

# Office Security

## 10 points to remember:

- |                                                                                                     |                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Never leave handbags on desks or wallets in coats in your absence.</b>                         | Take them with you or lock them away.                                                                                                                                                                                |
| <b>2 Always keep money in a safe place.</b>                                                         | Never leave it in an unlocked drawer during the day. At night put it in a safe or remove it from the building altogether.                                                                                            |
| <b>3 Be careful with keys</b>                                                                       | Always put them in a safe place and don't put spare keys for safes etc. in desk drawers. Deposit them at the bank.                                                                                                   |
| <b>4 Fasten vulnerable windows in your absence.</b>                                                 | It is easy to forget, particularly in the summer, and a thief can come and go in a couple of minutes.                                                                                                                |
| <b>5 Never assume a stranger wandering in the building is a member of staff.</b>                    | Challenge them. Even "Can I help you?" will often deter the dishonest.                                                                                                                                               |
| <b>6 Don't just accept a stranger is authorised to be in the building just because they say so.</b> | 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. |
| <b>7 Don't be overawed by callers.</b>                                                              | Even if they do want to see the managing director make sure they are known and expected.                                                                                                                             |
| <b>8 Never leave callers alone in your office.</b>                                                  | Use the telephone to enquire whether someone can see them.                                                                                                                                                           |
| <b>9 Don't disclose confidential information to a stranger.</b>                                     | No matter how important they may seem, always report any such request for information to your employer.                                                                                                              |
| <b>10 Don't assume everybody is as honest as you.</b>                                               | Take care of your property and that of your employer.                                                                                                                                                                |

Published by BSIA Ltd, Anbrian House (first floor) • The Tything Worcester • WR1 1HD

Switchboard 01905 342020 • email [info@bsia.co.uk](mailto:info@bsia.co.uk) • website [www.bsia.co.uk](http://www.bsia.co.uk)