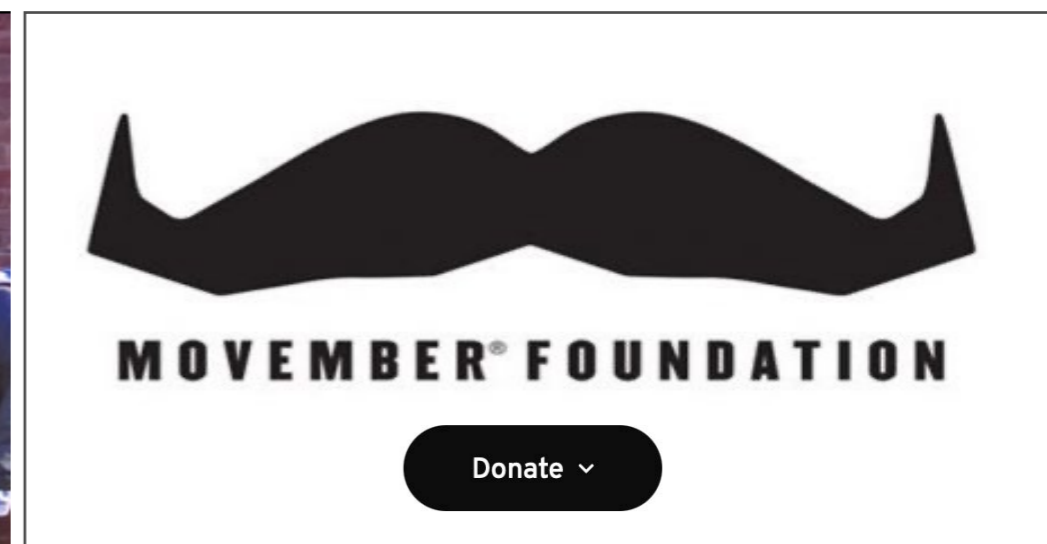
# PHIL THOMAS

For very personal reasons Phil our Head of Colleague Development supports, year on year **Movember**, the men's health charity. Each year in addition to the pre-requisite moustache Phil tests himself in a personal month-long challenge to support Movember.

This year was different as on Sunday 19th November was Phil's 60th Birthday, he completed 12hr non-stop run, walk and cycle, having only 19 minutes rest. Joined at various times by friends and family, Phil completed well over 80 miles and has to date generated £800 in donations.

### Phil stated;

***"I did this to prove something to myself and help those less able to do this for themselves. It was a great day, although an unusual way to celebrate a milestone. Planning has already started for something 'bigger and better' next year."***







# SHELBY MARTIN

## ALLOW US TO INTRODUCE SHELBY JORDACHÉ



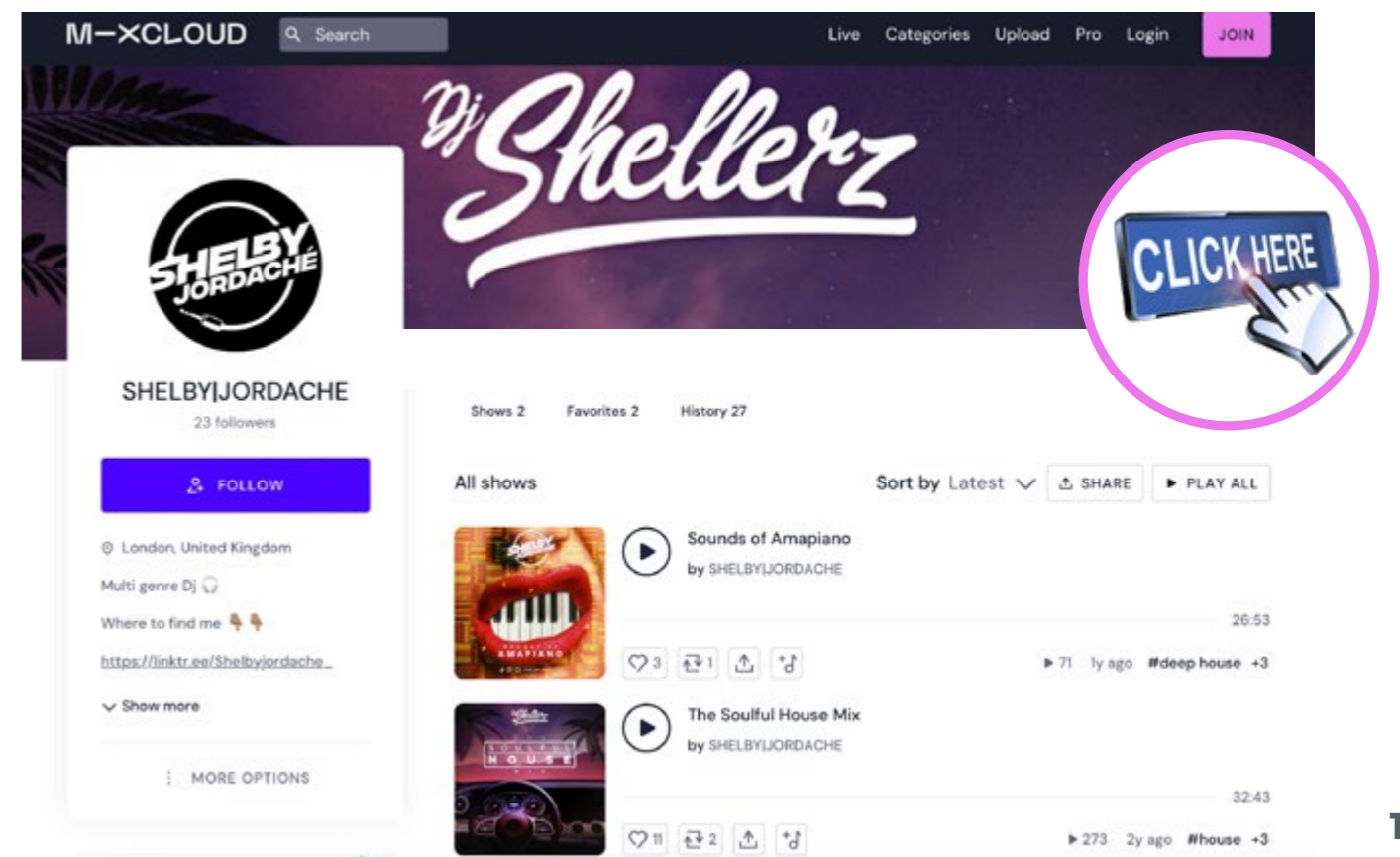
<http://www.mixcloud.com/shelbyjordache>

***"I have been DJing since 2021, during lockdown it gave me the fire I needed to start a passion that I have had for a while but have always been too scared to start, due to always giving my 9-5 piri I specialise in old school RNB & hip-hop which is a genre I have grown up on as well as playing soulful house & Amapiano. Most of my gigs have been in my hometown in Birmingham, But I have also played a few times in London, in Clapham and Soho. As of last month I am currently apart of an all-female DJ group, where we will be DJing at festivals and brunches."***

**Our very own Shelby Martin, Talent Resourcing Officer DJ's in her spare time.**

### Shelby stated:

***"In a world where the DJing landscape has traditionally been dominated by men, female DJs are redefining the narrative. They are challenging stereotypes, shattering glass ceilings, and proving that passion and skill know no gender. Representation matters. When young girls witness women commanding stages, mixing beats, and leading crowds, it opens doors of possibilities in their minds. As a female DJ, I don't just want to entertain; I want to inspire. I hope for anyone that watches me DJ I send a powerful message that women can thrive in any field they choose, including ones that have historically, been dominated by males."***







# VIJAY CHAND



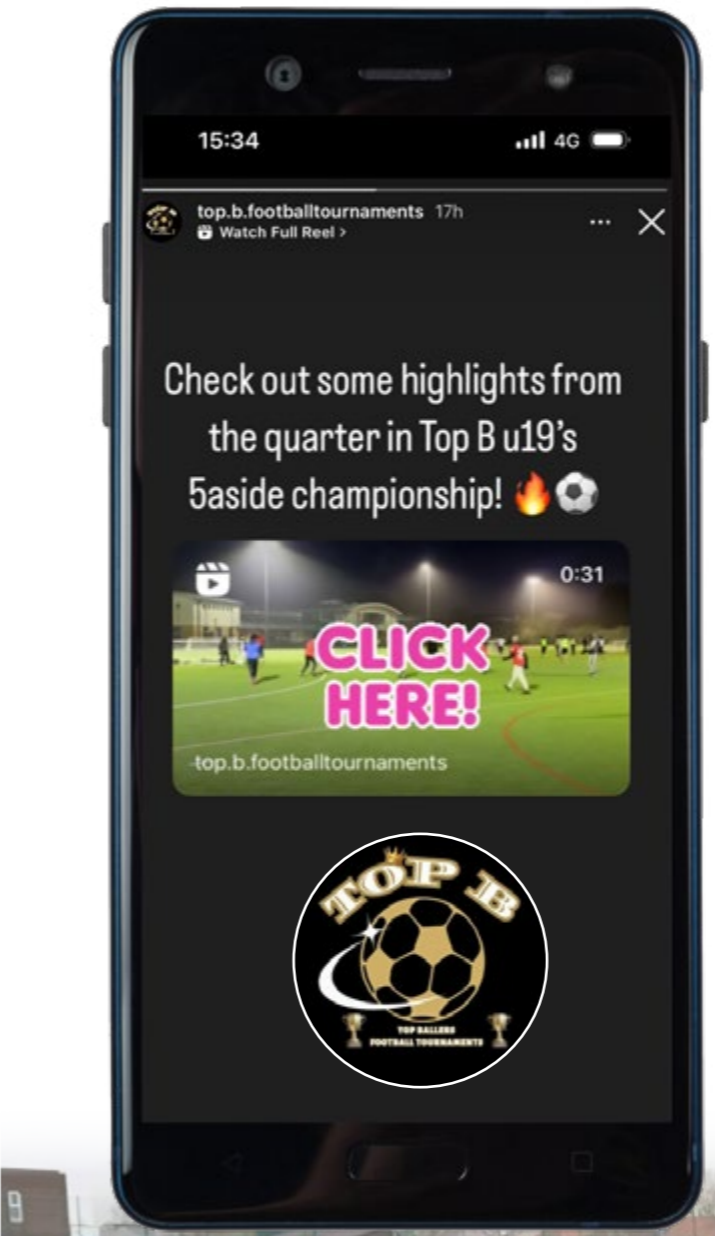
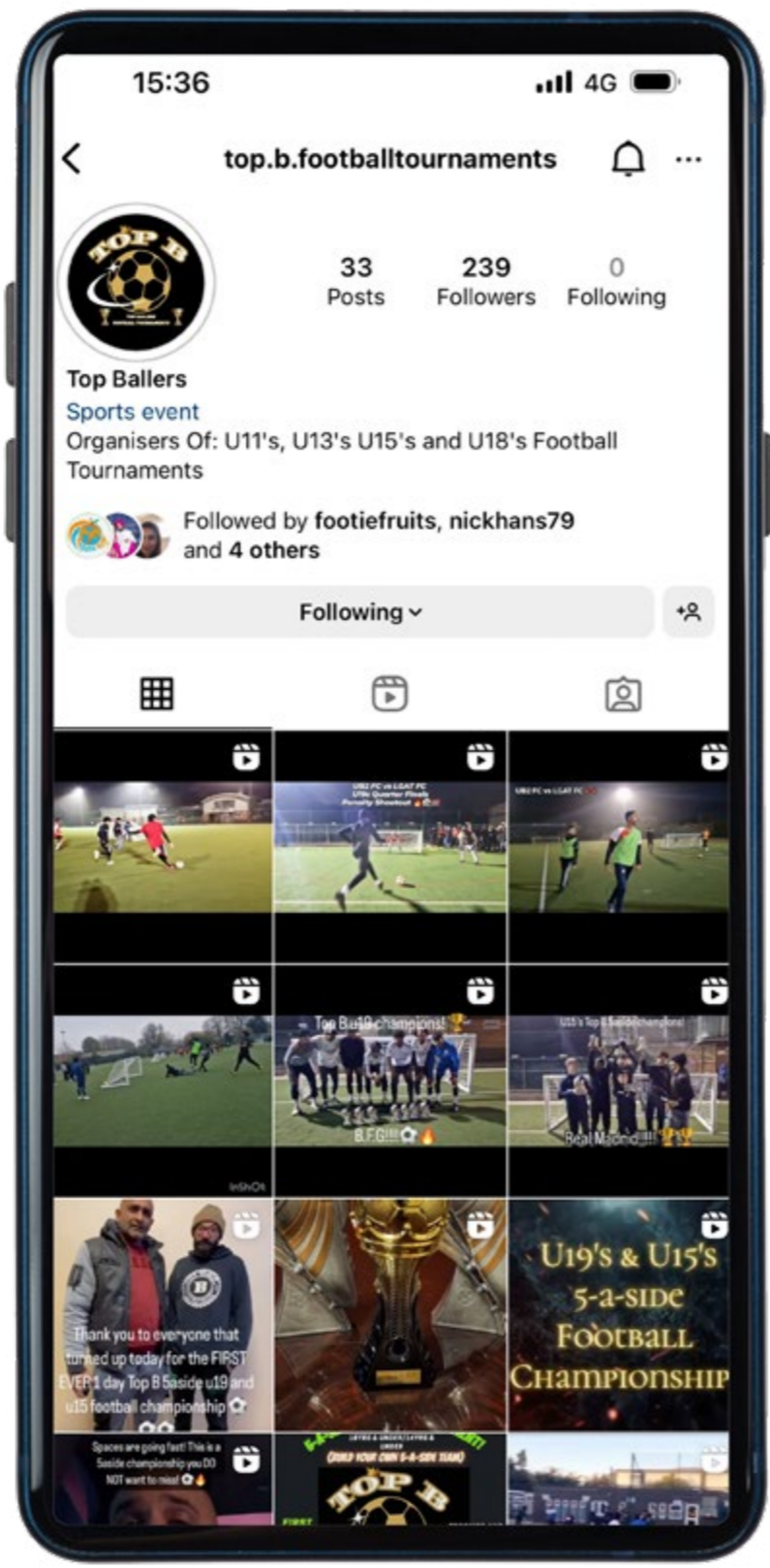
**Vijay Chand, CIS Graphic Designer and his friends run football camps for kids under 18 (Top Ballers Football Tournaments).**

**Their aim is to get under 18 year olds to participate in football especially during school holidays. Vijay and his team wanted to give back to the local community in the best way they know how, by playing the beautiful game.**

**Top Ballers Football Tournaments held a tournament on the 2nd of December which included 16 teams in total.**

**The event had a great turn out and the winners recieved a team trophy, individual trophies and medals.**

**Please help us support and bring awareness to our initiatives to help kids in our community by following Top Ballers Football tournaments on instagram.**







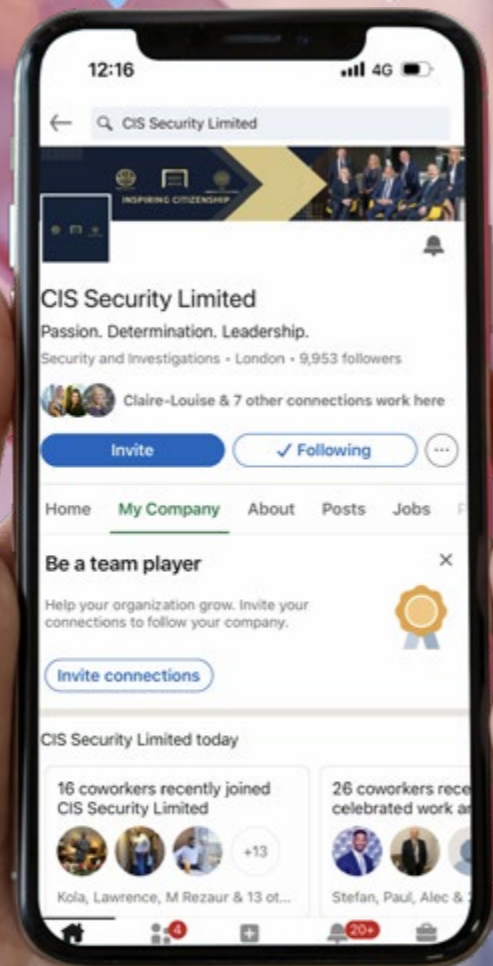
255 FOLLOWERS



1,038 FOLLOWERS



11,180 FOLLOWERS



## FIND US



**CIS Head Office Address:**  
418-426 Lewisham High Street London, SE13 6LJ  
**Central London Office:**  
40 Gracechurch Street London EC3V 0BT



**AutoCall:** 01753 306 225  
**Reception:** 020 8690 1903  
**Control Room:** 020 8690 3221



[www.cis-security.co.uk](http://www.cis-security.co.uk)



**Email:** general@cis-security.co.uk  
**Payroll Email:** payroll@cis-security.co.uk  
**Feedback:** communication@cis-security.co.uk  
**Citizenship:** ciscitizenship@cis-security.co.uk

## SOCIAL ENGAGEMENT



[www.linkedin.com/company/cis-security](http://www.linkedin.com/company/cis-security)  
[www.linkedin.com/company/cis-front-of-house](http://www.linkedin.com/company/cis-front-of-house)



@cis\_security\_ltd



@CIS\_SecurityLtd  
@cisfrontofhouse







**Proud Past  
Powerful Present  
Strong Future**