

## Top Ten Security Tips



1. Never leave handbags on desks or wallets in coats in your absence. Take them with you or lock them away.
2. Always keep cash in a safe place – in a locked drawer by day, in a safe at night - or remove from the building.
3. Be careful with keys and access passes. Keep your pass with you at all times and never lend it to anyone. If you lose it, inform a member of staff immediately.
4. Close blinds in your offices when leaving for the evening.
5. Lock away all laptop computers or remove them from the building. Always keep a backup of laptop data somewhere safe.
6. Never assume a stranger is a member of staff. Challenging him or her - "Can I help you?" often deters the dishonest. Never allow a visitor or stranger to remove office equipment unless you know it is authorised.
7. Do not allow 'visitors' to follow you into the building when Reception is unmanned. Explain to them that they cannot enter the building unless the person they are visiting lets them in. If you are expecting visitors out-of-hours ensure that you are at Reception to meet them.
8. Never leave a visitor alone in your office - Don't leave the office to arrange for a colleague to see him or her - use the phone.
9. Ensure that a member of Office Space in Town staff knows about any members of your staff who have left, so that passes can be deactivated.
10. Help us, by ensuring that all your visitors and contractors sign in and out at Reception.

**IF YOU SEE ANYTHING SUSPICIOUS, PLEASE CALL RECEPTION**