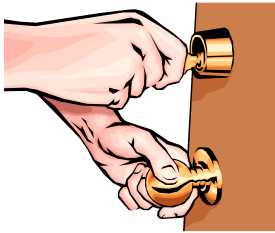


Preventing Office Crime

- Keep your purse, wallet, keys, or other valuable items with you at all times or locked in a drawer or closet.
- Check the identity of strangers who are in your office—ask whom they are visiting and if you can help them find that person. Don't forget to request identification from service of utility workers as well. If this makes you uncomfortable, inform security or management about your suspicions.
- Do not allow visitors to be alone in your office space. Be sure to provide an escort at all times.
- Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to people visiting or calling your place of work.



Check the Locks and Doors

Good locks are the first line of defense. Volunteer to lead a team of employees to work with management to ensure the physical security of your workplace.

- Check for high security locks, such as Medico, or electronic access control units on all doors - closets that have private information or hazardous materials, outside doors, basements, are a few to consider.
- Verify that any electronic access control unit in use has secure key bypass utilizing patented control of duplication of keys. Any access control unit is only as good as its mechanical override devices.
- Make sure all doors are solid. Look for sheet steel on both sides of back and basement doors.
- Make sure doorframes and hinges are strong enough that they cannot be pried open.
- Lock steel bars of door barriers with high security padlocks that have a hardened steel body and shackle to resist drills, hammers, blowtorches, and bolt cutters.
- Be certain all windows are secure.
- If doors only have a locking knob or lever, install or have installed a deadbolt for additional security.
- Have management change locks before you move into a new office unless they can account for all keys and provide assurance that keys have not been made without their knowledge.
- Don't assume someone else has reported a door, window, or lock that is broken or not working properly. Report these problems immediately.

Check the Lights

Your workplace should be protected with proper lighting.

- Install motion sensitive as well as constant outside lights.
- Illuminate dark places around the building by trimming shrubs, adding lighting, etc.
- Leave some interior lights on even when the business is closed.

