

Internal Momo



K4 | Security | Services

Date 25/05/2020

Dear Staff,

I would like to take this opportunity to thank you all for your hard work and appreciate your support. We are in unprecedented times, We are lucky enough to an opportunity to help keep our communities going and keep working. I would encourage all our staff to remember keeping a safe social distance and professionalism. Please forward to all staff-

For Morrison's

Uniform is: All backs. Please no trainers or tracksuit bottom. Trousers and shoes
We will provide K4 jacket if you let us know your sizes and we will give you the uniform.

Process:	
Sign in - please signs in as K4 at the store. Collect tactical vest and CCTV body came from store	Speak to the store manager and introduce yourself.
Position yourself at the entrance	Be positive and welcome customers speak to everyone in professional manner.
Need to know:	
The capacity	1st hour of trading is for elderly and vulnerable
Ensure the capacity is not exceeded.	NHS staff and blue light services (police firefighters ect) can jump the queue.

If they come across a shoplifter please follow SCONE-

S – Selection Of Goods – Have items been selected?

C – Concealment – Have the items been concealed to avoid being detected?*

O – Observation – Has someone witnessed the selection and concealment? This can be in person or on CCTV?
Statements will need to be secured so without this you have no offence.

N – No Attempt To Pay – Has the person made any attempt to pay for the items? Did they walk past the till points?***

E – Exit – Did the person leave the store? ***

We thank you once again.

Sincerely,

Tamryn Blay
Managing Director

K4 Security Services
1st Floor Westlink House
981 great West Road
Brentford
TW8 9DN
02031433 998
www.K4Security.co.uk
Admin@K4Security.co.uk

