

Eastern Region Transition Newsletter #1



At STAS, YOU make the difference Join Us!

Securitas Transport Aviation Security Ltd. (STAS) is pleased to have been selected by the Canadian Air Transport Security Authority (CATSA) to provide passenger and baggage security screening services at 38 airports in the Eastern Region of Canada.

It is our goal that this transition be completed as efficiently and effectively as possible. There is much to coordinate and implement over the next few months, but we want to assure you that your questions and concerns are at the top of our priority list.

To that end, this Newsletter is an effort to communicate to you and keep you informed of our progress. In these pages you can expect to find information regarding our transition process, including upcoming Information Sessions.

We invite and encourage all of you to register with us on-line. This is an important and necessary step in the transition process, to ensure our systems are in place and ready for operations on November 1. To accomplish this transition smoothly and within the timeframe we have, all

screeners **MUST** register on-line by September 10, 2011.

About STAS

STAS' parent company, Securitas AB, is one of the world's largest security organizations. The aviation division of Securitas, STAS, was created to meet the specific needs of its aviation customers. STAS currently provides aviation security services in more than 120 airports worldwide. STAS delivers a powerful combination of knowledge, expertise, people and technology-based solutions tailored to the specific needs of aviation security.

We understand the critical importance of focusing on excellent service delivery at the local level. Moreover, we know that means honoring and supporting our employees.

Stress Free Process

Although the transition process may seem daunting, our extensive experience with previous transitions has prepared us for what lies ahead. This experience will help to make the process simple, stress-free, and seamless, and through it all, we hope to earn your respect.

We understand that transitions, by their very nature, cause a certain amount of anxiety and apprehension, for both you

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and your family. Be assured that it is our goal to keep you informed. We recognize our responsibility to give you the correct answers in a timely and efficient manner.

It will take some time for the initial “newness” to wear off and for everyone to return to their normal business at hand. We must, however, remember our mission and deal with change in a positive manner.

Here are some helpful ideas:

- Register your intent to join us by applying for your current position on the Securitas Canada website: www.securitasjobs.ca
- DO NOT rely on rumors; find out for yourself by asking us questions and checking regularly for announcements and Newsletters posted at www.securitas.ca.
- Bring us your concerns and let us help you deal with them. If you have

any questions, send them to: STAS.HR@securitas.ca. We will respond to you within 24 hours.

Information Sessions

STAS will be holding information sessions in the coming weeks in convenient locations very near, or at the airport. This will be your opportunity to get to know us better and ask any questions that you may have.

The STAS Transition Team members will provide important job-related information such as employment benefits, employee training programs, etc.

In the meantime, we have listed some answers to some questions we anticipate you are all wondering about in our Frequently Asked Questions section below.

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Frequently Asked Questions

➤ Why do I have to re-apply for my job?

In order to become a STAS employee as of November 1, 2011, STAS must complete certain hiring procedures and due diligence processes to comply with legal requirements and its own policies. It is also necessary that we obtain your information as soon as possible to ensure our human resource system, and most importantly for you, our payroll system, contains your personal data. Your current employer cannot transfer this information to us.

➤ I have been doing this job for years. Why do I have to take a test when I apply to STAS?

The automated application process on the Securitas Canada website, which we are using to register screening personnel, includes a mandatory testing module which must be completed in order to populate our human resources system. It is primarily a situational assessment, which allows us to get to know your strengths. This is not a pass or fail test - it is the beginning of our employee development process. It allows us the opportunity to start building a collective knowledge base to help identify which type of training courses, seminars, or other educational opportunities that would be beneficial.

➤ By when do I have to apply?

To ensure a smooth transition within the timeframe we have, screening personnel registrations need to be completed on-line by September 10.

➤ Will STAS hire all current uniformed screening personnel working in the Eastern Region?

It is our intention to hire all qualified screening personnel in the region.

➤ Will my pay, benefits or seniority change?

Upon hiring, STAS will recognize your pay level, length of service and vacation entitlement. STAS has agreed to recognize current collective agreements until March 31, 2012.

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➤ How do I apply to STAS?

Go to the Internet and navigate to the following website: www.securitasjobs.ca

On the opening screen you will see two tabs and you may begin with either tab:

- a. Apply to an Open Position
- b. Apply to a Location Near You

If you select Apply to an Open Position:

- a. Scroll to the bottom of the screen and click on one of the following airport security positions that you want to apply for
- b. Read the Job Description, then click on “Choose a Location”
- c. Select the airport location you want to apply to and click the green button to start the application
- d. Complete the entire on-line application (approximately 45 minutes).

If you select Apply to a Location Near You:

- a. Enter either the Province and City or the 7-digit postal code to find the airport you want to apply to.
 1. Make sure you only select an Airport location in the city you are applying. There may be other non-airport Securitas locations in the same city.
- b. The next screen lists the available positions at that airport
 2. Click on the position’s name to review the Job Description
 3. Click on ”Apply” to start the application
- c. Complete the entire on-line application (approximately 45 minutes).

You will then be contacted by a STAS Human Resources Representative in the coming weeks to schedule an interview. Please note that if you are currently employed by one of the screening contract providers, this interview is necessary in order to facilitate the processing of your documentation (for hiring/payroll purposes) and also to obtain your personal file data. You must complete the registration and interview process to begin employment with STAS effective November 1st, 2011.

Keep checking www.securitas.ca for more information and an updated list of FAQs.

Integrity | Vigilance | Helpfulness