

## Workplace Security Tips: Keep yourself and your belongings safe

It's easy to let our thoughts drift as we move through our day-to-day routine. But the cost of this distraction could be a stolen laptop, cell phone or worse. Protect yourself, your work and your stuff by adopting safe habits:

- **Lock your car** and do not leave valuables in your unattended vehicle. Even if you try to conceal possessions, thieves may still break in.
- **Be aware of tailgaters who may follow you in or take advantage of your distraction to enter as you exit the building or parking garage, particularly in the evenings.**
- **Be aware of your surroundings as you walk from your vehicle or between buildings.**
- **Avoid taking on your phone while walking between buildings or use a headset so you can secure your device out of sight while walking.**
- **Keep your bags closed and close to you at all times** if you commute on public transportation,
- **Maintain control over laptops** and other electronics when you're in meeting rooms or other public areas
- **Keep your purse, backpack and other valuables in a locked drawer or cabinet** if you step away from your workspace.
- **Lock your computer screen too.** A simple Ctl+Alt+Delete can keep someone else from logging on to your machine and accessing files or other information.
- **Use caution in public restrooms.** Never leave your packages, coat, briefcase or purse outside the stall. If you use a hook or shelf in a stall, make certain someone can't reach over and take your belongings.
- **Don't prop doors open.** If they are meant to be closed and locked, leave them that way.
- **Protect laptops or other important equipment** by locking them up before you leave the office.
- **Ask for extra security.** You can contact [Building Services](#) or the [IT Service Desk](#) for information about locking cabinets and desks, or for options to keep your computer and other equipment safe.
- Building Services will arrange for security to escort you between buildings after hours if needed.
- If you are staying very late in the office check-in with the security desk so they know you are there.

Most importantly, report any suspicious activity immediately to UCOP Security at 510-987-9700.