



PILLAR NEWS

EDITION 21 • OCTOBER 2023



COMPANY NEWSLETTER

PILLAR TEAM

WELCOME TO PILLAR NEWS!

In this newsletter, you will get to know your office support team, your fellow colleagues, and any Pillar updates! Pillar Management is here to support all our staff members.

SO LET'S GET STARTED!

PILLAR SECURITY
NEWSLETTER

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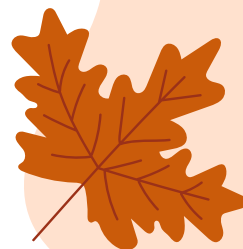
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HAPPY *Thanksgiving*

On this day, let's be grateful for our family, friends and everything we have



HUMAN RESOURCE DEPARTMENT

We understand and acknowledge the importance of taking time off. In our fast-paced and demanding world, it's crucial to prioritize self-care and ensure a healthy work-life balance. Therefore, we emphasize the importance of adhering to our Book-Off Policy at Pillar Security.

Such policies provide guidelines and procedures for requesting and granting time off, ensuring that employees have the opportunity to take leave when needed while maintaining productivity and operational efficiency.

For scheduled time off, including vacations, unrecognized holidays, and appointments, employees must request via WhentoWork and if more than 2 weeks are needed, please send an email to hr@pillarsecurity.net.

Please be advised that if a book-off request is denied, employees are expected to report to duty as scheduled. Failure to do so may result in progressive discipline.

For questions, contact HR at hr@pillarsecurity.net

OPERATIONS DEPARTMENT

In our ongoing commitment to maintaining the highest standards of professionalism and security, we'd like to take a moment to remind all security guards on-site about the proper use of security equipment and site property.

- **Work-Related Tasks Only:** Our security equipment and the site's property are vital tools that enable us to perform our duties effectively and ensure the safety of the premises. It's crucial to remember that these resources should be used exclusively for work-related tasks.
- **Avoid Personal Use:** Please refrain from using security equipment or site property for personal purposes, such as watching movies or shows, accessing YouTube, browsing the internet, or using social media during your shift. These activities can divert your attention from your responsibilities and compromise the security of the site.

By adhering to these guidelines, we not only maintain a professional work environment but also ensure the security and safety of our premises and the well-being of our residents. Your dedication to following these protocols is greatly appreciated and reinforces our commitment to providing top-notch security services.

General Operations Email - ops@pillarsecurity.com

Yathusan Rajasekaram - Senior Operations Manager

Shahid Haleem - MLEO/Operations Manager

Hatim Bastawi - Operations Manager

Yusuf Lokhat - Operations Manager

Amandeep Singh - Operations Coordinator

DISPATCH DEPARTMENT

We would like to clarify the procedures and expectations for guards assigned to escort duties during their shifts. When you are assigned an escort guard shift, please be advised that if your escort duties are completed before the scheduled end of your shift, you are expected to remain on-site and engage in other tasks as directed by the site supervisor or desk guard to ensure optimal utilization of your time and skills. These tasks may include but are not limited to:

- Parcel Audits
- Key Audits
- Site Patrols
- Training Sessions

It is important to highlight that while you have completed your escort duties, you are still required to stay on-site for the entirety of your scheduled shift. This is to ensure a seamless transition in case your assistance is needed, and to maintain the security standards of our premises.

Please note that you will only be compensated for the actual time you spent on-site. We understand that your time is valuable, and this new approach aims to optimize your contributions to the security and operational aspects of our organization. Your professionalism and cooperation are greatly appreciated as we implement these changes.

Thank you for your attention to this matter.



SUPERVISORS OF THE MONTH

Parminder Singh - Infinity 3

Amit - 30 Roehampton

SITE GUARDS OF THE MONTH

Harmandeep - 50 Garrison Point Condos

Ragni Pathak - 30 Garrison Point Condos

Congratulations to the site supervisors and guards of the month at Pillar Security for their outstanding dedication and invaluable contributions to our team. Let us know if your colleagues are performing well. Send an email to OPS. We love hearing positive feedback!



Happy BIRTHDAY

Happy Birthday to all October Babies!
Pillar hopes you have a super fantastic
birthday celebration!