

Welcome to Securitas

Things you need to know – day one

Welcome to Securitas UK!

We've created this handy guide, **Things you need to know** to help with your transition to Securitas.

It includes all the essential information you need regarding your employment effective on "Day One", the closing date of the acquisition.

We've grouped all the information into sections, to help you find the information you need as quickly and easily as possible.

Each section has sub sections, and you will find links to a number of handy guides and reference materials. Just click on the appropriate section/sub section in the index and you'll be taken to the relevant page.

We've also added useful guides and information to our new [Workplace group \[UK\] Stanley – things you need to know](#).

Please make sure you activate your new Workplace account and take a look at all the information we've shared in the group.

I hope you find everything you need in this guide and that day one is as easy and seamless as possible!

It's great to have you as part of the Securitas team.

From everyone at Securitas UK

Workplace

Please make sure you activate your new Workplace account and take a look at all the information we've shared in our new workplace group, [\[UK\] Stanley - things you need to know](#)



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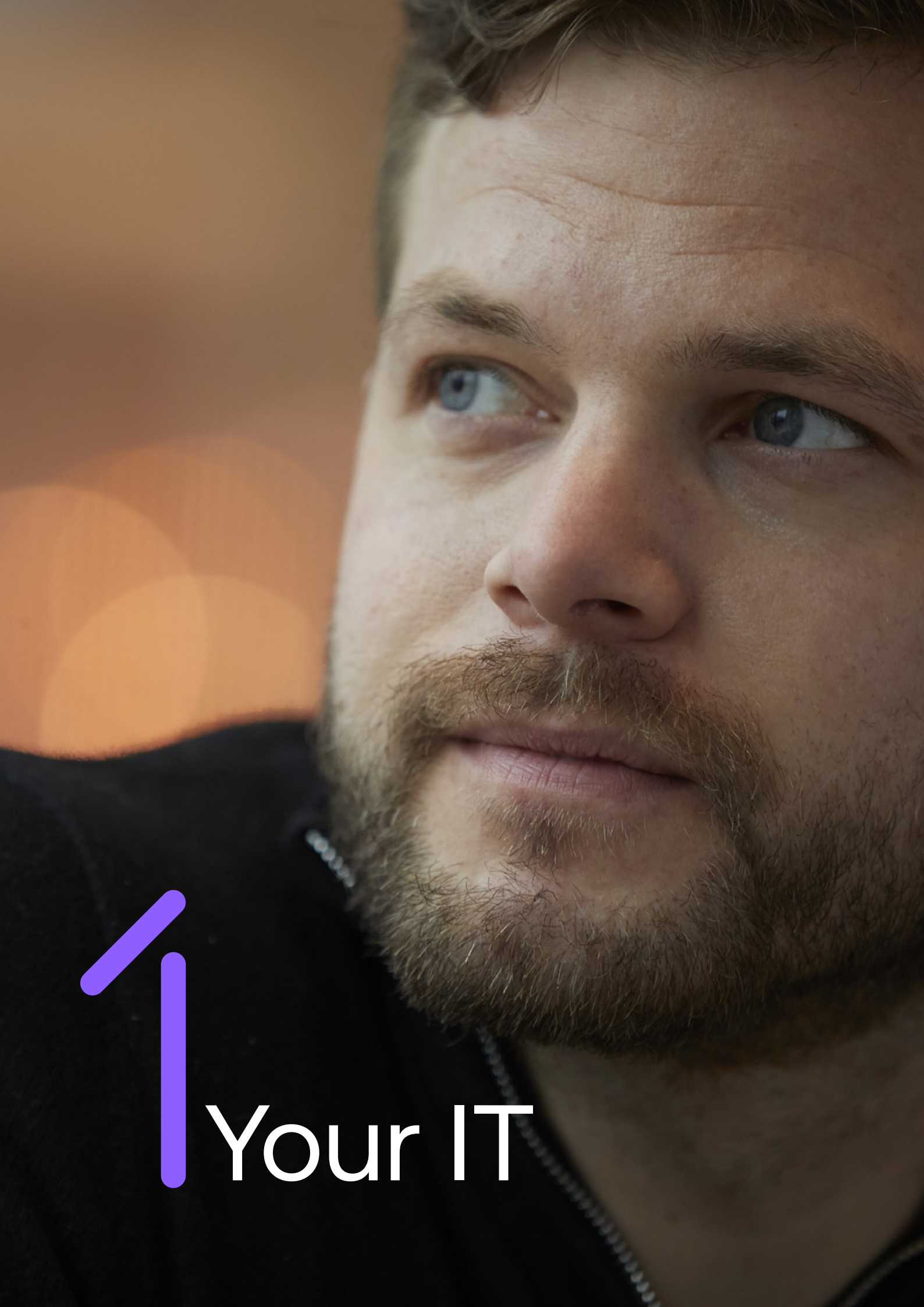
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Your IT



Your email address will remain the same and you'll still have full access to your Stanley emails and contact list.

Email

Your Stanley email address

On day one and for the immediate future, the way in which you use your Stanley email address will not change.

Your email address will remain the same and you'll still have full access to your Stanley emails and contact list.

Please continue to use your Stanley email, as you did before close, for all internal and external emails and for all existing Stanley application/system logins.

Your Securitas email address

All Stanley employees joining Securitas UK will receive a Securitas email address.

You will only use this email address to log into the Securitas systems you need access to i.e. Learning Hub (Learning Management System) and Workplace.

You will not use your Securitas UK email address for receiving or sending emails – you must continue to use your Stanley email address.

Important information!

You will receive two emails from Do_Not_Reply@securitas.uk.com

The first email will contain your new employee number (PIN).

The second email will contain:

1. Your new Securitas.com email address
2. Your user name

Your password will be in the following format:

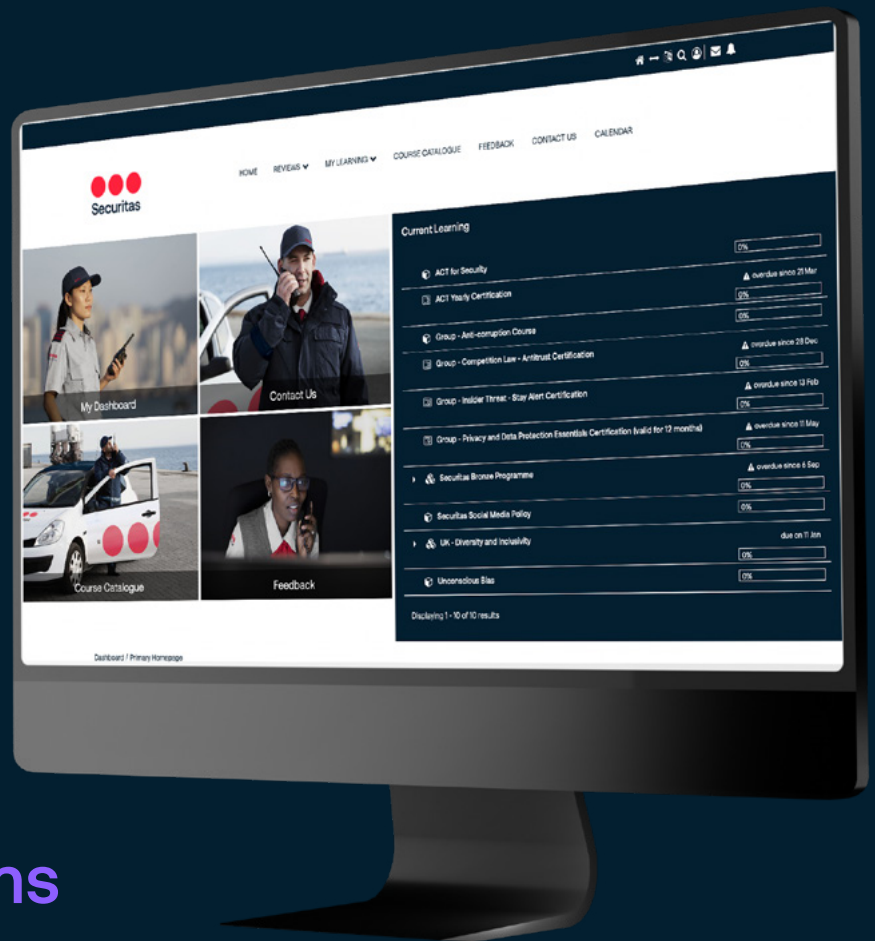
- your new six digit Securitas employee number (PIN) followed by your National Insurance (NI) number (all uppercase with no spaces)

- For example:

Employee PIN: 012345 and National Insurance (NI) number: AB987654C the password would be 012345AB987654C

Your email signature

From day one a legal disclaimer will be added to your outbound emails by the Stanley Black & Decker IT team. This disclaimer states that although you are maintaining your Stanley Security email, you are no longer an employee, agent, or representative of Stanley Black & Decker.



Accessing systems

Your logins

Your current system logins will not change on day one; however, you will lose access to some of the Stanley Black & Decker applications on day one including SBD Workplace by Meta, SBD PeopleSoft and SBD Concur.

You will be given access, where appropriate, to Securitas applications. These include Securitas Workplace, The Learning Hub (Learning Management System), Timegate, Miracle (Payroll) and Miracle (HR), Gray Dawes (travel) and Concur (expenses).

Details of login credentials for each application are detailed in the relevant section.

Password reset tool (SSRPM) for your Securitas UK account

Securitas UK has a password reset tool called Self Service Reset Password Management (SSRPM.)

It is important that you enrol to use SSRPM as soon as possible as it will make unlocking your account, changing your password, or resetting a forgotten password much quicker and easier, without the need for contacting the Securitas Helpdesk.

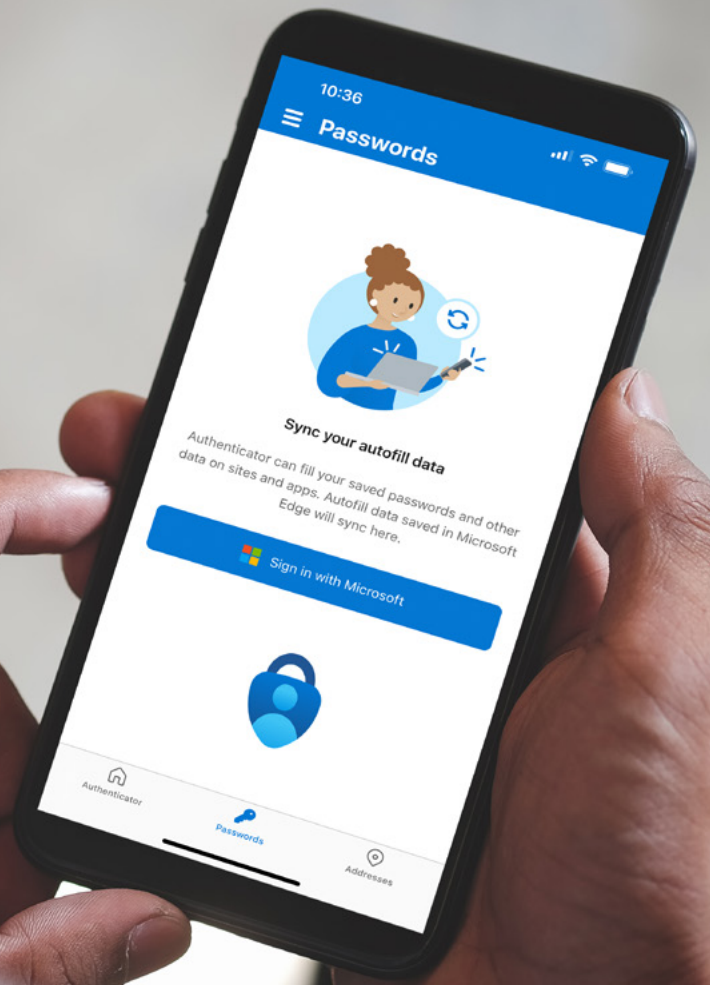
Important information!

You can find a detailed guide on how to access the Self Service Reset Password Management (SSRPM) tool [here](#) or in the new [\[UK\] Stanley Things you need to know workplace group](#).

Password reset

It is important that you enrol to use SSRPM as soon as possible.

Set up Microsoft Multi-Factor Authenticator (MFA)



In Securitas we use Multi-Factor Authentication (MFA) as an extra layer of protection that is added to the sign-in process.

When accessing accounts/systems MFA can be configured to add extra authentication via an app on your mobile device (Microsoft Authenticator App), an SMS/text message or a phone call in addition to your password.

Microsoft MFA can be configured by following the prompts when logging on to a Microsoft system for the first time or by going to <https://aka.ms/mfasetup>

Get the app

If you don't already have the Microsoft Authenticator app installed on your phone, please download the app from the Google App Store or Apple Store.

The first time you log in to Microsoft using your Securitas account you will be prompted to set up MFA and will give you instructions.

To setup your Microsoft Authenticator you will need to log into your Securitas Microsoft O365 account with your supplied Securitas username (email format) and password – you will receive a prompt to set up MFA.

Do you already have the app installed?

If you already have a Stanley O365 account using MFA you will need to log out of your Stanley O365 account. You may even have to use an Incognito window in your browser to stop it automatically logging you back in with your Stanley Microsoft account.

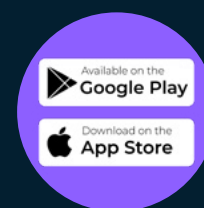
VPN

Please use the existing Stanley VPN application when using company devices until further notice.

Intranet

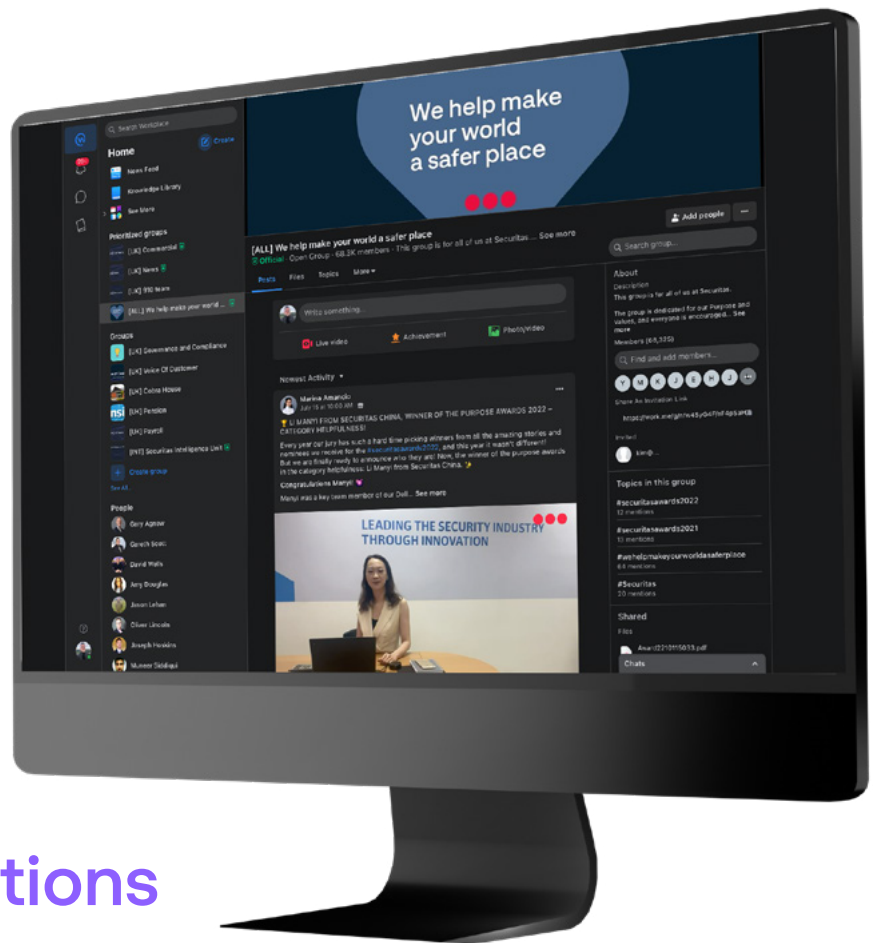
Access to the Stanley Black & Decker intranet has been removed from day one.

Securitas UK does not have an intranet per se however Sharepoint, part of the Microsoft Office 365 suite of applications, is widely used by the business.



Get the app

If you don't already have Microsoft Authenticator, download the app from the Google App Store or Apple Store.



Tools and applications

Securitas Citrix access

A small number of Stanley HR employees may need to access internal Securitas applications such as Miracle (Payroll), Miracle (HR) or Timegate.

If you are one of these users, you will access these applications via our Securitas UK Citrix portal: <https://citrix.securitas.uk.com>

Please use your new Securitas UK logon details i.e. your user name (your new Securitas email address) and your password.

Important information!

The Securitas UK Citrix Portal uses MFA (the Microsoft Authenticator app) so make sure this is set up before you try to use Citrix.

You can find a detailed guide to Citrix [here](#) or in the new [\[UK\] Stanley colleagues - things you need to know workplace group](#).

Securitas Workplace

On day one you will be added to a number of key Securitas UK workplace groups.

Workplace

Access to Stanley Black & Decker Workplace by Meta will be removed on day one.

In place of the Stanley Black & Decker Workplace by Meta, you will be given access to Securitas Workplace.

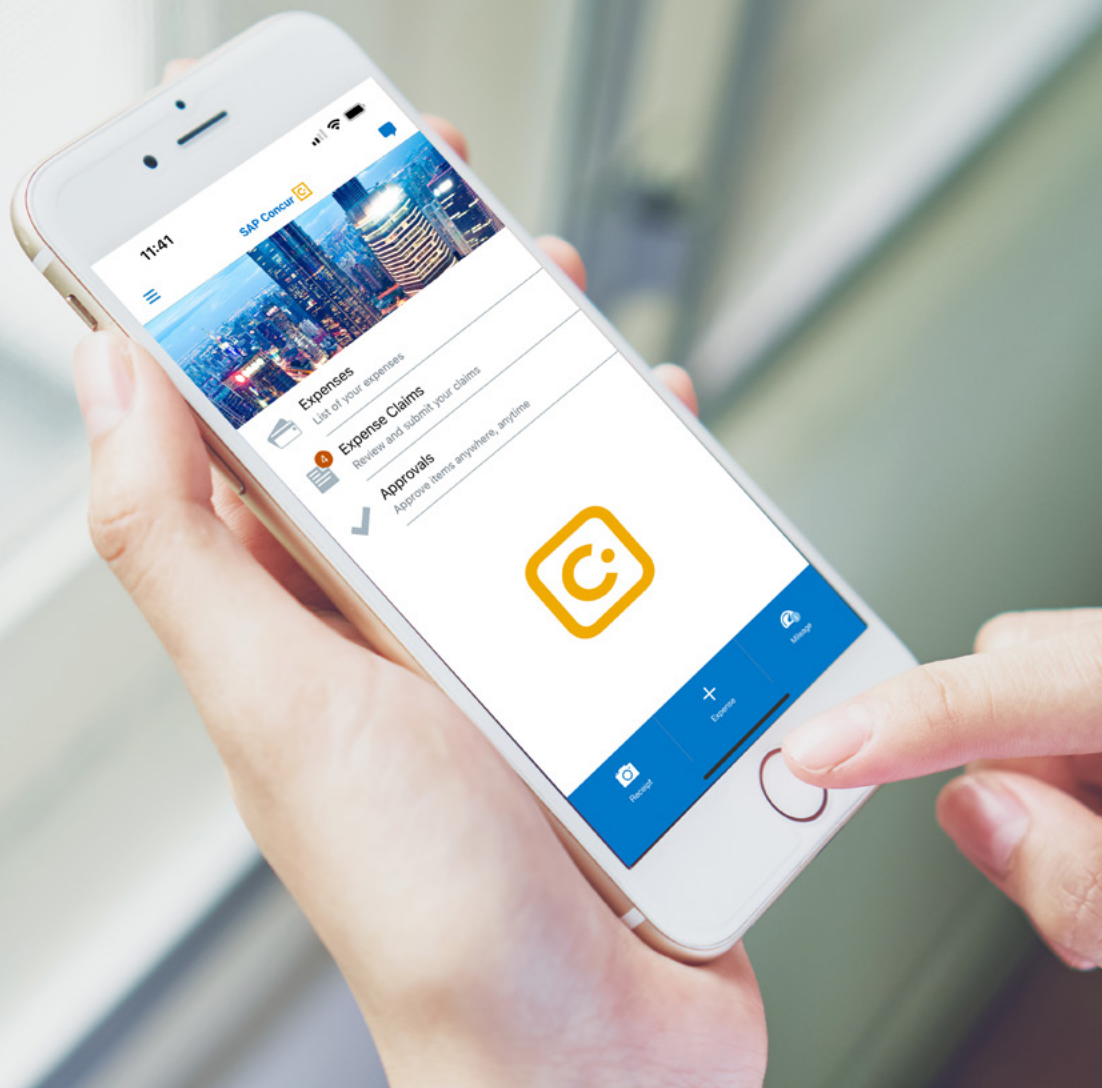
You will be added to a number of key Securitas UK workplace groups including:

- [UK] News
- [UK] Hub
- [UK] Benefits
- and our new Workplace group [UK] Stanley - things you need to know.

You will also be added to our global workplace group, [\[All\] Corporate Information](#).

You can access Securitas Workplace here: <https://securitas.workplace.com>

Please use the username and password sent to you by separate email from the Securitas IT team.



Concur (Expenses)

From day one please use Securitas UK Concur to claim your expenses: <https://www.concursolutions.com/>

Important information!

- Logon ID = firstname@lastname new employee number
- e.g. john@smith222001

The password is set up as Welcome1.

Please change your password when you login to Securitas UK Concur for the first time.

Gray Dawes (Travel booking)

From day one please use the Securitas UK Gray Dawes travel booking system for all your travel and hotel booking requirements: <https://www.gdg.travel/login/>

Your User ID will be your Securitas email address (@securitas.com).

Please select the 'Forgot Password' link on the login page. This will generate an email to you, asking you to set your password. This email link will only be valid for 24 hours.

You can find our Gray Dawes contact guide [here](#) or in the new [UK] Stanley colleagues - things you need to know [workplace group](#).

Take a look at the most frequently asked questions about Gray Dawes <https://www.gdg.travel/faq/>

Collaboration platforms

There are no major changes to the collaboration platforms you currently use e.g. Teams, SharePoint or Zoom.

Please continue to use the tools you are familiar with for file sharing, meetings, and general collaboration. Any future proposed changes will be communicated in advance.

Devices

Your laptop

Initially, there will be no change to your laptop – please continue to use your existing device(s) until further notice.

We will gradually replace or reimage these devices over the next few months and provide full details nearer the time.

Your mobile phone

Initially, there will be no change to your current mobile phone. Continue to follow your Stanley Security Mobile Policy.

You will receive a notification when your device is ready to be replaced together with full details of the process.

Data

Cybersecurity

During times of transition, criminals will try to profit from the situation by tricking people into doing something that allows them to steal money or steal their access credentials to Stanley or Securitas systems.

You have an important responsibility in preventing this from happening by:

1. Ensuring you are aware of, and comply with, any procedural controls and lines of authority when it comes to effectuating payments; don't act on sensitive instructions when you cannot confirm the authenticity of the instruction's origin
2. Ensuring you are aware of typical methods used to steal credentials via email, phone calls and other forms of communication; your access credentials are personal and should NEVER be shared with anyone
3. Being careful with hyperlinks in emails: think before you click!
4. Reporting anything suspicious to your line manager, or if it concerns something IT related, please report the activity to your IT helpdesk.



**Securitas
systems**

for any issues please
email [it.helpdesk@
securitas.uk.com](mailto:it.helpdesk@securitas.uk.com)

Need some IT help?

Your IT help

There are no changes to your current IT support. Please continue to use your current IT help desk and support teams for any issues related to your company devices and applications.

For any issues related to specific Securitas systems i.e. Timegate, Miracle or Securitas related logins please email it.helpdesk@securitas.uk.com



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Your HR



Congratulations! You are now officially an employee of Securitas Security Services Ltd and we are thrilled to have you join our team.

In addition to all the IT information, there is some really important information we'd like to share about being an employee of Securitas – the most important one is pay, so let's start with that!

Your pay

You will continue to be paid on the same day and in the same way as you are now. You will also still be able to login to the platform you use to obtain your payslip.

From September, you will receive your payslip by email from Securitas to your Stanley email address.

If you have any queries about your pay, please talk to your line manager, as you would normally do.

Your new employee number

You will be notified of your new Securitas employee number as part of your welcome letter from Securitas. (In Securitas your employee number is often referred to as a pin number).

It's important you have your new number to hand as you will need it to set up your new Securitas email account, when you login for the first time.

PAYE reference number

Your PAYE reference number will not change.

Your pension benefits

Pensions are an important part of your benefits package and we understand the importance of helping you to save for your retirement. The level of employee and employer pension contributions remain unchanged following completion of the deal.

If you are currently an active member of the Stanley Black and Decker UK Pension Plan, the

intention, subject to consultation, is that we will enrol you into the Securitas Group Personal Pension Plan from 1 September 2022. If you are impacted by this you should have already received a letter confirming this.

The Securitas Group Personal Pension Plan is administered by Legal & General and offers a range of useful features and tools to help you plan your retirement. You can find out further details by visiting <https://www.legalandgeneral.com/workplace/s/securitas>

If you are currently a member of a different UK pension plan then this will continue for the time being. We are in the process of reviewing all of the various pension arrangements provided by Stanley and should any changes be proposed in the future we will be sure to contact you and provide details of the changes and your options as soon as possible.

Your benefits

The Learning Hub

In Securitas we use an online Learning Management System (LMS) which we call the Learning Hub.

On the Learning Hub you will find a huge range of online training courses – many of these you can access and complete yourself, and some are available as part of our suite of Securitas specific training and development programmes, which you'll discuss and agree with your line manager.

Please take a look around and see what is available – there are plenty of learning and training opportunities to choose from (for both your work and your personal life) <https://mylearning.securitas.com>

Important information!

Make sure you click the top button 'Login with Securitas Email (Single Sign On)'

Securitas Perks

You can find great deals, discounts and benefits on our employee benefits platform, Securitas Perks.

You can save money with hundreds of retailers with our e-vouchers or reloadable cards, and there are great discounts on gym memberships, cinema tickets and sky store.

You can even join the cycle2work scheme through Securitas Perks.

Take a look at a short video [here](#).

Important information!

You will receive an initial email from Sodexo welcoming you to Securitas Perks with your login details. This will come to your SBD email address. Our benefits team will also confirm details of your login by email too.

Log in to Securitas Perks here: <https://securitas.employeebenefitsplatform.com/>

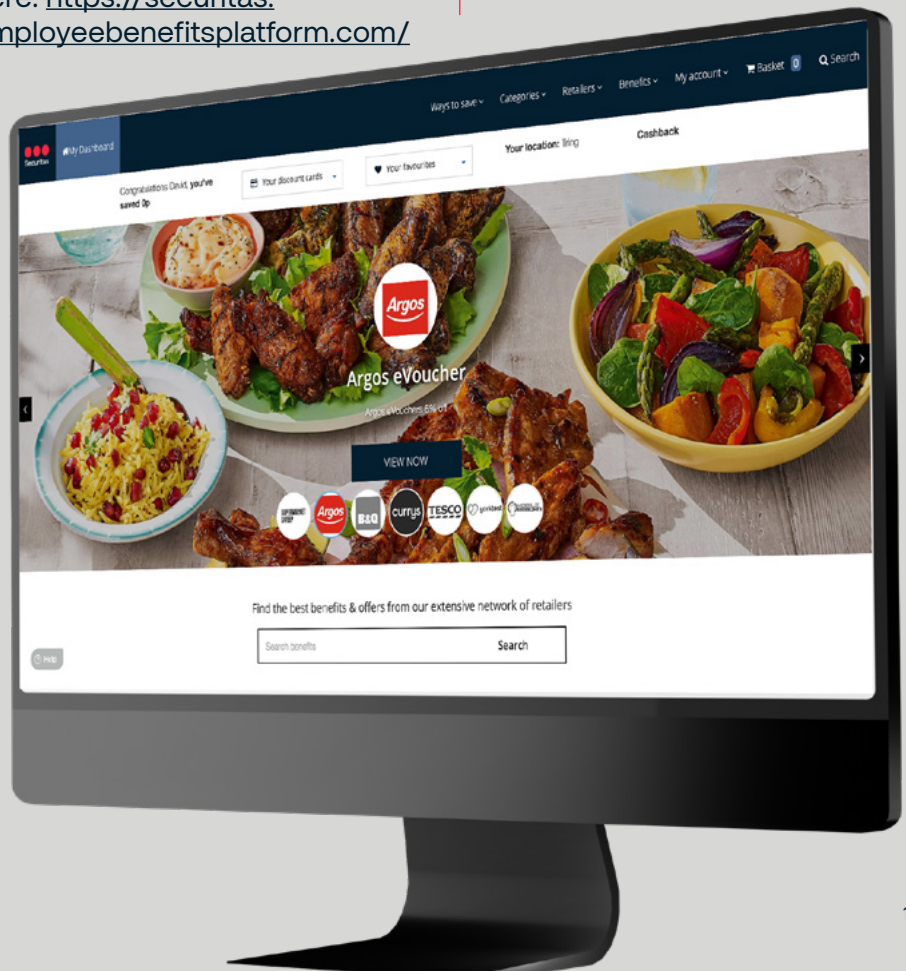


Single Sign On

Make sure you click the top button 'Login with Securitas Email (Single Sign On)'

Securitas Perks

You can save money with hundreds of retailers with our e-vouchers or reloadable cards.





BUPA

If you are currently a member of BUPA through Stanley Black and Decker your membership will continue with your existing membership number.

Dental policy

Securitas offers a dental plan through Dentacare. Take a look at our guide to Dentacare [here](#) or in the new [UK] Stanley – things you need to know [Workplace group](#).

If you would like details of the latest prices, or wish to join the Dentacare scheme, please email our benefits team at: benefits@securitas.uk.com

Important information!

Please note the existing SBD dental scheme will close on 31 August 2022.

If you are a member of the existing SBD dental scheme will need to join the Securitas Dentacare scheme if you wish to have dental care cover.

HSF health plan

The HSF plan is a health cash plan which provides an easy and affordable way to help you cover the cost of everyday healthcare such as dental, optical and physiotherapy, and gives you support for more serious healthcare issues.

The HSF health plan is the only health cash plan in the UK that covers subscribers' partners and their children under 18 for free.

Watch this [short video](#) which explains how HSF works, or click to [here](#) to look at the HSF guide.



Great cover

The HSF health plan is the only health cash plan in the UK that covers subscribers' partners and their children under 18 for free.

WeCare

WeCare is a free 24/7 online GP, mental health support service, get fit programme and more. Using your phone, tablet or desktop, you have access to thousands of experts, all from the comfort of home.

Whether you need to access a GP quickly, want to stop smoking or need financial or legal advice, WeCare is here to help.

WeCare is available to you and your immediate family, including your spouse, partner, parent or sibling living in the same household, any legal dependant under the age of 21 and in full-time education or any other legal dependant who's dependent on you because of disability.

Need some help? Get in touch with WeCare 0208 068 0035

Take a look at our guide to WeCare [here](#) or in the new Workplace group [UK] Stanley things you need to know found [here](#).



WeCare

Get in touch with
WeCare
0208 068 0035

White Calm

White Calm is a free health and fitness platform for all Securitas employees and their families.

You will find exercise classes, yoga, meditation, nutrition, sleep, mindfulness and lots of amazing tools to help you maintain good physical and mental wellbeing.

Take a look at White Calm [here](#).

Stocks and Shares ISA with Legal & General

We're very pleased to offer you a Stocks and Shares ISA, which is specially designed to help you save for your long-term financial goals. Applying for your ISA is quick and easy and contributions to your account are taken directly from your monthly pay.

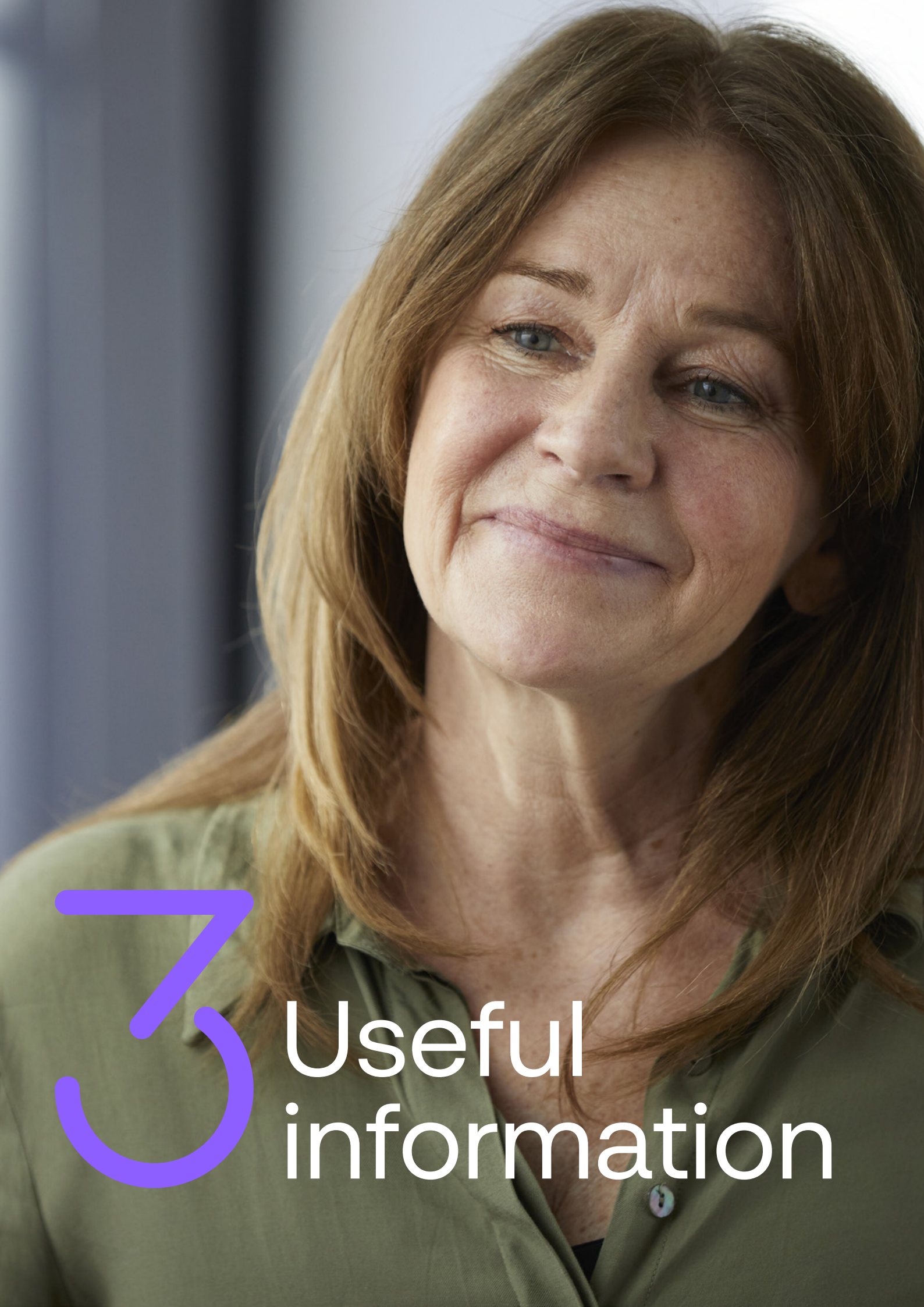
Find out more about the [L&G Stocks and Shares ISA](#).

Need some help?

If you have an HR related query, please use the SBD channels you normally use.

If your query is specifically about any of the Securitas benefits outlined above, you'll find contact details for help in each of the Stanley guides.





3

Useful
information

Useful information

Organisation

There are no immediate organisation design changes: the same manager you reported to yesterday will continue to be your manager.

Premises

There will be no changes to STANLEY premises from day one so please continue to use STANLEY premises as your currently do.

Company cars

If you drive a Stanley vehicle everything will stay the same on day one - please use your existing process and procedures for escalations for breakdowns, servicing, fuel cards etc. If you have a specific query you can't find the answer to please email fleet@securitas.uk.com

IT

At a date, to be decided after close, your email, contacts, Teams and SharePoint content will be migrated to your new accounts in Securitas Office 365.

Transition support

STANLEY Security and Healthcare and Securitas have entered into a 12-month Transition Services Agreement (TSA) for various services and systems to ensure a seamless transition to Securitas Electronic Security.

Brand

The STANLEY Security and Healthcare brand will transition to the Securitas brand. Some minor rebranding will commence immediately, such as e-mail addresses, e-mail signatures, business cards, client communication and website.

Other, more significant, rebranding will commence in 3-12 months, including invoices, uniforms, photo ID badges, vehicles, facilities, decals and clients' signage.



