Generic Workplace Security

TOP 10 Essential Safeguards

01
Think Critically Before Clicking
Avoid opening suspicious links or attachments—even from known contacts.

02
Deploy Strong, Unique Passwords
Use complex, lengthy passwords that differ for every account.

03
Activate Multi-Factor Authentication Without Exception
Add an essential extra layer of defense to all work-related accounts.

04
Lock Devices Immediately When Unattended
Use Win + L (Windows) or Control + Command + Q (Mac) to secure your screen.

05
Report Phishing Incidents at Once
Notify IT or security teams immediately upon detecting questionable emails or messages.

06
Keep Software Fully Updated
Apply security patches promptly to maintain system integrity

07
Use Only Approved Tools and Applications
Do not install or use unauthorized software or personal devices for work tasks.

08
Monitor Information Shared in Public Spaces
Avoid discussing sensitive work matters in public or on social media.

09
Guard Against Unauthorized Physical Access
Do not let unknown individuals follow you into secured areas.

10
When Unsure, Consult Security Experts
Verify concerns with IT or security teams before proceeding.

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Need help securing your organization?