

# CIS Newsletter



# THE SPRING ISSUE



SECURITY



CIS  
INNOVATIVE SOLUTIONS

March 2022  
Spring Edition

# MAKE IT HAPPEN!



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

I may not be alone here but the sense of Pride really does bring a positive shiver down my spine and that is exactly the feeling I have felt upon reading the Spring Edition of our company newsletter.

We have examples of Inspiring Leadership with our Managers taking the lead in introducing new initiatives to our communities with Building Accreditations, Safe Haven and Paternoster Security Forums. Our wonderful women Lavern Fowler and Sam Stewart stealing the show, although Neil Gibson may have something to say about that on page 15.

Alex Mukwaya and the London South Bank University Front of House Team supporting such good causes and our long service and career development initiatives that have made CIS the envy of the Security Industry.

Where others are struggling to recruit I am pleased to say that we welcome at least 60 new recruits every month. The company is growing but staying true to our beliefs and valuing our people as a priority.

So that we can shape the business with you in mind and maintain our Citizenship culture, please do not forget to complete your employee survey.

I look forward to working with you and sharing the “Pride” even more over the coming months.

”

Neill

# NEW LONDON OFFICE

CIS have opened a new Central London office, located in 40 Gracechurch Street.

This additional office will assist with our continued growth and will ensure we are even closer to our London based customers.



# MANAGERS DAY

CIS - MAKING IT HAPPEN!



The CIS Managers' Day took place on 15th March at Clifford Chance in Canary Wharf.

The day was hosted by our **Managing Director, Neill Catton.**

**Speakers:**

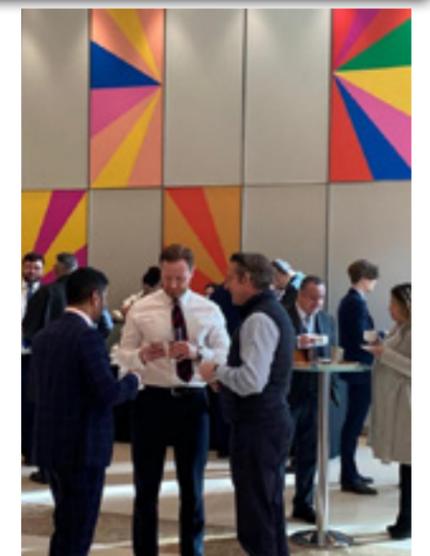
**Kieron Nunney** - Operational Update

**Steve Wicks** - Licensing/Top Up Training

**Jon Felix and Richard Galvin** - Risk Management

**Kuldeep Kainth** - Innovative Solutions

**Claire-Louise Hagon** - Branding and Employee Engagement



**The day was informative, thought-provoking and an overall success!**

# OWN YOUR SPACE

Security presence starts the moment that people see you. Assessments, judgements, and opinions are formed in the first few seconds. Therefore, understanding how you influence this opinion is critical. The way you stand, interact, patrol and even when standing still, will relay huge amounts of information.

As Security Professionals we want to see alert, confident, professional officers who demonstrate excellent customer service, professional protective standards and instil a feeling that site, staff and visitors are being looked after. How we appear to possible hostiles is crucial, we need to portray a deterrent just from how we appear. This is then intensified by confident interactions and challenges to ensure we are engaging appropriately.

The information enclosed in Own Your Space is extremely simple and very effective, it will deliver the confidence needed and ensure that preventative aspects are met. This is part of a wider approach to ensuring that you succeed in your role and maximise the effective security where you work. After all, your security skills are protecting you as well as your colleagues.

Make sure that you read the information, display it on your staff notice boards and make it a key element in your management meetings and staff performance reviews.

The adage, “You only get to make a first impression once” is so true and in today’s protective environment it is a vital part of your security tool kit.

Throughout the next two months you will be asked about this by visiting HQ Team members, please make sure you have read and are working to these guidelines.

To remain the best, we must be at our best every single day!



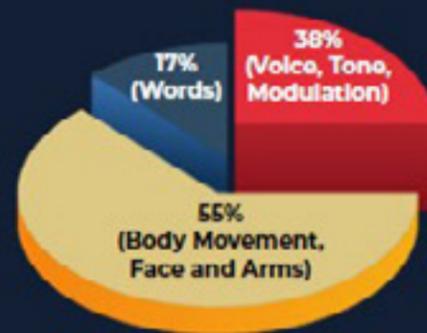
**Jon Felix**  
BSc(Hons) MDIP  
MBCI MSyl  
Security Risk &  
Threat Advisor

# OWN YOUR SPACE

**Own Your Space:** As security professionals we must understand how to communicate verbally and physically to control a situation and our environment. In fact, over 50% of our communication is body language, therefore the appearance you have and the impact that has on the areas where you are present is **VITAL OWN YOUR SPACE!**

You need to be aware of how you appear to others, proprioception: **Perception or awareness of the position and movement of the body.** Physiologically, this is how we move and understand where we are in the space we take up. **Being aware of what this looks like to others is so important to convey the following successfully:**

- Alertness
- Confidence
- Authority
- Openness
- Welcoming
- Eye Contact
- Gesturing
- Representing the environment appropriately



The images show postures that you need to display to have that impact. Owing your space has the same impact. People will make a split-second decision both subconsciously and consciously before they even speak to you. A question that hostiles will ask, **"How effective is the security?"** if you look alert, engaging and confidently own your space, this is a massive deterrent and key to answering this question.

**Body Posture:** Standing for prolonged periods is tiring, the body will naturally look to find more comfortable positions, often subconsciously, signs of physical fatigue include:

- Rocking from toes to heels (boredom)
- Fidgeting (irritating)
- Weight shifting from right to left (lack of confidence)
- Folded/crossed arms (closed/guarded)
- Not paying attention (boredom/uninterested/lazy)
- Leaning (uninterested/lazy)
- Hands in Pockets (lazy)
- Hands in front of tac vests/Body Armour (lazy)

**Balanced Positioning of the Body:** You need to avoid looking stiff. Although a solid, erect stance is recommended, your overall presentation must be balanced. The correct stance is upright and relaxed. When you stand stiffly, it demonstrates a lack of confidence. When you stand appropriately upright, but relaxed, this exudes confidence. Through a balanced stance, you are held in place through your natural posture, this is less tiring and reduces fatigue.

**Eye Contact:** The importance of eye contact cannot be underestimated. Appropriate eye contact for a security professional is not a hard glare, but something more moderate. To demonstrate control and alertness, you should look away with deliberation. This demonstrates confidence but also awareness of your surroundings.

**Smooth and Fluid Movements:** You cannot stand like a statue to carry out your duties, when you are communicating, walking, or gesturing to convey a message, your movements must be smooth and fluid. This will demonstrate control and deliberation. Jerky movements can convey a lack of confidence and unease. It could come across that you do not have control of yourself or the environment. Smooth, fluid movements emphasise your confidence in your role.

**Open Posture:** You need to maintain an open posture to command attention and control a situation. You do not want to project you are worried or feeling threatened. Arms crossed in any position can be read negatively.

**Maintain Personal Space or Zone:** You must control this to minimise any threats but also keep others feeling comfortable. Using smooth and fluid gestures, firm stance helps to control your space. Holding this position as outlined means others do not encroach into your physical space.

**Active Engagement:** Body language and the spoken word go hand in hand. When you are addressing or conversing with another, you should slightly lean towards that person. Remember your physical space, however, leaning slightly forward demonstrates confidence, and shows your fully engaged with that individual

**Summary:** CIS practice, Meet to Greet and Feet to Greet, these are simple hospitality techniques, however, no matter what security environment you work in, the engagement, the space you hold and how you fill that space is **VITAL**, you will be the deterrent and the preventative element that delivers the experience that people expect when visiting our clients and what we expect as the leading security provider that is CIS.



# CONGRATULATIONS!

## BSA Awards 55 Ludgate Hill

A huge well done to **Barnabas Izer**, our Security Site Manager at Savills' 55 Ludgate Hill, for successfully receiving the Building Security Accreditation Award after going through the application process with the City of London Police.

This achievement means so much to CIS as being granted the BSA award means the City of London Police have deemed the Security protocols within the Building as excellent and confirmed they are to the required standard as set out by their awarding body.



**BUILDING SECURITY  
ACCREDITATION**

## BSA Awards The Bailey, 16 Old Bailey

Following an in-depth assessment by the City of London Crime Prevention Association (CoLCPA), The Bailey has been awarded its Building Security Accreditation.

We would like to say a huge well done to **Nigel Moss**, our Security Manager at The Bailey, for managing the on-site assessment.

The Bailey is a newly refurbished building and it has taken a lot of work to get it up to standard so quickly, the building was only occupied in late November 2021.

Being opposite to The Old Bailey, it is imperative that Security is at an excellent standard and that policies and procedures are in place to ensure the safety of the building and occupants.



# CONGRATULATIONS!

## Level 4 Cyber Security Technology – Risk Analyst



We would like to say a massive congratulations to Steven Downs for successfully completing his apprenticeship, and achieving a distinction in **Level 4 Cyber Security Technology – Risk Analyst**.

On receiving his certificate, Steve stated:

“When I was first approached to undertake an apprenticeship, I thought in my mid 40s, I was a bit long in the tooth to be going back to school! However, I was really impressed with the course content and how the training provider worked with me to get through the entire process. In the end it was all worth it and to get a distinction felt amazing. It really did prove that age is just a number!”

**Well done Steve!**



### FM Silver Fox Award 2020-2021

We are delighted to announce that CIS has received the Silver Fox Award 2020-2021.

This prestigious award was achieved for regularly testing unauthorised access to our premises by the independent FM Contract Watch Audit teams.

This award shows a firm commitment in working to the highest standards of security to protect both personnel and property.

**Well done Team CIS and thank you Lynda Moore MSyl RISC for presenting this award.**

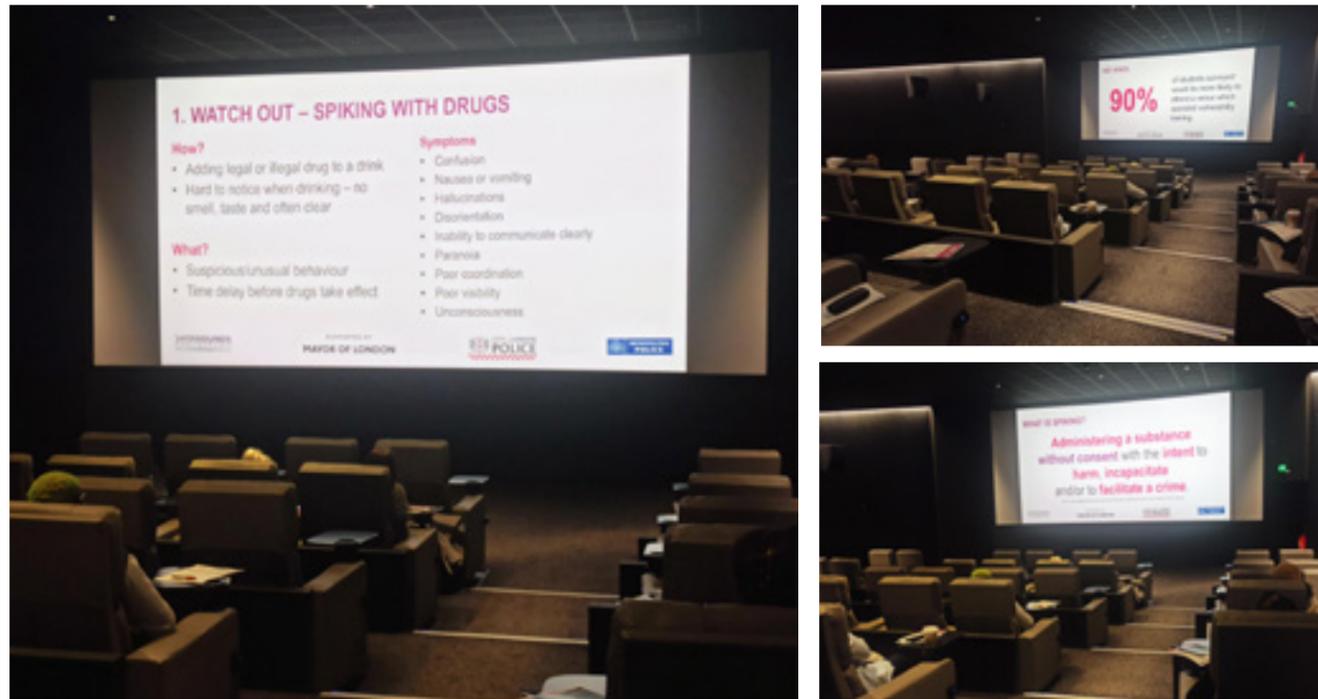


# SAFE HAVEN

## Islington Square

As part of our commitment to partnership working with the Police & Islington Borough Council, the Team successfully held their 1 of 2 **“Women Safety” training** session at Odeon Cinema on 9th March.

Following on from the completion of the training, **Ataul Ahmad**, Estate Security Manager, was involved with an assessment which the Police carried out, where he was asked various questions and presented with different scenarios to complete. Ataul passed this flying colours.



Islington Square will now be officially recognised by the Council & Police as a **“Safe Haven”**, which means if a member of the public is in danger, is unwell or just in need of some help, they can look for the “Safe Haven” sign on the Estate (which will be provided by the Police) and know instantly that they can get assistance here.

Premises who display the sign must ensure that staff are aware of how to offer appropriate support.

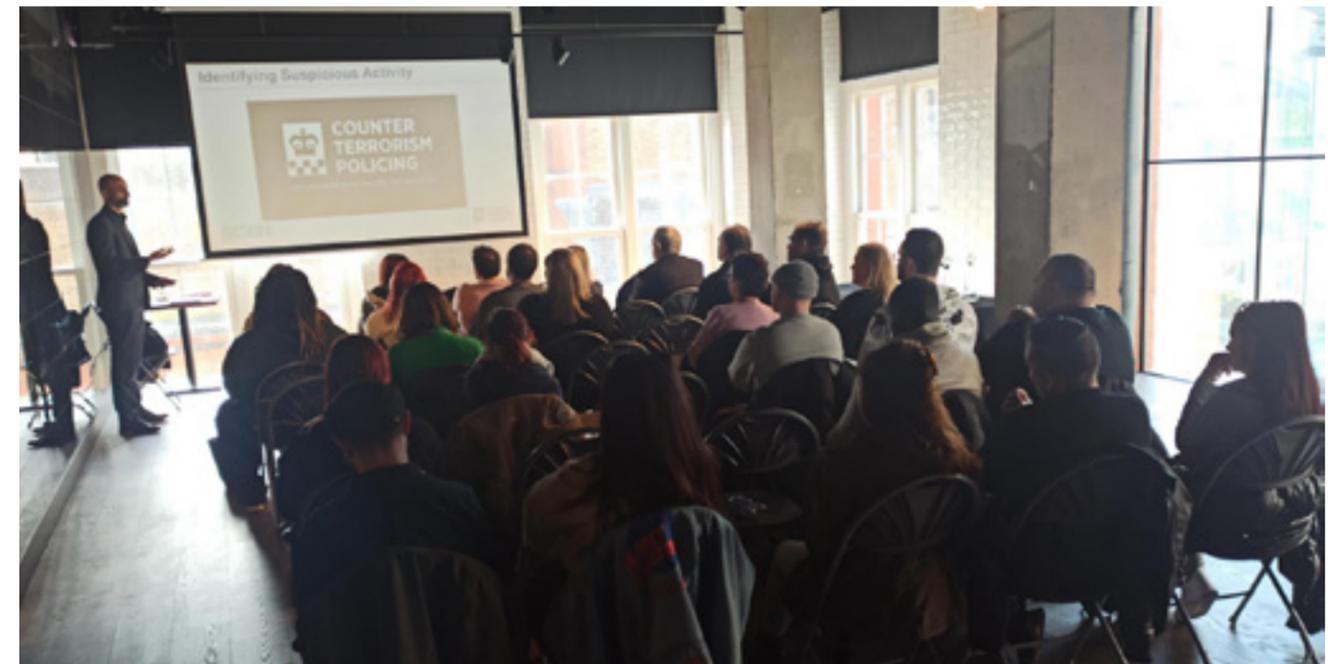
**It is imperative that all teams which work on the Estate complete this training session.**

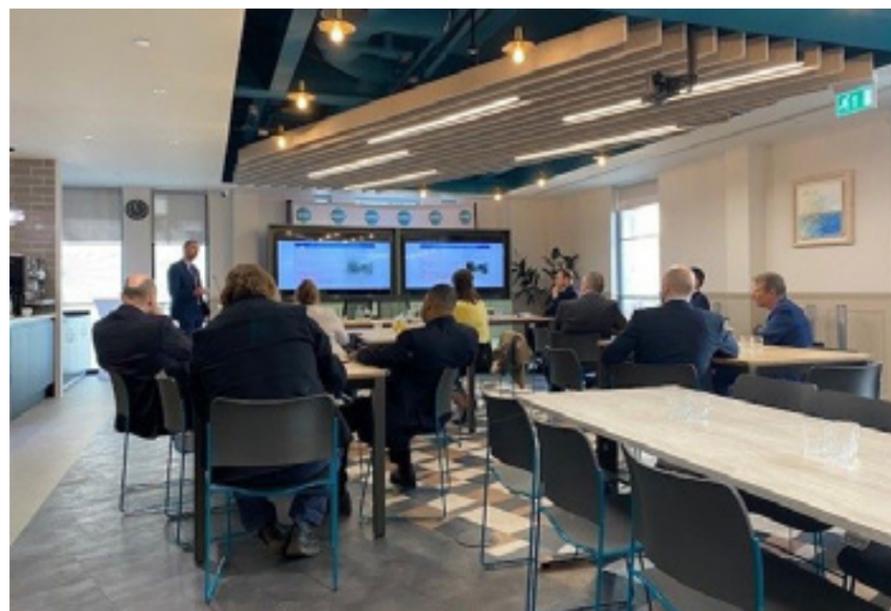
**The next session is on the 22nd March, 10:00hrs at Omnom.**

# ScaN & FRAUDULENT DOCUMENTATION

## ScaN & Fraudulent Documentation Islington Square

Two Police Training sessions were run simultaneously on 22nd February at Islington Square.





# PATERNOSTER SQUARE SECURITY FORUM

**Peter Faram, Security Manager  
Paternoster Square Forum Chair**

Over the past 3 years, the forum has grown and has formed a significant role in quick, effective, communications, inside the City of London with Key Stakeholders and Security professionals.

This meeting was focused on:

- how to spot hostile recognisance
- how we can make it difficult for terrorists to plan their attacks
- the importance of security mitigation
- the importance of reporting suspicious activity quickly and accurately.

This was presented by the City of London Police.

We would like to say a big thank you to Damian Hickman, CEO at the IDRC, who kindly hosted the meeting.

We look forward to many more of these beneficial and insightful forums in the near future!

# HEAD OFFICE NEW STARTER

Cheryl is the newest addition to the payroll team and the CIS Family as a Payroll Administrator on a part time basis, 2 days a week.

Cheryl brings some strong skills and experience to the team having previously worked in hospitality for Searcy's at the Barbican Centre for 7 years managing the HR and payroll.

After being made redundant during that difficult 18 months, Cheryl utilised that time to gain her CIPP Qualification.

Whilst not at work I have 3 children which take up most of my time and we enjoy being outdoors and generally doing lots of fun activities. I enjoy travelling and am a total foodie.



**CHERYL  
COSGROVE**  
Payroll  
Administrator

# WORK EXPERIENCE

**Describe your work experience role:**  
Intelligence

**How long was your work experience?** 1 week

**What did you learn during your time in the Intelligence Team?**  
I learnt how social media can be used to not only raise awareness for protests, but also to track their proposed movements in case they might get violent and harm surrounding people/businesses

**What did you think of CIS Security?** I thought it was really useful in teaching me about the security industry and all the different kinds of jobs it involves.

**Would you want to join the Security Industry when you finish your education now you have had a taster?**  
Yes, it has shown me all the different roles that I could potentially pursue and it has helped to show me the roles that interest me more

**Quote (If you could please provide a quote summarising your time at CIS, what you thought of the people, the role, the culture etc.)**  
I had a wonderful time learning more about not only security, and all the jobs that come under that umbrella, but also about the working world in general. The people were all friendly and welcoming, but I'd like to say a big thank you to Nikki and Akaash for helping me throughout and making the week lots of fun!

"Lara spent the week with the Intelligence Hub undertaking a few tasks which was completed to a high standard. She also conducted a number of site visits in the City and Canary Wharf, despite the bad weather conditions during she was very enthusiastic during the visits and was keen to know more about the operational side of the company.

For a young student she is very articulate and presented herself well professionally. She seemed quite comfortable within the team and came across as very polite.

Lara also shared her own personal experiences of how she managed studying throughout the pandemic then achieved top GCSE grades despite the disruption and uncertainty during her academic year. She expressed her long term aspirations to pursue a career in computer science, however we would welcome the opportunity for her to return to CIS Security for further work experience."

**Nikki Boakye**  
Intelligence Analyst



**LARA  
DUFFY**  
Langley Park  
School Girls

# LONG SERVICE AWARDS



## BEN FOSTER

15 Year Service Award

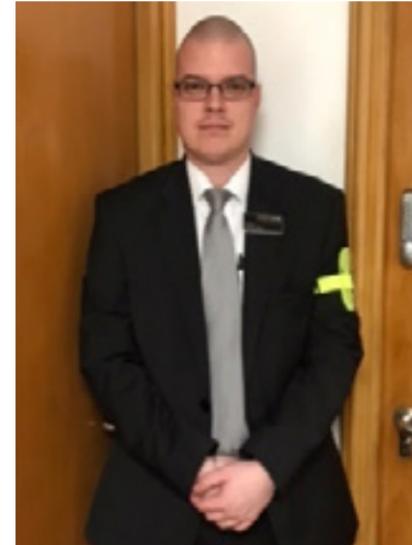
I started by career in CIS working as an Officer on the London Borough of Lewisham contract, having never worked in the Security industry before.

CIS welcomed me, trained me and provided me with the knowledge and support to do my job. The first few years were a learning curve to say the least but my hard worked paid off and I was successfully promoted to site supervisor, from there my career grew and further promotions came about.

Today I am now the Operations Center Manager, overseeing the heartbeat of the company known as our Operations Center.

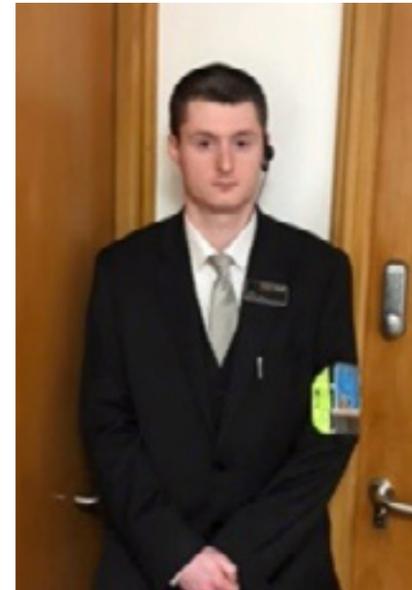
CIS truly is a family where they support, encourage and engage with every employee. It has been a pleasure to forge such a career with CIS and I look forward to the next 15 years together.

# INTERNAL PROBATION PASSES AND UPSKILLING AT WEST ONE



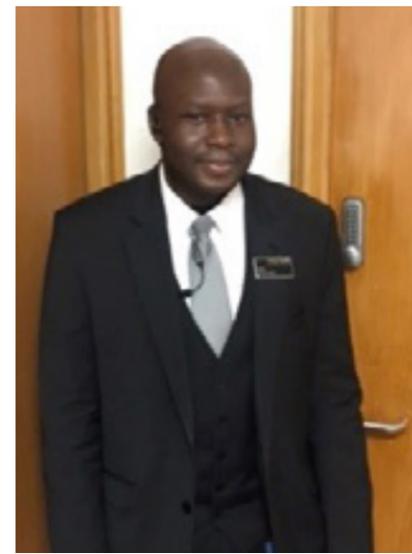
## Michael Sims

has passed his Security Officer probation and applied for the role of Duty Controller which he was successful in being offered



## Harry Perkins

has passed his Security Officer probation and is now a full time member of the team



## Shaun Chambers

has passed PSS license and Control Room training and is now a regular relief Duty Controller on site

# INTERNATIONAL WOMEN'S DAY



At CIS Security, we want to continue to celebrate and promote the achievements of all our female colleagues; we wanted to gain an insight into their success and journey up until now.

“Imagine a gender equal world. A world free of bias, stereotypes and discrimination. A world that’s diverse, equitable, and inclusive. A world where difference is valued and celebrated”.

CIS show solidarity with this years theme **#BreakTheBias**, which spotlights the individual and collective biases against women that fuel gender inequality.

Together we can show our commitment to calling out bias, smashing stereotypes, breaking inequality, and rejecting discrimination.

# INTERNATIONAL WOMEN'S DAY

To celebrate International Women's Day, the Regent's Place Community Manager interviewed some of the inspiring women across British Land neighbourhoods to talk equality, their proudest moments and what advice they'd give to their younger selves.

Snippets from Lavern's interview can be seen below:

## Regent's Place Security Officer Lavern Fowler



### Tell us about yourself...

My name is Lavern Fowler. I work at Regent's Place Campus in security, my role within the company is Security Officer (based in our Estate Permit Office BS). I have been in my current role for over two years now and in the security industry for 12 years, 10 of which have been here at Regent's Place.

### What is your proudest moment?

In my role within Security, I have been asked to give a talk about women in security at a local primary school a couple of years ago. Although I was nervous and out of my comfort zone it was lovely to be asked and the interaction with the children was great, some of which I saw after who recognised me which was nice.

### What advice would you give your younger self?

Grab what you can when you can out of life, education and not friends are key and make everyday count, as tomorrow is not promised.

### Tell me something that not many people know about you?

I love music and if I was more outgoing, I would have done DJ'ing in my spare time, instead I just entertain myself and those around me.

### Is there a woman now or in history, that has inspired you?

My mum. Who came here from Jamaica when she was in her 20s with relatively nothing to her name. She found work and somewhere to live in times which were very very hard.

### What has the global pandemic taught you about yourself?

That I was among the lucky ones who were not highly impacted by the pandemic. In a time where people lost their jobs, homes and in some cases their lives, I count my blessings and take nothing for granted.

### What is your view on equality of the sexes?

Although us women here in the UK have it better than women in other countries, I feel for women who do not have or are not allowed to access certain things simply because of their sex. That being said, we still have a long way to go both here and worldwide.

### How do you celebrate IWD?

By remembering and paying homage to the women who paved and continue to pave the way for us females to raise and shine.

### What does IWD mean to you?

The well-deserved recognition of women and the contributions we make be it in the home and or workplace.



# A CONVERSATION WITH SAM STEWART - THE CIS TWINS!

## THE JOURNEY

I would describe my home life as very calm, tranquil, neat, and organised... that was of course until 28th June 2018 at 11:14 and 11:15 respectively, when our amazing twins, Taylor and Jackson were born!

Also, known as the CIS Twins - as this life changing event took place during my career within the CIS family, as a valued part of Amanda McCloskey's incredibly busy Sales & Marketing Team as Bid Manager.

I think that Amanda being a mum first and foremost but also a highly ranked woman in a predominantly male industry provided me with immeasurable support that allowed me to function on a much lower frequency with flexibility and more importantly, with piece of mind - until the time came.



**SAM STEWART**  
Content Creator

## THE ARRIVAL

Our little miracles arrived a bit earlier than expected and were quite premature as a result. Following an unplanned week in the hospital, we returned home to a new world of chaos, unpredictability, and immense anxiety!

The twins first three months required 3 hourly feeds to get them fighting fit. Which in real time equates to 3 months of little or no sleep for Mummy and Daddy. As all you parents know, this was great preparation for the years to come...

Fortunately, my partner, Richard was able to extend his paternity leave to be at home with us for the first crucial six weeks to take the first steps with me and establish the routine together that is still in place to this very day with a few tweaks here and there. Routine is everything!!

During those early weeks that quickly turned into months, I couldn't imagine balancing this new life, looking after these precious babies, keeping home and working! But I soon realised that I already had the tools, being naturally competitive and a proud 'Army Brat'.

My father served with the **REME** and Richard served with the **Coldstream Guards** so I am no stranger to regimental structure, resilience, practical thinking, logistical exercises and risk assessing any and everything! So, when the call came from Amanda to 'come home' I was ready to report for duty!



## THE NEXT CHAPTER

I was incredibly lucky to have been in the position to choose to stay at home for the first important years of Taylor and Jackson's lives. This time, although invaluable was by far the most challenging of my entire life.

Almost 4 years on, I am Mum to two incredibly intelligent, adventurous, witty, ambitious and at times cheeky little people, who are already regularly cornering me with questions that can only get the "ask your Daddy!" response.

I receive an abundance of pride and joy in every new lesson they learn and every obstacle that they get past.

It absolutely takes a village to raise a child and I consider the CIS Family to be integral members of that village.

On occasions I can find some balance within the chaos. I am learning that I can't plan and organise everything and I am 'almost' ok with that. It's a work in progress. But what an amazing journey so far...



# 'OH YES HE IS!'

Hi, some of you will know me as Neil Gibson, Key Account Manager.

Others know me as **The Pirate King's Lieutenant (Pirates of Penzance)**, **Trevor Graydon (Thoroughly Modern Millie)**, **Sam (Copacabana)** and my latest persona **Widow Twanky!**



**NEIL GIBSON**  
Key Account Manager

During the winter of 2021/22 I was lucky enough to be cast in Aladdin as the lovely Widow Twanky. 4 months of rehearsals, working with a wonderful cast including 20 children, culminating in 8 performances, six of which were sold out.

I have been involved with local theatre for over 20 years and played a number or lead roles throughout this time but playing a "Dame" has to go down as one of the most enjoyable roles. The songs, the script and the interaction with the audience is a memory that will always stay with me.

The show was performed at Holybourne Theatre, a local registered charity, and we raised around £8000. This money will be used to run the theatre for the next 12 months.

As one show closes, another opens.



My next venture is playing **Badger** in the musical **"Wind in the Willows"** in **Guildford, August 2022** with rehearsals starting in April.

**I hope to see some of you in the audience!!**



# Valentines Craft Skills

The **LSBU reception team** decorated 13 receptions on campus to mark Valentines Day.

Astonishingly, all decorations were hand made by the team, which took substantial time, effort and dedication.



**£25 for you**

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 £25-voucher to be spent in any high-street shop. We are all ears!

**BOW**  
your own trumpet



# RideLondon - Essex 100 2022



My name is **Alex Mukwaya**, I am cycling RideLondon – Essex 100 2022 and I have chosen **Great Ormond Street Hospital (GOSH)** as my Charity.

GOSH has been and continues to be my Charity for the last 7 years counting since my son and I visited them. I was amazed by the great work, support and love they give to the little one's and their families.

Every little helps. Together, with your help, we can provide services to ease the suffering and burden that these families go through.

In order to get myself prepared for this long awaited challenge - I have been cycling almost everywhere.

Many thanks for all your support!

**CLICK HERE TO MAKE A DONATION**



# FOOD DONATION TO SOUTH LONDON MISSION

The South London Mission is a charity based in Bermondsey, North Southwark. It has been working within the community since it was set up in 1889.

The CIS Front of House and Security Team at the London South Bank University got together and collected food items to donate to Bermondsey central hall Methodist church, who help the disadvantage and the poor in the area. As you can see from the food items collected, the team got fully involved and contributed towards the cause with items and money. The response was overwhelming.

<https://www.slm-bermondsey.org.uk/donations.htm>

It is for people on low income, sudden crisis – redundancy, benefit delay, illness, or even an unexpected bill – can mean going hungry. Every day parents skip meals to feed their children and people are forced to choose between paying the rent, or heating bills, and eating. Every year they give food parcels to thousands of people in the local area.



# CIS HEALTH & SAFETY CORNER

## Workers at risk from portable heaters

**“On my visits I often see these heaters in control rooms or gate houses”**

The London Fire Brigade has warned that as the weather turns colder, workers are likely to deploy portable heaters. Why is this potentially dangerous?

### The next step

**What's the problem?** Portable heaters are used by the majority of the population and they are probably not the first thing you would identify as a major hazard. In fact, they are treated with a fair degree of complacency, being stashed away in cupboards for the summer and brought out without much thought as the temperature plummets.

**Warning.** However, portable heaters are not as innocuous as they first appear. The London Fire Brigade (LFB) says it's attended more than 1,200 fires in a five-year period that were started by portable heaters, causing more than 200 injuries and 14 deaths. It points out that homeworkers may be especially tempted to use them as a means of heating their work area, as it avoids the need to put on the central heating throughout the day.

**Note.** Employers / Clients are not obliged to provide heating for workers, unless it's provided for in the contract, which is rare. However, if you do decide to provide a heater you'll be responsible for maintaining it in good order including periodic electrical testing. For this reason it's safer if staff provide their own heating for use at home.

**Best advice.** The LFB has published some tips for using portable heaters which you may wish to highlight to staff **(see The next step )**. These include: **(1)** maintaining equipment in good working order and never using it if it has loose wires, is sparking or is damaged; **(2)** buying heaters from reputable sources, particularly being wary that cheap counterfeit products are available from online sellers; **(3)** keeping heaters at least one metre from clothes, curtains and furniture and; **(4)** allowing the heater to cool before putting it away.

**Tip.** Employers have a responsibility for their employees' safety however there's no need to go overboard with risk assessments. Carry out some basic checks of homeworker safety and ask them to confirm that fire and other risks are under control (see **The next step**).

## PPE for all workers

The Personal Protective Equipment at Work (Amendment) Regulations 2022 are due to come into force on 6 April 2022. Will they affect your duties?

**Not for you.** As it stands, an employer has a duty to provide employees with suitable and sufficient PPE for free. However, subcontractors and gig economy workers are not afforded the same rights. This has been a bone of contention for a number of years - especially at the HSE. Many of its inspectors have firmly believed that if someone is working for you - regardless of their employment status - they should be provided with the PPE they need to complete their role safely.

However, the law did not allow them to enforce their beliefs.

**All change.** The Personal Protective Equipment Work (amendment) Regulations 2022 (PPER 2022) extend the duties contained in regulations 4 to 11 of the PPER 1992 from employees to workers, and to update cross-references to other legislation (see The next step ).

As defined in the regulations, a “worker” means an individual who has entered into works under: (a) a contract of employment; or (b) any contract, whereby the individual undertakes to do or perform personally any work or services for another party.

**What does this mean?** If you're engaging anyone to complete work on your behalf, if the requirement to wear PPE is identified in a risk assessment, you must provide this to all “workers” free of charge.

**Note.** Of course, there is still a chance that the regulations won't make it through the House of Commons. However, we'd suggest that in this instance it's most unlikely - especially as protection of gig economy workers has come under so much scrutiny recently.

**Tip.** It's worth starting to prepare for this now. Although most items of PPE are available at relatively short notice, if you want your **PPE branded** with company logos etc. the impact of the new legislation may put a strain on supply chains. **Tip.** Always keep a record of any PPE issued (see **The next step** ). This includes asking the individual receiving the item to sign for it.

**Stuart Batemen**  
SHEQ & DPO  
Manager



# NEW ENVIRONMENT, SOCIAL & GOVERNANCE (ESG) MANAGER



CIS Security strive to support our communities by delivering an exceptional service that takes responsibility and accountability for our Environmental Impact, Social Value, and Governance in a sustainable and ethical manner.

Through robust sustainable processes and practices, we are committed to both the people within our organisation, our customers, and our suppliers. We are committed to continuously improving environmental impact and to working towards preserving the world in which we live and work.

On that note, we are delighted to welcome our new Environmental, Social & Governance Manager to CIS, Jordy Mukudi.

Jordy previously worked as an analyst at an investment advisory firm and a senior ESG analyst at a compliance firm.

Since gaining his MSc Banking and Finance Degree Jordy has worked on various ESG and Covid-19 related projects, some of which featured on CIPFA's webinars and the others being available to the wider treasury sector.

Jordy also participated in ESG due diligence exercises, impact related reports, collaborating across data vendor's and looking at various ESG metric methodologies while keeping up to date with the latest ESG regulatory landscape.

Jordy joins our Sustainability Team to provide depth and expertise in all ESG matters working in partnership with CIS Colleagues, Clients, Suppliers, and the wider community to coordinate ESG initiatives aligned to individual and group values.

## JORDY MUKUDI ESG MANAGER

### Qualifications:

- BA Hons Banking and Finance
- MSc Banking and Finance
- Analyst at Camdor Global Advisors
- Senior ESG Analyst at ACA Global

# SUSTAINABILITY INITIATIVES

## VERSAPAK - PLASTIC SEALS

We have joined a new Sustainability Program with Versapak who provide the plastic seals for our Key Pouches.

Versapak are providing a recyclable pouch which the Duty Manager Team will input the used seals, once full, the pouch will then be sent back via Royal Mail to Versapak, where the seals will be recycled, in turn they will send out another pouch.

Ryan Sheil, Operations Duty Manager, proudly posing with our recycle pouch.



# PAYROLL & STAFF BENEFITS CORNER NEWS!

## PAYROLL UPDATE

**1.** Tax year 2021/22 is coming to an end and it is important that your personal details are up to date with HMRC. Why not register online for your own personal tax account to check your records and manage your details with HM Revenue & Customs at: <https://www.gov.uk/personal-tax-account>

You can use your personal tax account to:

- check your Income Tax estimate and tax code
- claim a tax refund
- check and manage your tax credits
- check your State Pension
- track tax forms that you've submitted online
- tell HMRC about a change of address

**2.** Your P60 will be emailed to your personal email address by May 31st. Please note, your National Insurance number will serve as password to the document. If you are unsure of your NI number, please refer to any of your payslips for it.

It is important that you keep your P60 safe and any tax queries you might have, you direct these to HM Revenue & Customs. You can call them on 0300 200 3300 quoting reference 961/9918805, and they will be able to assist you with your query.



## STAFF BENEFITS

**1.** Get set for the warm months to come...join the HSF scheme, and from as little as £4.33 per month, you can get money back on your everyday health expenses, along with great discounts on gym memberships, cinema tickets, high street & online shopping and many more!

Why not visit The Hub and see our exciting staff benefits collection and what is on offer!

**Evi, Casey, Aleks and Cheryl will be sharing tips and reminders on all things payroll!**

**Evi Garoufi-London**  
Payroll & Staff Benefits Manager  
& DPO Manager

# HUMAN RESOURCES

# CIS CAREERS

## RECRUITMENT

CIS Recruitment continues to be extremely productive and are always looking to grow the CIS Family. We will always continue to look at the best ways to attract the finest future employees. 2021 was an exceptional year with **749 job offers made** throughout the company, **21% of these offers were female** to help CIS achieve the 20% of women across the company.

## RECRUITMENT ASSESSMENT DAYS

As CIS is growing, we have found the best way forward in recruiting talent is Recruitment Assessment Days, allowing the recruitment and operational team to work together to meet these applicants. There is a lot of work which goes into this, we have **hosted 4 days'** worth so far this year **offering over 50 positions**.

As always, it is a pleasure to meet so many talented individuals looking to take their next step in their career journey with CIS for many of our interesting roles. The demand of recruitment needs has definitely increased; we just have to ensure that we provide the best service and put candidates and clients at the forefront of what we do. This is something we pride ourselves in doing every day.

These individuals have chosen to join the ever-growing CIS family and we look forward to seeing the successful applicants grow in their employment at CIS and be part of an amazing team.



## INTERNAL PROMOTIONS

We are keen for progression at CIS as we like to see our employees take the next step in their career, in the year of 2021 there were **32 internal promotions** to Manager, Team Leader, Supervisor, CCTV Operator, this figure does not include Response Officers obtaining a position at permanent sites.

We continue to ensure progression is carried out throughout the company to flourish employees' desires to become future leaders. We always ensure all vacancies are available to employees to express their interest in and apply for.

## SCHOOL CAREER FAIRS

CIS previous and current Apprentices had a successful two days at Langley Park School for Girls and Boys for the School Career Fairs.



**Meeting on average 800 individuals over these two days**, individuals spoke of how interesting our stand was and having our current and past apprentices speaking to the students was great to advertise our apprenticeship scheme, even Claude Coleman enjoyed going back to his previous school, meeting his younger brother at our stand.

We have received lots of interest in work experience and future positions. We have confirmed that we will attend next year's event and another other career development events they are hosting this year.

## REFER A FRIEND

CIS would like to thank our staff for recommending individuals to join the CIS Family, as a company we have reviewed the recommendation fee and with have increased this to **£250 per referral** after completing their 3-month probation period.

**With us it won't be a job, it will be a career!**



  
**MARGARET**  
 margaret@cis-security.co.uk  
 A Confidential Mental Health Support Email

Available Monday to Friday  
 08:30 - 17:00

# FIND US



CIS Head Office Address:  
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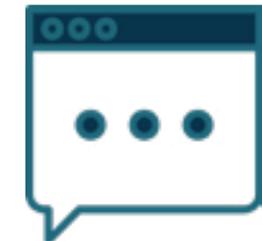
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Payroll Email: payroll@cis-security.co.uk  
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# SOCIAL ENGAGEMENT



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