

The Company to help ensure the Best Security Environment

YAMAGUCHI

SECURITY SERVICES



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1.0 INTRODUCTION

Yamaguchi Security Services is the trading name of Yamaguchi International Network (UK) limited. Yamaguchi was established in 1996 as a leading services provider.

Yamaguchi works closely with, GEAC Inc. (USA). Alight Inc. (USA) Online malls Inc (USA) Donhosts (UK), Hoston Net (India). Patriot Antennas Inc (USA) Deer field Inc (USA), Gilat Satcom (ISREAL) to provide our unique range of services.

2.0 SERVICES

The security services division provides specialist security services including:

- **BS7984 key Holding**
- **BS7499 Security Guarding**
- **Door Supervision**
- **Patrol Guard**
- **Contract Security Managemnt**

Types of premises we secure:

- Construction Sites
- Shopping Centres and Malls
- Exhibition and Trade Centres
- Public Events and Shows
- Unoccupied Private Homes
- Office or Industrial Buildings
- Factories and Warehouse
- Distribution Centres
- Stately Homes
- Schools and Colleges

HOSTING SERVICES:

We also offer dedicated Hosting services for some of our customers.

3.0 Relationships:

Bankers:

HSBC PLC

150 Stoke Newington High Street, London N16 7JP

Advisers:

Errands Associates

81A Tower Bridge Road, London, SE1 4TZ

4.0 Management Team

Prince Stephen Adeoshun is an Electronic Business Consultant. He was a Financial Consultant with Laurentian Financial Group, and has worked with City of Westminster, APCOA UK, and Bells of Richmond UK.

He is an honours graduate of the Faculty of Agriculture, University of Benin, had a post-graduate in Marketing from the University of Westminster, and a Masters in Marketing Management from Middlesex University. He also attended the London Guildhall University (now Metropolitan University London).

He is a member of the Chartered Institute of Marketing London, and Chartered Institute of Biology, London. He is a Netscape Solution expert (Networking) and Andrew Inc. trained VSAT expert. He is also registered with the Andrew Institute.

Stephen is licenced by the Security Industry Authority: Licence Number: 01300121467620

Jadish Bhijiyani is an Internet consultant, and a former lecturer at the Middlesex University. He has worked on various Internet project and he is a member of the Institute of Electrical and Electronics Engineer UK.

He worked as a consultant to the British Telecom and Sky Broadcasting Corporation Internet Project - Lineone. He is at present a consultant to the Commonwealth Internet project.

Baton Benson is a Networking Consultant. A graduate of East London University. He has worked with London Underground and Care Charity UK before joining Yamaguchi Group.

Stuart O`Grady Stuart is the Operations and Quality Assurance Manager, He has extensive experience is managing Car Parks. He has worked for APCOA Car Parks, EURO Car Parks and the City of Westminster.

Sue Ann: is the office administrator and Accountant. She had worked with City of Westminster, before joining Yamaguchi Group.

Ross Akinbola: is a management graduate of University of Westminster. He is also SIA Licenced.



5.0 How Services Are Executed

Yamaguchi works closely with her clients. An Account Manager from Yamaguchi works with a Site Manager or a committee depending on the structure of the organization.

Our personnel are SIA licenced, fully accredited, experienced and qualified to both the stringent S.I.A vetting and our internal standards.

Security officers follow a comprehensive set of assignment instructions which we draft and supply once they are provided to the client. They are required to make regular hourly check calls to our 24 hour Control Centre in order to confirm the safety of the personnel and the client's premises.

Throughout the day, night and weekends, our supervisors, will routinely and randomly visit each client's site in order to review the security personnel's performance.

We arrange scheduled visits, training and present development plans and ideas to the management.

6.0 POLICY STATEMENTS

The management practices and procedures of YAMAGUCHI SERVICES are set out in a comprehensive set of policy documents. These policies ensures that we meet the statutory requirements for running a Private Security Firm and addresses all aspects of Guarding, Personnel management, Caring for client's site and preservation of Health and Safety standards. We promise to ensure that we meet our regulatory obligations and exceed the requirements of Compliant Organisations.

- Quality Assurance Policy
- Recruitment and Identification Policy
- Health and Safety Policy
- Responsible Procurement Policy.

QUALITY ASSURANCE POLICY:

YAMAGUCHI SERVICES ensures the highest standards of quality in every aspect of our operations, to ensure that our services are appropriate to our client's needs and to the Contracting Authorities.

We have a comprehensive self-assessment system, that requires that all aspects of our policies and work practices are audited annually to ensure that we maintain the high standard we have set. Any "non-conforming" areas of activity is corrected and reviewed for further actions and we will take appropriate steps to ensure that such problems are not repeated in the future.

The Company's management structure ensures that all personnel, whose duty it is to monitor quality have the appropriate training and clearly defined roles.

The Zonal Operations Manager in each zone is directly responsible for quality. There is also a Quality Assurance Manager that works closely with the Zonal Operations Manager and Site Supervisors to maintain the standard. Owing to the importance of quality in the provision of security services to our clients, quality assurance remains the responsibility of the entire Management and staff of Yamaguchi International Network UK Limited.

RECRUITMENT AND IDENTIFICATION POLICY

Recruitment:

All applicants complete an application form, which requires information dating back to 10 years. This will be followed by an interview and the viewing and photocopying of all original documents.

The following checks will be conducted:

- Criminal Records Bureau (taking into consideration the Rehabilitation of Offenders Act 1974)
- Residency and Right to Work via UKBA
- Previous Work Experience
- Security Industry Authority (S.I.A) licence authentication
- Character References
- Address History
- Sections under Mental Health Legislation

Identification:

YAMAGUCHI Services requires the originals of two of the following documents before interview;

- Signed valid Passport
- Signed UK Photo Driving Licence
- HM Forcrs ID Card
- UK Birth Certificate or Adoption Certificate

and any 2 of the following;

- Marriage Certificate
- P45 statement from previous employer
- P60 Annual Statement of Income
- Bank or Building Society statement to your current address less than 3 months old
- Mortgage statement issued in the last 12 months
- Gas, electricity, telephone, water, or any other utility bills issued in the last 3 months
- TV license in your name and address

- Letter from HM revenue and customs, Department of Work and Pensions, or a Local Authority.
- A credit card statement
- Court Summons within the past 12 months.

HEALTH AND SAFETY POLICY

It is an important duty of YAMAGUCHI SERVICES, in the conduct of its business operations, to ensure a safe and healthy working environment for all its employees. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all employees; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

It is the responsibility of management:: to maintain the spirit and letter of the principles incorporated in the relevant legislation (The Health and Safety at Work ACT 1974, The Management of Health and Safety at work Regulation 199) to ensure the safest systems of work and a safe, healthy working environment

- by consultation and joint involvement of management and employees,
- to enlist the active interest, participation and support of employees in promoting good standards.

It is the responsibility of every employee:

- to take all reasonable care for the health and safety of him/herself and of fellow employees and to report any hazard which cannot be controlled personally
- to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.

The role of 'safety co-ordinator' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working.

The managing director accepts ultimate responsibility for health and safety within the organisation as a whole. All managers and employees generally are expected to support and implement this policy wholeheartedly.

RESPONSIBLE SERVICE AND PROCUREMENT POLICY

The supply of security service in an environmentally and socially responsible way, that delivers value for money and benefits to the client's contracting authority and the United Kingdom as a whole.

Economic and Social Responsibilities:

In our effort to promote the businesses of areas where we have contracts, we will purchase our supplies and employ most of our staff within the area closest to the contract site. In our effort to provide value for money, we will surpass the requirements of our clients, and work closely with the client to achieve the short and long term objectives of our client`s contracting authority.

Environmental Responsibilities:

- To take all steps to minimize waste and comply with the UK legislation on waste management.
- To work towards the standard set in the Mayor of London; Green Procurement Code.

Ethical Responsibilities:

- To observe sound business practices, and meet the requirements of Compliant Organisations, including Employment legislation, Health and Safety Policies and Environmental responsibilities.
- To make sure employees are legally able to work and are not exploited
- To exceed the City and Guilds (Door Supervisor level2) training requirement of the S.I.A and First Aid training.

