



16. Upon leaving the office or building, please confirm that all electrical equipment are turned off and unplugged. Additionally, ensure that windows are properly secured and shut.
17. For small business owners, do not hide keys in mail boxes, plant pots or under doormats.
18. The handling of keys should only be issued to responsible employees and access to keys should only be given to those who have a legitimate need for same.
19. Handling of keys should also be rotated among office staff on a regular basis.



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WORK PLACE SECURITY

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1. Never leave cash or other valuables at the office unless they are stored securely in a vault.
2. When working late, try to find a co-worker or security officer to escort you from the building.
3. Ensure work premises is safely secured when working late and before leaving at the end of the day.
4. Avoid leaving personal belongings in the vicinity of customers.
5. Establish restricted points on your location which are only accessible to employees or other authorized personnel. Ensure that unauthorized persons do not lurk in this vicinity. Additionally, readily interrogate persons who may enter unauthorized areas.
6. Know your escape routes and emergency procedures.
7. Review existing security measures and actively look for ways in which it can be improved. A criminal offence against your business can be mitigated or limited if you have a sound security system in place.
8. Pay keen attention to customers. Do not stereotype – anyone can steal and anything can be stolen.
9. Do not be afraid to approach a suspect a second or third time, asking if you can be of assistance. While genuine customers would not be offended, thieves will undoubtedly become uneasy as they become aware that their actions are being monitored.
10. Make sure the entrance to the store is clearly defined. This will avoid customer confusion and give good reason to question people who loiter in entrance ways.
11. Ensure all entrances and exits to the building are monitored and controlled. Use clear signs to direct customers to entrances, exits and parking areas.
12. Clearly display working hours so that there is justifiable reason to question activity of persons who are in breach of the guidelines.
13. Eliminate hidden or blind spots in a store that can induce criminal activity. The premises should be well lit so that you can properly monitor the environment.
14. Ensure the building can be adequately secured from the inside. This is particularly important when working late hours.
15. The first person to arrive at work should be alerted of any sign of forced entry.