

Top 10

Security Tips to Keep Our Workplace Safe



1 Think Before You Click

Avoid clicking on suspicious links or attachments in emails—even if they appear to come from someone you know.



2 Use Strong, Unique Passwords

Create long, hard-to-guess passwords. Use different ones for different accounts.



3 Turn on Multi-Factor Authentication

Always enable MFA for work accounts. It's an extra layer of security that makes a big difference.



4 Lock Your Computer When Away

Stepping away? Hit **Win + L** (Windows) or **Control + Command + Q** (Mac) to lock your screen.



5 Report Phishing Immediately

If you see a sketchy email or message, don't ignore it. Report it to IT or security right away.



6 Keep Software Up to Date

Updates often include important security patches. Don't delay them.



7 Use Approved Tools Only

Don't install unauthorized apps or use personal tools for work-related tasks.



8 Watch What You Share

Be careful discussing work matters in public spaces or on social media.



9 Be Aware of Tailgating

Don't let strangers follow you into secure areas—even if they "look official."



10 When in Doubt, Ask

Unsure if something's safe? It's always okay to check with IT or your security team.



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