

Office Security



- Never leave your purse or wallet in plain view or in the pocket of a jacket hanging on a door.
- Don't leave cash or valuables at the office.
- If you work alone or before/after normal business hours, keep the office door locked.
- If you work late, try to find another worker or a security guard to walk out with you.
- Be alert for pickpockets.
- Report all suspicious people and activities to the proper authorities: office manager, building security, law enforcement.
- Be aware of escape routes for emergencies.