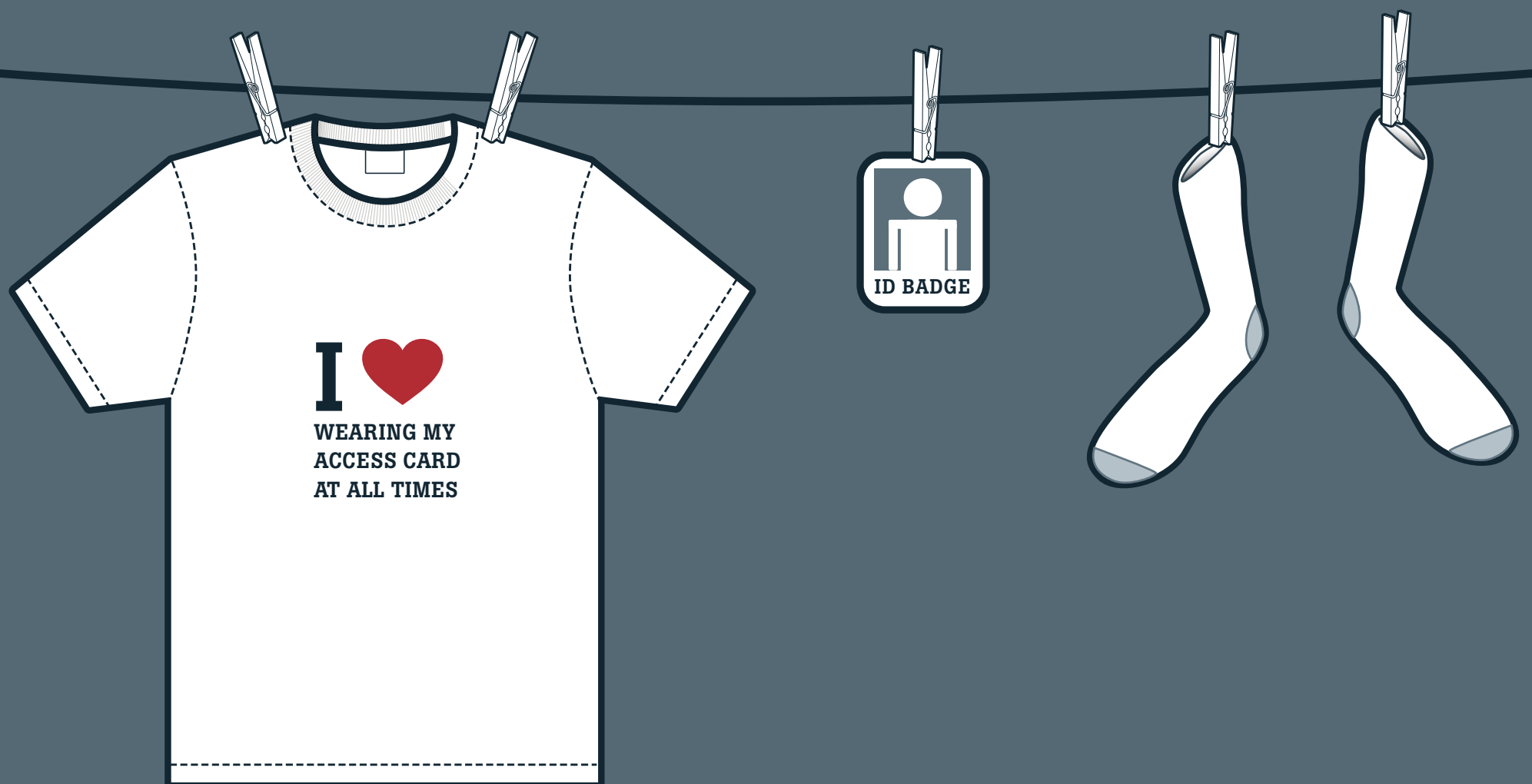


# Security:

it's everybody's concern and everyone's responsibility.

- Wear your access card at all times.
- Always present your badge at the appropriate points within the office to ensure access.
- Report lost or misplaced cards immediately.
- Report any malfunctioning doors or scanners to office head or your supervisor.



Report any suspicious activity or security concern immediately to:

- Your office head or supervisor
- Risk department

# Security:

it's everybody's concern and everyone's responsibility.

- All visitors should check in with the front desk, be issued a visitor name tag, and be escorted by an employee at all times.
- If you see someone without an access card or visitor name tag, please escort the individual to the front desk.



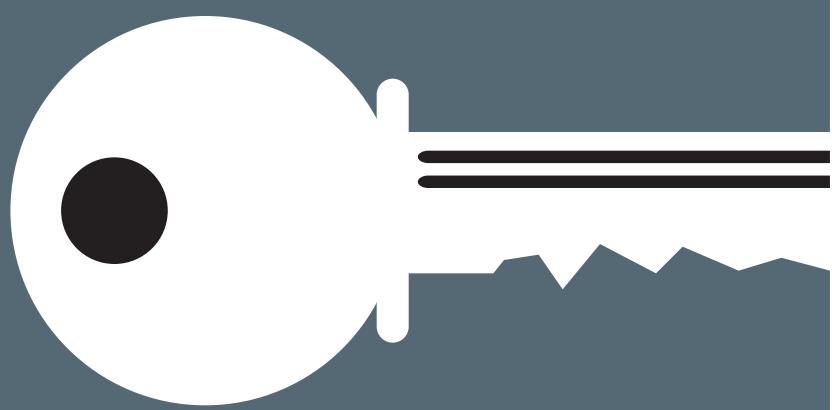
Report any suspicious activity or security concern immediately to:

- Your office head or supervisor
- Risk department

# Security:

it's everybody's concern and everyone's responsibility.

- ❑ Observe a clean desk policy: documents with sensitive information must be locked in a file cabinet or drawer when you're away from your desk.
- ❑ Dispose of all business documents in a secure shred bin.
- ❑ Don't leave documents unattended at faxes or printers.
- ❑ Turn over all media (floppies, CDs, tapes, flash drives) to local IT for proper destruction.



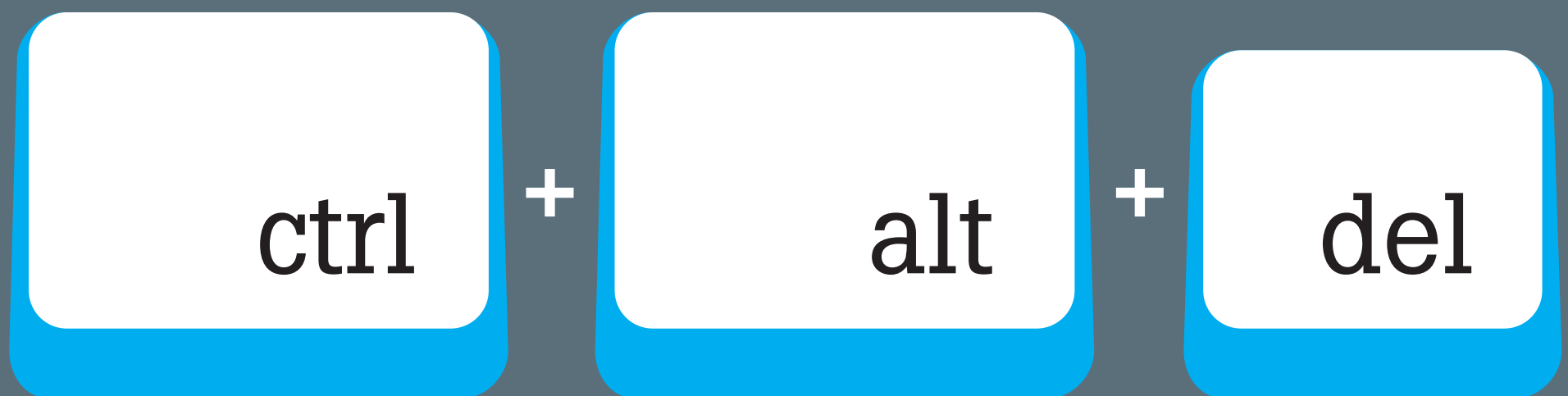
Report any suspicious activity or security concern immediately to:

- Your office head or supervisor
- Risk department

# Security:

it's everybody's concern and everyone's responsibility.

- Whenever you're away from your desk, lock your computer by pressing CTRL-ALT-DELETE.
- Only use personal cell phones in lobby common areas, break rooms, or telephone booths. While at work, never use your phone's camera feature without permission of your supervisor.
- Report lost or misplaced cards immediately.



Report any suspicious activity or security concern immediately to:

- Your office head or supervisor
- Risk department