



GUARD-ALERT GAZETTE

Guard-Alert Security Newsletter

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MESSAGE FROM THE CEO



Welcome to you all.

Thank you for taking the time out to read our quarterly news letter which I hope you will find interesting and informative. As we approach the festive season many will be lucky enough to be taking a break away from home and we have included in this news letter tips that will give you peace of mind whilst away. Also remember we have secure facilities where you can store your valuables whilst away.

With the introduction of Bond Notes into the country in December, we can expect an upsurge in the use of these being used to pay debts. This will result in larger amounts of cash being held and deposited. We have included an article to ensure that you adequately safeguard such cash in these uncertain times.

I would like to thank you for choosing Guard Alert as your security provider during 2016 and assure you of our best service and attention at all times.

We at Guard Alert wish you and your families a peaceful Christmas and a stable and prosperous New Year.

Richard Robinson

SECURE YOUR CASH

It has become necessary once again to talk about cash security at business premises due to the rising number of cash robbery incidences in these cash shortage days. Unfortunately, holding cash at company premises has become a risk factor and companies need to be vigilant in their cash security measures. Below are a few hints and tips on how best to secure, store and transport cash at your premises.

1. Wherever possible explore other payment methods so that cash transactions are limited. In cases where the handling of cash is unavoidable the following precautions needs to be taken:
2. Position tills away from the front door wherever possible
3. Keep cash levels to a minimum in tills. Tills should be emptied as often as possible and the times varied so this activity does not become predictable.
4. Count cash as far away as possible from customer areas

5. Use a reliable Cash in Transit firm such as Armsec to transport cash for banking or for storage in the company's high security strong rooms.
6. Vary the time when the cash is collected so that your movements are not studied by would be robbers
7. If the storage of cash on your premises is unavoidable, keep the safe locked at all times and change the combination frequently. Consider installing a magnetic contact on the safe door so the alarm will be triggered should the safe be opened without authorisation
8. It is advisable to have two people as key holders for the safe so that there are two authorised people at any one time when the safe is opened
9. Have signs to show that keys to the safe are held off the premises- this can be a deterrent for would be thieves

ACCESS CONTROL- ALL YOU NEED TO KNOW

We have received a number of enquiries from our clients requesting for more information on Access control, which is a product that one of our divisions, Guard-Alert Electronics, installs and services.

What is an access control system?

An access control system monitors and controls access to a given area such as a building, entrance points, a room or even several buildings. The access control system utilises technology and procedures to manage who is able to go where and when and also restricts entry to a specified area to authorized entities only.

What are the different types of access control?

Common Access Control Applications include boom gate systems, access doors, man traps and turnstiles.

How does the access control system work?

In any access control system admission is granted on the basis of 3 main things. Access can be through a pin code or number- what a person knows; through a tag or swipe card- what the person has in the possession; or through the biometric fingerprint, voice or facial recognition- the physical attributes of the person.

A typical access control system has a controller, credential reader, door

position contacts, and means of controlling the locking device or door operator.

Card or biometric entry, which is best?

Focusing on building or room entry, entry into an access controlled building or room can be programmed so that someone can gain entry either through the use of a card or biometric access. The use of a card has its challenges as people can take advantage of the situation and either borrow or steal the access card to use it to gain entry. Biometric Access system, on the other hand, is a more sophisticated and secure form of access control. The use of the physical characteristics of the designated person ensures that no duplication is possible.



The greatest attribute of the biometric system is that access to certain areas is restricted to the authorised personnel and it also eliminates the practice of friends logging in on behalf of each other

How about as an HR tool?

Because the system has database capability, access controls can be deployed to support other functions, such as time tracking and HR objectives. Therefore the biometric system can be programmed to interface with labour management software to monitor employee attendance and the time employees come to work. Reports can be generated and used for the payroll and thus determine the employees' remuneration.



HOLIDAY HOME SECURITY



As we are all heading towards the Christmas holidays, and a well deserved break for many of us, some of us will be considering travelling away from their homes. Other than safe driving as we all head to our various destinations, the security of the homes is of utmost importance. Guard-Alert Security would like to urge

its customers to ensure that they have secured their homes before they travel so as to have peace of mind.

Here are a few tips which you can keep in mind to better secure your home during these holidays:

1. Burglars do their homework before they rob your house. It is therefore important to notice any strangers loitering in your neighbourhood or note any unfamiliar cars. There is nothing wrong with going up to a parked vehicle and to politely greet the car occupants- remember thieves do not like being identified and hence they are unlikely to return to an area where they might be remembered
2. Avoid tall or large shrubs near your home which can provide a shelter for would be thieves
3. Ensure that outside lights are in good working order and that there aren't any areas in your yard which are in dark shadows.
4. Think like a burglar and see what they would see. Avoid putting out boxes or packaging for newly bought items such as flat screen television sets, out in plain sight because they will assume that the expensive items are in your house. This will increase the likelihood of a break in
5. Service your alarm and have a back up battery in case of lengthy load shedding hours. Get outside sensors and laser beams installed for external valuables and essentials such as pool and borehole pumps, gate motors etc. Contact Guard-Alert Electronics for a site visit and a quotation.
6. Update your contact number that your Rapid Response crew will call in case your alarm goes off
7. You should lock all doors and shut all windows even if these are burglar barred. Remember to also lock your tool shed and garage as thieves like going for easy pickings which do not require much effort to steal.
8. Secure items such as ladders, hammers which might be used as an aid in housebreaking
9. Fit blinds or curtains on your windows so that it is not easy for a thief to look through the window and study your household contents
10. It is important that your home does not appear deserted while you are away; therefore you should invest in lights timers which will automatically go on and switch off at set times. You could also leave some lights on if you do not have timed lights as well as a radio if possible

11. With the advent of social media, we all love to share our news with friends. However, avoid posting your holiday plans on media such as face book as your plans can be accessed by undesirables

12. If you are going to be away for a long time, arrange for someone to mow your lawn since it will be the rainy season so that your house does not appear deserted

13. Mark your belongings as such property makes it harder to sell and it is also easier to recover

14. Assign a trusted friend to come and check on your property while you are away BUT do not leave a key for them under a flower pot, or in a hiding spot. Thieves know where to look from experience

Stay safe and enjoy the holidays.

MANAGEMENT PROFILE



It is important that our clients know who they have to deal with on a day to day basis should the need arise. This issue focuses on Regional Manager Marega, who is responsible for guarding operations in the Harare South Region.

Regional Manager, Harare- South Operations, Mr Philip Marega, has 25 years loyal service with the company. He joined Guard-Alert as a guard, and in 1991 was promoted to the rank of Sergeant in charge of Shamva branch. Mr Marega was then selected to be a cadet officer and after his training was transferred to Masvingo where he served until 1993 before moving to Mutare. In January 1994, Mr Marega moved to Bindura and subsequently Kwekwe where he was promoted to Operations Officer. He subsequently moved to Chinhoyi in the same capacity in June 1997. Mr Marega moved to Harare where he acted a Regional Manager in charge of the retail sector and then moved to Marondera in 1999 when he was appointed District Officer in charge of the region. In 2003, Mr Marega moved back to Harare and was appointed to his current position. Mr Marega is currently doing his research project for the Advanced Risk Management Diploma which he is studying through the Southern African Institute of Security and Risk Management.



What our customers say

Customer Feedback



The public also notices when our guards make a difference during the execution of their duties..

RE: COMMENDATION OF EMPLOYEE AT KAMFINSA PICK N PAY-BEAUTY

ZNSPCA would like to commend your Security guard Beauty (we are unaware of her surname) who is stationed at Pick n Pay Kamfinsa

for her quick reaction and clear thinking when she found a dog that had been left in a car while the owner was shopping. Dogs can die of heat stroke in less than 10 minutes when locked inside a car; Beauty immediately alerted a ZNSPCA inspector that there was a dog in distress in the car park. Without her immediate action the outcome may not have been a positive one for the dog. We thought it prudent to inform you of her professionalism.

Please see pictures and the public's positive reactions on our facebook page:
<https://www.facebook.com/Znspca-376754155868205>

Thank you to your professional staff.
Yours sincerely

Inspector Jessica Stroebel



Good Job

Guard-Alert guards always add value to the contract where they are stationed. Guard W1514 Victoria Zhakata stationed at Dairibord Harare Street was commended for exhibiting a high degree of honesty when she picked a 100 Kwacha note within the shop while carrying out her duties. The money dropped from an unknown customer. Guard Victoria exhibited a high level of integrity as she did not keep the

money. Instead she surrendered the money to management. Subsequently the money was handed over to the manager at head office.

Guard W1632 Eva Mioba stationed at Freda Rebecca was highly commended by Mr Goneli Johnston- Powerhouse Electrical Wholesalers (Graniteside) when she picked up and later returned to him an envelope containing \$1000 cash. In his words, "In this economy, where liquid cash is even difficult to withdraw from the banks, she could have seen it as a blessing to herself, but no she showed great degree of honesty....As for your organisation, I will not hesitate to recommend or engage your services when required after this gesture. I salute you all"

Laughter 😂

Laughter- the best medicine

Honesty

Some people can't handle the truth!

My Favourite Animal

Our teacher asked what my favorite animal was, and I said, "Fried chicken." She said I wasn't funny, but she couldn't have been right, because everyone else laughed. My parents told me to always tell the truth. I did. Fried chicken is my favorite animal. I told my dad what happened and he said my teacher was probably a member of the SPCA. He said they love animals very much.

I do, too. Especially chicken, pork and beef. Anyway, my teacher sent me to the principal's office. I told him what happened, and he laughed, too. Then he told me not to do it again. The next day in class my teacher asked me what my favorite live animal was. I told her it was chicken. She asked me why, so I told her it was because you could make them into fried chicken.

She sent me back to the principal's office. He laughed, and told me not to do it again. I don't understand. My parents taught me to be honest, but my teacher doesn't like it when I am. Today, my teacher asked me to tell her what famous military person I admired most. I told her, "Colonel Sanders." Guess where I am now...



Be Inspired

When I let go of what I am, I become what I might be (Lao Tzu)
The great thing in this world is not so much where you stand as in what direction you are moving (Olivier Wendall Holmes)
Every truth passes through these stages before it is recognised. In the first stage it is ridiculed. In the second stage it is opposed. In the third stage it is regarded as self evident. (Arthur Schopenhauer)



IMPORTANT NOTICE

Help us keep your account up-to-date

We are having difficulties in tracing payment on our bank statement. In order for us to be able to reconcile our accounts we need the following from you:

1. Put your account reference number on the deposit
2. Please send proof of your payment to accounts@guardalert.co.zw for all Guard-Alert payments and to billing@gae.co.zw for all Guard-Alert Electronics payments .