Security SpotLight

Securitas Critical Infrastructure Services, Inc.

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An Informational Guide for Security Clients

Digital Safety

We live in a digital world, using technology professionally and socially. It is important to safeguard our digital world from would-be thieves, hackers and others who operate in the online shadows. There are five important items to consider as part of a New Years' resolution in digital security.

Reset passwords for all digital logins. This may seem daunting and tedious, but it is a proactive step toward staying ahead of would-be criminals. Remember to change passwords for devices and applications, including email, any website logins, screen locks on mobile devices, and even home and office security codes.

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New Year's Security and Safety Resolutions

The 2018 New Year is an opportunity to start fresh with a slate. For many it is a time to make resolutions, and we at Securitas encourage you to make your resolutions with a security focus. It is important that we reexamine our safety both in the digital and physical spheres. These resolutions should be applied at least once a year and be a reminder that this is an on-going process.

Workplace Safety

In addition to safety in the digital domain, there are considerations with respect to physical safety in the workplace to examine. There are small steps that improve our understanding of potential threats in the office setting. In examining our New Years' resolutions there are five steps that can be taken to increase physical safety while at work.

Check your understanding of your company's emergency exit plans and site evacuation alarm system. Learn the types of action plans and the response expected from employee responses for each type of incident. For example, action required for a reported fire compared to those for a bomb threat. Make sure you know if there is a rally point outside of the building in the event of a site-wide evacuation. If there is a rally point, a whole-building evacuation drill is recommended annually to make sure everyone knows what to do and where to go.

Reevaluate your arrival and departure routines for work. Use the main entrance and avoid rear or secluded exits. When walking in the parking lot, be alert and aware of your surroundings. Vary your routine, routes and times to minimize predictability. Always try to park in well-lit areas and not next to large vehicles that block your view. Consider using a buddy system or safety walks to your automobile. Do not unlock your vehicle remotely until you are next to the vehicle and immediately lock the doors and keep the windows closed until

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Digital Safety (continued)

Review your social media privacy settings. Social media applications are constantly evolving and companies make changes to their programs which can expose your "private" information to public view during an update.

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. Do this for all computers, tablets, mobile phones and GPS systems.

Create a backup of your data files. This is recommended by industry and federal agencies. Information can be backed up to the cloud or on some type of hard drive. Having 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 will provide you with multiple formats from which to access saved information, should the need arise (FBI 2015).

Finally, remember to turn off your computer when you are out of the office or leaving for the day. This prevents your computer from being accessed remotely using the internet. It is also a good idea to have your computer set to lock the screen after being idle for more than two minutes. This prevents unauthorized access to your computer and any sensitive files on it when you leave your desk or work station.

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moving. Always check the vehicle if left unlocked before entering it 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.

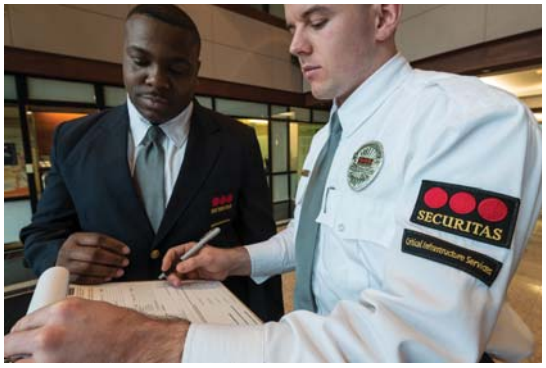
Lock your office door or the desk drawers in your cubicle each and every time you leave your area. At a minimum, this should be done when you will be away for an extended period of time or at the end of the day. This simple step will act as a deterrent and help reduce the chance of theft.

Secure hard copies of documents and other sensitive corporate materials. In the current climate of corporate espionage, protecting intellectual property is important to maintaining an edge in business. Stolen files can have an indirect negative effect leads to a loss of business and subsequent employee layoffs.

Finally, familiarize yourself with your company's visitor policies. Being able to identify visitors and vendors and knowing where they are allowed to operate will protect everyone. Also, know who should have access to sensitive sections of the building, and never allow anyone to piggy back off your entry into the building. If you notice someone attempting to enter the facility this way, always request their company identification, if it is not visible. Knowing the policies and type of identification badge system your company has established will increase your awareness and protect your company from theft and potential threats.

A New Year of Safety

Securitas wishes you a Happy New Year and reminds you that the value of Vigilance must constantly be rekindled. Through a proactive approach and assessment of your electronic and workplace security you can stay protected and secure throughout the coming year. Here's to a safe and happy 2018!



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