

Security Solutions **alex**a THE INFORMANT

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THE INFORMANT Alexa Security Solutions Newsletter

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or at Alexa Security Solutions Head Office, 7 Foundry Road, Salt River.



Message from the MD, Mr Harry White

On the disciplinary front, it has become abundantly clear in this very early stage, that the absenteeism policy, as communicated to you via the Memo attached to your pay slips, is bearing fruit. Managers and staff are all reporting that the number of absences has reduced considerably and that it is having a very positive effect on their sites. Thank you to all of you for showing your support to this policy and let's hope that one day we will no longer have to hear the word "AWOL".

We are still experiencing some problems with staff being placed on incor-

rectly graded posts which results in pay queries. Managers have been instructed to ensure that these inconsistencies are dealt with. But we ask you all to please submit pay queries with us, as soon as possible after receiving your pay slip, so that we can correct the problem. Remember that is always our intention to pay staff what they are due, and the only reason for this not being done, is when staff have worked on an incorrect post, and were not marked present or did not get booked on duty in the OB or on the control room posting sheets.

Every day I see more and more, Alexa Security Staff, walking proud with the knowledge that they are



part of a very positive security concern. And it is my hope, that in time, we will further build this pride to every corner of our company. Please bring to our attention anything that you feel is damaging our image as a security concern, and we as management, will do everything in our power to restore the quality to what it should be.

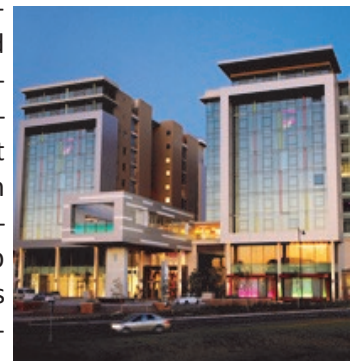
Work hard, stay alert and don't AWOL.



African Pride Hotel's latest 5-star deluxe offering, Crystal Towers Hotel & Spa opened in December 2009 in the urban retail, business and residential hub that is Century City. This



180-bedroom luxury hotel, designed with the exacting business traveler in mind, is without doubt, a superb augmentation to the Cape Town landscape. Located in the heart of the Century City urban hub, Crystal Towers Hotel & Spa is settled beside a palm-lined canal, and boasts views that stretch out towards the majesty of Table Mountain Cascading curtains of fibre optic light and a carpet studded with starlight beckon as you step into the foyer. Congratulations to Protea Hotels and Gary Koetser for the opening of this remarkable hotel.



Alexa Sekuriteits Oplossings se Visie: Deur voortdurende ontwikkeling van talent en investering in personeel kultuur, in 'n omgewing waar wedersydse respek, vertroue en integriteit van hoogste belang is, streef ons na om voortdurend die Sekuriteits diensverskaffer en werkgewer van keuse te wees.

Alexa Sekuriteits Oplossings se Missie: Dat Alexa Sekuriteits Oplossings bekend sal staan as 'n betroubare handelsmerk met doelgerigte toewyding tot uitstekende dienslewering

**FROM YOUR
EDITOR**

My name is Pauline Smit. I am the new Editor of The Informant. I would just like to remind everybody that the purpose of this news letter is not only to inform you on what is going on in our company. But also for you to tell us, advise us, air your views, share your thoughts.

So please, contact me if you have anything you think we should know or any suggestions on topics that YOU would like to hear about. I really look forward to everyone's input and ideas. Till next time.

Consultative Workplace Committee (CWC)**Alexa cares about YOU. Together, we can be better.**

The Consultative Workplace Committee met again on Friday 12 March where a number of issues were discussed:

Uniforms

There has been a problem from the manufacturers side with Combat pants, caps and ladies long trousers that are fading. If any staff member have any of these uniform items which have faded, you can take it directly to Sparks a & Ellis office at 34-40 Barrack Street Cape Town or bring it to head office for a replacement. Rainwear was discussed and it was agreed that in most applications parka suits will be most suited. Rainwear will be distributed to staff in time for the winter rains.

Payroll

Some concern was raised regarding the pay queries caused by the new roster control system. Once explained, all understood what caused the problem and everybody was encouraged to ask staff to hand in any queries as soon as possible for resolve.

AWOLS

The Committee was very happy that the absenteeism policy is working well and should be continued. They all agreed that it is showing positive effects on site.

HIV Policy

The Committee agreed to get involved with the establishment of a HIV Policy for Alexa Security and will during the next few meetings dedicate part of the meetings to this initiative. Once done and put into practice all employees will be informed.

ISO

Management informed the Committee that we are in the process of putting into place practices and procedures that will assist us in obtaining ISO accreditation in the near future. All agreed that this is a necessary practice

Pay slips

Management apologized that the ID numbers of staff still appeared on the payslips as it was agreed at the last meeting

that the ID number will be placed in an area where it will be confidential information and could not be read or copied by others.

The Committee indicated that there was some staff members who were:

- ♦ Skeptical as to the Committee's viability
 - ♦ Members ability to bring about change and to give staff an opportunity to bring matters of concern to the attention of management. The Committee members were invited by management to each invite a staff member who doubts the authority of this Committee to attend the next meeting with them as a spectator.
- Once again we want to appeal to any staff member who wants to bring any matter of concern or positive matter to the attention of the Committee for discussion you send them to us at Head Office.

**Next Committee Meeting:
Friday 23 April 2010 at
09h00.**

**Occuision Free Eye
Screening**

Occuision will be back for more FREE EYE SCREENING on the morning of Saturday 10 April 2010 from 08h00. If you would like your eyes tested and are off duty, please report to HQ. Remember, space is limited, first come, first served.

Alexa cares about YOU.

PLEASE NOTE: Alexa will continue to offer a maximum of R500 advance on their salary to staff who

- a) have not been AWOL
- b) have not taken an advance in the last 3 months
- c) are not currently paying off a Fundco loan.



Outstanding Performances



S/O FANAPHI

Bayside Security Staff on the ball

On the 23rd February 2010, Security Officer Fanaphi was responsible for two separate arrests in the Mall. The first was for Cape Union Mart where he caught two suspects one male and one female, for shoplifting. Approximately 45 minutes later he assisted Mr Price clothing security with another male suspect who was apparently trying to steal a dress for his girlfriend.

Bayside Security Staff show us how things get done.

At approximately 15H15 on 10/3/2010 Ngavula called for backup to help with suspicious persons that was in the Mall. Site Manager, Martin Lourens went out to help him, and followed a grey Opel Monza, that parked at McDonalds. As the driver wanted to drive away SM Lourens



S/O NGAVULA

opened his door, switched the car off and took his key from him. He pushed his vehicle back into the parking bay. Fellow security officers assisted in the transfer of the perpetrators, the driver and his girlfriend, from McDonalds to the holding cell. On the way to the holding cell Ngavula, Maponwana and Mahlali was still busy with another two that they caught at the garage which were part of the group. During questioning it came to light that there were two more of the group that was waiting outside for their friends. Ngavula and Mahlali went out to search for them and caught them as well.

A GREAT EXAMPLE TO FOLLOW



Security Officer Kasongo Disasi – DO21

Mr Disasi started with the company in 2004. To date this exceptional employee has not had one disciplinary action against his name. What a huge motivation to all staff and especially his co-workers at The Palms.

UNIFORMS

If your uniform is more than 12 months old, it will be replaced free of charge. If your shirt or shoes for example are less than one year old you will need to sign an Acknowledgment of Debt for the item. If you choose to purchase the more expensive shoes the company will deduct the amount of the cheaper shoes so that the employee need only pay the difference.

Know your Rights by Megan Britz

Polygraph Testing

(As adapted and provided by the CCMA)

A polygraph test is a test used to verify a person's truthfulness and is often called a 'lie detector test'. There are a number of important facts all employees should know about polygraph tests:

1. It is against the Constitution of South Africa to compel a per-

son to undergo a polygraph test. Before he/she undergoes the polygraph test, they must voluntarily give their informed written consent.

Employers are permitted to use polygraph tests to investigate specific incidents where:

2. Employees had access to property which is the subject of the investigation;

There is a reasonable suspicion that the employee was involved in the incident;

There has been economic loss or injury to the employer's business like theft of company or client

property;

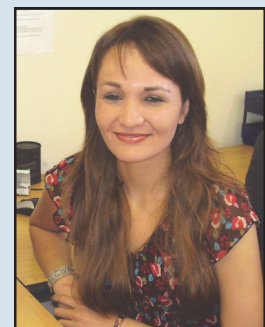
The employer is combating dishonesty in positions of trust;

The employer is combating serious alcohol, illegal drugs or narcotics abuse and fraudulent behaviour within the company;

The employer is combating deliberate falsification of documents and lies regarding true identity of the people involved

3. Polygraph tests may not be interpreted as implying guilt, but may be regarded as an aggravating factor where there is other evidence of misconduct. In other words, polygraph test results, on

their own, are not a basis for a finding of guilt. It can only be used in support of other evidence.



Megan Britz, is the Human Resources Manager and Employment Equity Chairperson.



Send your letters to the Editor, Pauline Smit, at Alexa Head Office.

Have your Say

Vacancies

Employment times are from 09h00 to 12h30 every day.

Please understand that the Recruitment Office cannot process your application outside of those times.

The Recruitment Process:

Every person who brings in their CV, a copy of ID or work permit and PSIRA certificate during the Employment times (09h00—12h30) is eligible to follow our recruitment process. The process begins with an aptitude test and successful candidates will be interviewed by the recruitment consultants and managers and then sent for a criminal test.

Security Officers Required:

- 1 x D—Female (staying in the Southern Suburbs)
- 8 x C—Males (fluent in Afrikaans and English)
- 1x C—Male (Residing in the Kraaifontein area)
- 2 x D—Leave releaver (Southern Suburbs)
- 2 x C—Male (Southern Suburbs)
- 5 x D—Males (Hotel experience)

Essential Requirements:

- PSIRA certification,
 - fluency in English,
 - presentable and
 - self motivated.
- Fire fighting, First Aid, Drivers license, computer literate, hotel experience advantageous.

Some vacancies have specific criteria and job requirements; please contact the Recruitment Officer, Mandy Croy or her Assistant, Isabelle Hendricks, at Head Office to find out more information and apply for them.

Dear Management

Can you please give us the difference between Consultative Work Place Committee and Employment Equity.

Sithole

Editor:

The Consultative Work Place Committee is a voluntarily established workplace committee which has been established to deal with general employer and employee related issues and queries ie problems that officers may be experiencing on the different sites, as well as positive issues such as developing and formulating policies and programmes to assist staff in the workplace. The members of this committee have been elected from different sites in order to get a spectrum of different issues and views coming to the table at the committee meeting.

It is important to note that this committee does not deal with personal grievances or pay queries. Employees must still follow the company's internal grievance and pay query procedures.

The Employment Equity Committee is something which we are legally required to have in terms of the Employment Equity Act. The members of this committee should reflect the

DISHONESTY by Mr Jacobus Jantjes

The Bible teaches us as Christians and I am sure in other religions as well: Thou shall not steal or bare false witness-tell lies (**willful acts of dishonesty**)

We as the Alexa family have experience that dishonesty is the main cause of the increase in crime and our jobs come under scrutiny.

Honesty starts with ourselves – each one of us has to avoid temptation and be honest at all costs.

Do not be pressurerized by your colleagues or peers into act of dishonesty.

Consider how you would feel if a person is dishonest towards you. You feel emotionally hurt and suffer negative feelings towards the perpetrator.

Dishonesty is wrong and anyone found guilty of any form of dishonesty commits a crime.

Therefore dishonesty is a punishable offence which may lead to disciplinary action or you being dismissed from your work.

All forms of dishonesty in the workplace must be avoided - Honesty is the best policy!

The honest staff member is confident in his work and he/she is more likely to be promoted than the dishonest officer/staff member.

Honesty is the best policy.

Appointments



Mandy Croy started with the company on 11 April 2005, as a recruitment officer. Due to hard work and dedication to the company, Mandy was promoted to Disciplinary Officer. We wish her well in her new position.



Isabelle Hendricks started with the company as a supervisor at various hotels for the company. She also relieved at our Head Office control room since January 2009. She was awarded as Best Performer at Westin Grand. The position of recruitment officer opened up, which she applied for. Due to Isabelle's hard work and dedication to the company, she was promoted to recruitment officer. We trust that she will encourage and motivate each one of our employees.

demographics of the country ie: male, female, African, white, coloured and Indian.

The purpose of this committee is to strictly deal with Employment Equity issues ie: attainment of employment equity goals and targets, assessment of recruitment procedures, evaluate barriers to our Employment Equity targets, and to deal with any official queries or complaints surrounding EE.

Should employees have any queries or issues surrounding Employment Equity in the workplace, they can direct their queries to the chairperson of the Employment Equity Committee, Megan Britz, at Head office.