

# **GENERAL** **SECURITY** **ADVICE**



**THE FOLLOWING POINTS ARE A GENERAL GUIDE INTENDED TO ENCOURAGE GOOD SECURITY SENSE AMONGST STAFF AT ALL TIMES. WHEN FOLLOWED, THESE PROCEDURES CAN REDUCE LOSSES AND PREVENT PHYSICAL ATTACK ON YOU AND YOUR COLLEAGUES.**

1. When opening or closing the premises follow the agreed procedure using at least 2 people whenever possible.
2. When pairs of colleagues are opening or closing the premises, split the safe/alarm keys with your partner so that neither of you have both keys.
3. Try to avoid working alone on the premises. If extra hours are necessary, co-ordinate hours of work with colleagues so you are never alone.
4. When about to open, do not admit anyone until ready to commence trading. Never admit strangers outside normal trading hours.
5. When under attack - or in doubt - use panic buttons. It's better safe than sorry.
6. **Retailers**  
Keep stock out of public reach by locking counters, displays and window enclosure doors  
Never allow customers to view more than one item at a time.  
Never display a pad or roll, etc as one item across counters.  
Never leave customers alone with stock.
7. Keep safes closed as much as possible during the course of trading.
8. Vary times of visits to the Bank, Assay Office, etc. Avoid routine patterns and ensure that you are accompanied when carrying substantial amounts of money/stock.
9. Do not leave stock or cash unattended in motor vehicles.
10. If you have to take samples or stock home, do not leave it unattended unless the security of your home has been approved by your employers and their insurers.
11. Whenever deliveries are made to the premises, check the quantities and weights carefully. Note any discrepancies on the documentation before you sign it and report the matter accordingly.

## **ALWAYS BE ON THE LOOKOUT FOR...**

1. Suspicious people - especially when opening and closing.
2. Diversions - intended to distract your attention whilst a theft is committed. Thieves often work in pairs or bigger teams employing this tactic.
3. Bogus delivery men, tradesmen, sales representatives, etc.

**DO NOT BE EMBARRASSED TO BE CAUTIOUS REMEMBER -YOUR SAFETY & LIVELIHOOD COULD BE AT RISK!**



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