

Security SpotLight

An Informational Guide for Security Clients

Safety in the Digital Domain

The use of technology is pervasive in professional and social encounters. It is important to safe guard our digital interactions from would-be thieves, hackers and others who operate in the online shadows. Consider the following tips as part of a New Years' resolution in digital security.

Reset passwords for all electronic logins. It may seem daunting and tedious, but is a proactive action that helps keep ahead of would-be criminals. Remember to change passwords for devices and applications including email, website logins, screen locks and even home and office security codes.

Review your social media privacy settings. Social media applications are constantly evolving, and companies make changes to their applications which can leave your "private" information vulnerable to public view.

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New Year's Security and Safety Resolutions

The 2019 New Year is an opportunity to make a clean start. For some, it is a time to make resolutions. Securitas USA encourages you to join us in making resolutions with a security focus. It is important to begin the year by reexamining your digital and physical safety and to renew these resolutions at least once a year as a reminder that this is an on-going process.

Safety Hints for the Workplace

In addition to safety in the digital domain (see sidebar), there are considerations with respect to physical safety in the workplace to examine. A few small steps can help improve our understanding of potential threats in the office setting. As part of the New Year's safety resolution, consider the following

recommendations to increase physical safety at work.

Familiarize yourself with your company's emergency exit plans and site evacuation alarm system. Learn the types of action plans and the response expected from employees for different types of incidents. For example, the action required for a reported fire may be different from those for a bomb threat. Find out if there is a rally point outside the building for emergencies requiring evacuation. If there is one, it is recommended that an evacuation drill be practiced annually to make sure everyone knows what to do and where to go.

Examine your arrival and departure routines at work. Use the main entrance and avoid rear or secluded exits. Exercise cautions and be

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Ensure that software programs, anti-spyware and malware are up-to-date. Failure to do so can leave you vulnerable to an attack, hack, or virus. Remember to do this for all computers, tablets, mobile phones, and GPS systems.

Industry and federal agencies recommend creating a backup of your data files. Information can be backed up to the cloud or on some type of hard drive. Maintaining a copy of the files can help protect you financially and professionally. Security experts recommend the 3-2-1 format. Keep three copies, in two different formats and store one off-site. This provides you with multiple formats from which to access the saved information, should the need arise.

Finally, remember to turn off your computer when you are away from the office or leaving for the day. This prevents anyone from accessing your computer remotely via the internet. It is also wise to set your computer to lock the screen after more than two minutes of inactivity. This prevents unauthorized access to your computer and any sensitive files on it when you're away from your desk or workstation.

aware of your surroundings when walking in a parking lot. Vary your routine, routes and times to minimize predictability. Try to park in well-lit areas and away from large vehicles that block your view. Consider using a buddy system or safety walks to your automobile. Wait until you are next to the vehicle before unlocking the car doors. Immediately lock them once you're in the vehicle and keep the windows closed until moving. If it has been left unlocked, check the vehicle before entering to make sure no one is hiding in the back seat. Criminals target parking lots and garages because there are many places to hide, and escape is relatively easy after a crime.

Keep your office door or the desk drawers in your cubicle locked whenever you leave your area. At a minimum, this should be done when you will be away for an extended period and at the end of the day. This simple action will act as a deterrent and help reduce the chance of theft.

Secure hard copies of documents and other sensitive corporate materials. The risk of corporate espionage makes protecting intellectual property important to maintaining a competitive edge. Stolen files can also have an indirect negative effect by leading to the loss of business and subsequent employee layoffs.

Finally, become familiar with the visitor policies at your company. Being able to differentiate employees from visitors and service providers and knowing where they are permitted to go will protect everyone. Review your Post Orders so you are aware of who is allowed access to sensitive sections of the building. Never allow anyone to piggyback into the building. If you observe another person attempting to enter the facility in this manner, always ask to see their company identification if it is not visible.

Stay Safe and Secure New Year

Securitas USA wishes you a Happy New Year and reminds you that the value of Vigilance must constantly be rekindled. Through this proactive approach and assessment of our digital and physical workplace security that we can stay protected and secure throughout the coming year. Best wishes for a safe and happy 2019!



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For more information on this and other security related topics, visit the Securitas Safety Awareness Knowledge Center at <http://www.securitasinc.com/en/knowledge-center/security-and-safety-awareness-tips>