



Britsafe Security



LICENSING

Most of our Officers are now fully licensed but there is a small number who are still going through the licensing process.

It is very important that we are kept informed of any licence applications that are returned to you, for whatever reason.

You cannot work without a licence or a dispensation notice and the dispensation notices are only issued once your licence application has been sent to the SIA. You are working illegally if you do not have a licence or dispensation notice.

You must also ring the York office if your dispensation notice is due to expire and you have not received your licence. This must be done 14 days before the expiry date.

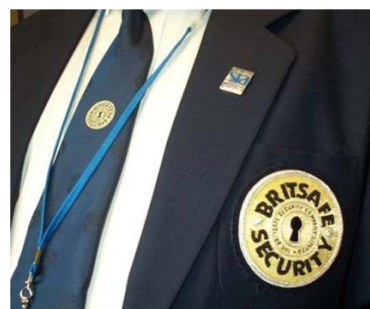
If you now have your second dispensation notice and it is due to expire soon please inform the York office as we need to apply to the SIA before a third dispensation notice can be issued.

If the SIA cannot trace your licence application you will not be able to have a third dispensation notice and therefore not be able to work.

If you do have your licence application returned please inform your Manager immediately who will advise you on what steps to take in order to re-submit your application.

LAPEL BADGES

All Officers should have received a SIA Approved Contractor lapel badge together with a covering letter informing you of the correct positioning of the badge on your blazer.



If you have not yet received a badge please ring Jan on 01904 693444 who will arrange to get one sent to you.

BRITSAFE LANYARDS

Britsafe lanyards have been posted out to all employees recently.

If you have not yet received a lanyard please ring Jan on 01904 693444 who will arrange to get one sent to you.

HOLIDAY FORMS

Holiday forms should be submitted to Head Office at least 28 days before you require the days off. This is to ensure that all shifts can be covered during your absence.

Only in certain circumstances will time off be granted without 28 days notice.

Stakeholder Pension Scheme:

Interested in a Stakeholder Pension?

Contact: Jill on 01904 693444