

Aegis Group Company Newsletter



Hello and welcome to the very first edition of Aegis Group News!

We are very excited for the upcoming opportunities for Aegis Group and this newsletter will develop in to a crucial method of delivering the latest news from within the company and from the industry as a whole, so we welcome your comments, ideas and thoughts on content.

Please forward these to Aimeé :

admin@aegisgroupuk.com

Our Mission:

Our core values are to listen to our employees and customers, to seek and be positive to feedback, to meet needs in a timely manner and to deliver service as predicted. We will be responsive to change and recognise the importance of working in a true partnership to maximise performance and added value for our customers and the Company.

Company News

Very soon, we are to be audited by the SIA. We hope this audit will go very well and will secure our ACS status, crucial not only for the benefits it has to offer in marketing but also confirms our belief that we are operating the company to the highest ethical and moral standards.

There are 9 key elements that the audit is focussed on; Strategy, Processes, Commercial Relationship Management, Financial Management, Resources, Leadership, Corporate Social Management and Results. A diverse range of challenging topics, especially for smaller companies, such as our own.



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Annual Leave Requests.

As you know, we have recently rolled out a simpler way to request annual leave by using the Holiday Request Form. All holiday must be submitted to Admin, with a minimum of 4 weeks' notice. **DO NOT BOOK YOUR HOLIDAY WITHOUT AUTHORISATION!**

Each employee is entitled to 28 days per holiday year (January to December) Please note the following dates are Public and Bank Holidays and are included in the allowance.

- *New Years Day*
- *Good Friday*
- *Easter Monday*
- *Mayday (1st Monday in May)*
- *Last Monday in May*
- *August Bank holiday (last Monday in August)*
- *Christmas Day*
- *Boxing Day*

For further details, please refer back to the Employee Handbook.

Staff Questionnaires

Please be advised that we request you complete and return an employee questionnaire every month.

Once completed this needs to be sent to admin@aegisgroupuk.com.



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Our New Website

With thanks to Webster Internet, we have launched our brand new website and are extremely happy with its chic design and easy navigation. It will soon be interactive for both our clients and employees. An efficient way to keep updated with our policies and to have easy access to your employee handbook. Let us know if there is anything else you would like us to include.

Be sure to check it out!

www.aegisgroupuk.com



Marketing

Aegis group have enlisted the talents of Noah Design to make our vision for an eye catching and impactful brochure a reality.

Watch this space for the finished product.

Pensions

We have joined Now Pensions and we will be automatically enrolling you into the pension scheme and you will be contacted directly by Now pensions and it is up to you to opt out. Please look out for an email or letter in the near future.

A Reminder!

CHECK CALLS!

Remember when on duty you must book on and off and complete your check calls on time.

Failure to do this results in charges to the company and in future this will affect your pay!

Employee of the Quarter

We are pleased to announce that we are developing an Employee of the Quarter award scheme.

This award will be given as recognition of the consistent hard work and good performance from an individual or as a result from a specific incident.

A framed certificate and a monetary reward will be presented to the nominated employee.

