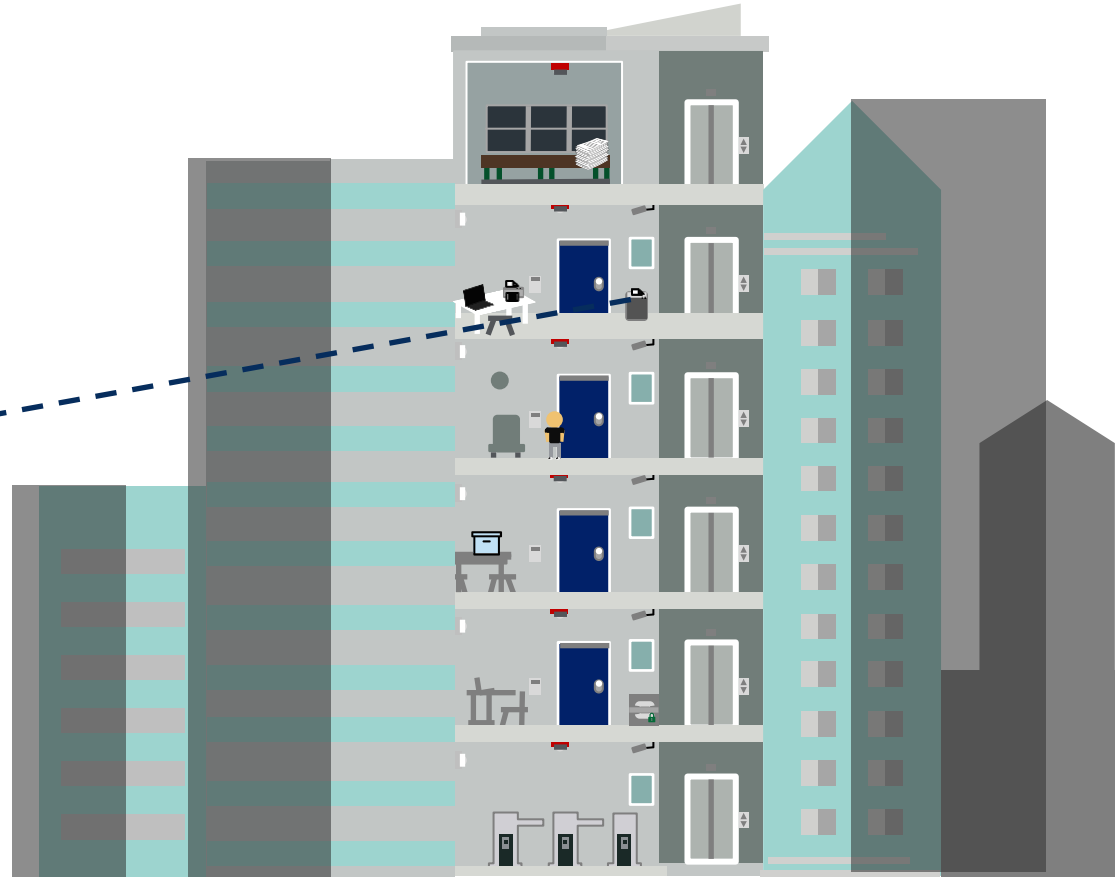


Tailgating

Ensure that no one follows you when you enter into a restricted area



Disposal of Information

Shred confidential information when no longer required



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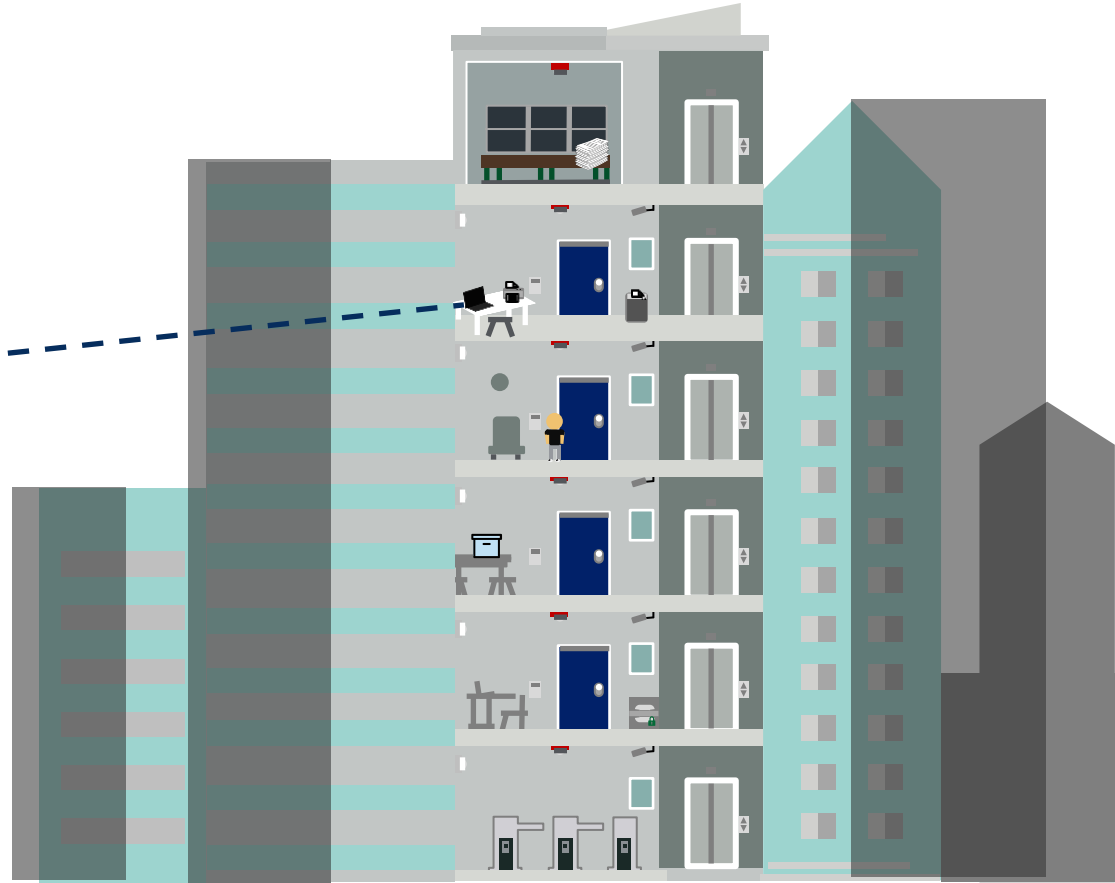
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Devices

Lock your devices when
left unattended



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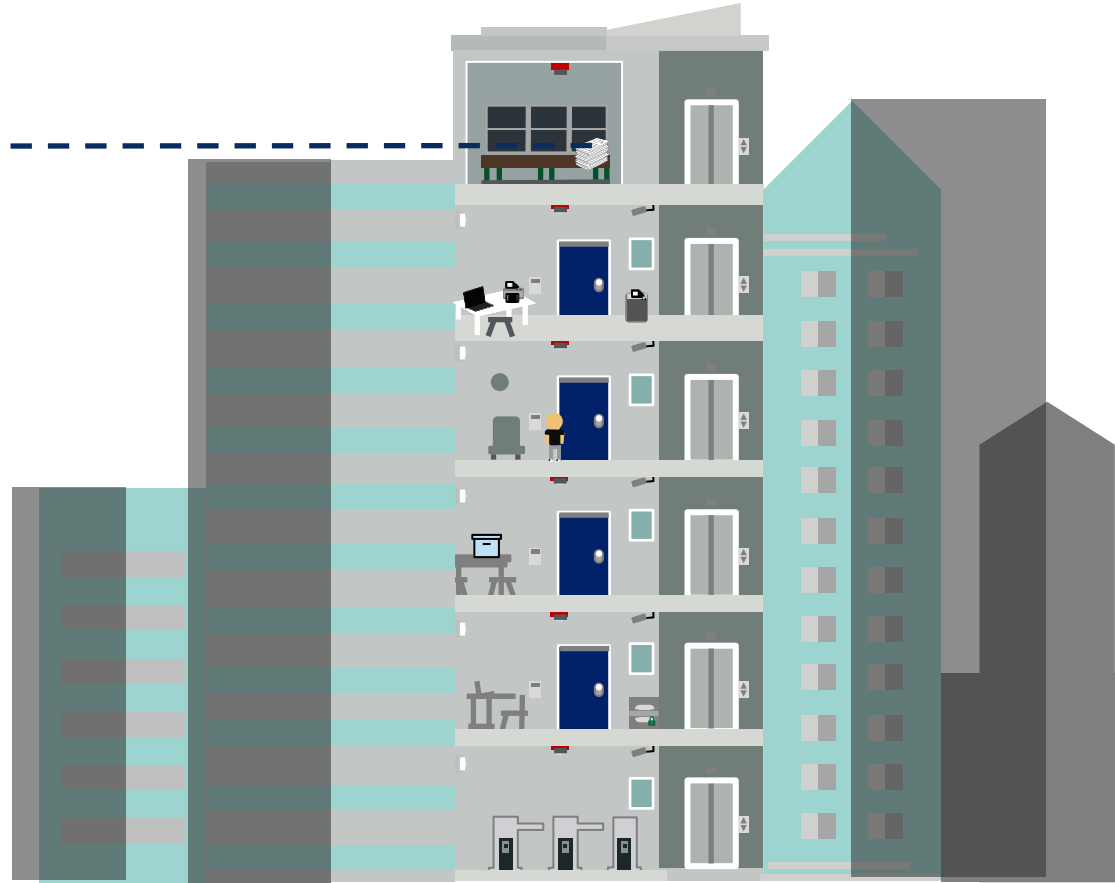


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Clear Desk

Do not keep confidential information on desks



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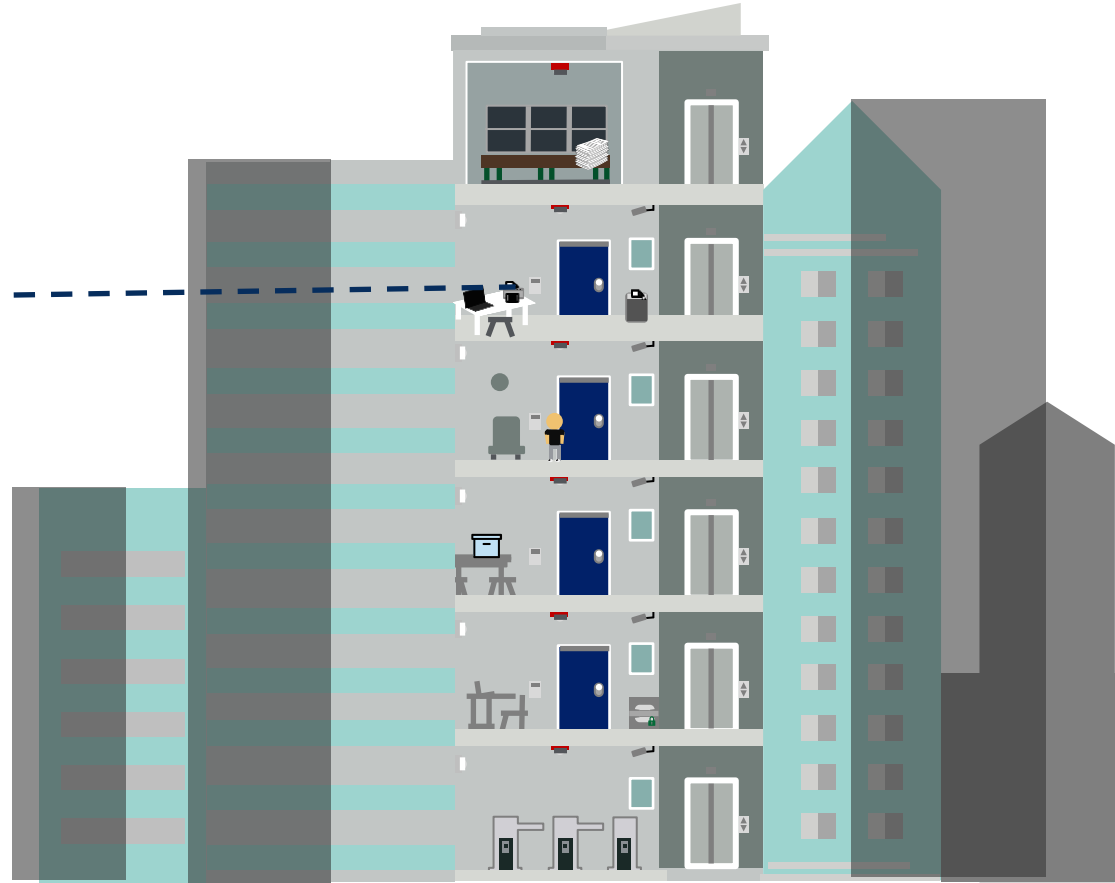


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Clear Area

Do not leave
confidential documents
on printer trays



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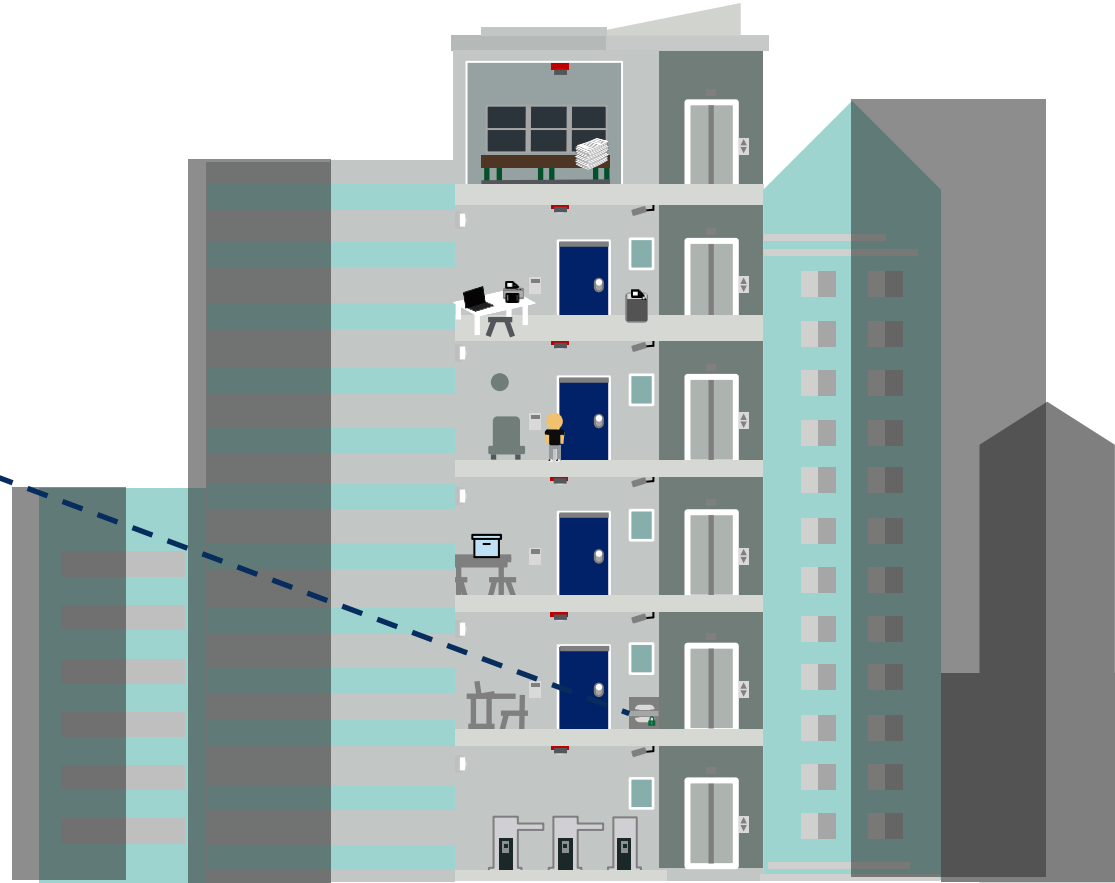


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Locked Cabinets

Do not leave keys in
locked cabinets



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