EVERYDAY IN THE LIFE

WHEN I GET IN...

- [ ] Am I wearing my security pass?
- [ ] Have I arranged passes for any visitors coming today?
- [ ] Anything else from my company security policy I need to remember today?

WHEN I CHAT TO A COLLEAGUE...

- [ ] Am I discussing something sensitive?
- [ ] Is this a conversation we should be having in private?

WHEN I TAKE A BREAK...

- [ ] Have I locked my computer or closed my laptop?
- [ ] Have I locked my work phone or taken it with me?
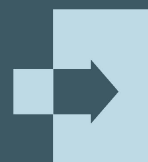- [ ] Are there sensitive documents lying on my desk?

WHEN I HAVE A VISITOR...

- [ ] Is the Front Desk expecting them?
- [ ] Have I left myself time to escort them round the building?
- [ ] Have I ensured they're wearing their security pass?

WHEN I GO HOME...

- [ ] Is my computer shut down or securely locked?
- [ ] Have I locked away any confidential documents?
- [ ] Have I destroyed any sensitive material appropriately?
- [ ] Have I removed my security pass upon leaving the building?

TOGETHER, WE'VE GOT IT COVERED

National Protective Security Authority