

Office Security

10 points to remember:

- 1 Never leave handbags on desks or wallets in coats in your absence.** Take them with you or lock them away.
- 2 Always keep money in a safe place.** Never leave it in an unlocked drawer during the day. At night put it in a safe or remove it from the building altogether.
- 3 Be careful with keys.** Always put them in a safe place and don't put spare keys for safes etc in desk drawers. Deposit them at the bank.
- 4 Fasten vulnerable windows in your absence.** It is easy to forget, particularly in the summer, and a thief can come and go in a couple of minutes.
- 5 Never assume a stranger wandering in the building is a member of staff.** Challenge them. Even "Can I help you?" will often deter the dishonest.
- 6 Don't just accept a stranger is authorised to be in the building just because they say so.** Check with someone in authority. If the stranger is from the Royal Mail or a photocopier company, for example, someone in your firm will know. Never allow anyone to remove office equipment without checking first.
- 7 Don't be overawed by callers.** Even if they do want to see the managing director make sure they are known and expected.
- 8 Never leave callers alone in your office.** Use the telephone to enquire whether someone can see them.
- 9 Don't disclose confidential information to a stranger.** No matter how important they may seem, always report any such request for information to your employer.
- 10 Don't assume everybody is as honest as you.** Take care of your property and that of your employer.

The BSIA represents quality UK security companies. If you have a security problem contact the BSIA or seek the help of the Crime Prevention Officer at your local Police station.

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