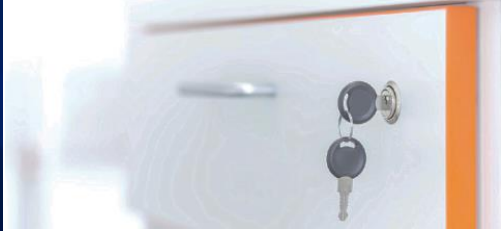




Tips for a safer workplace



Always keep valuable items with you or locked in a drawer or cupboard



Keep an eye on anyone that is a stranger to you



Ask for an escort if you are working after hours, or use the buddy system



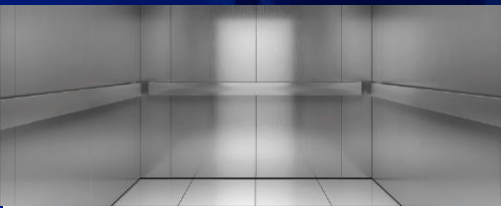
Don't advertise social life or holiday plans to visitors, or online



Stay away from stairwells if you are alone, especially after hours



Request improvement of poorly lit corridors or walkways



Don't get into elevators with anyone who looks out of place or makes you uncomfortable



Don't work late alone. Let someone know where you are and how long you intend to stay



Use the buddy system for walking to parking lots or public transportation



Report a door, window or a lock that is broken or not working properly

"Ensuring a safer environment"