

A BRIEF LOOK AT -

WORKPLACE SECURITY



Security in the office is everyone's responsibility! It includes security of the property itself, the Agency's assets, and security for the employees while at work. It is part of your responsibility to follow the Agency's security procedures to protect the Agency's property, your fellow employees' property, and yours. The Agency provides security training as part of your orientation and annually. It takes workplace security very seriously so, when necessary, the Progressive Discipline Policy will be enacted for infractions.

AGENCY PROPERTY AND ASSETS

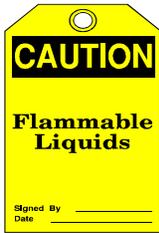
The Agency's property is considered to include, but not be limited to, the grounds, the office site, desks, telephones, and computers.

Physical security may include (in no particular order):

- Well lit parking areas, areas for walking to/from the office, and entrances
- Well lit workspaces, hallways, rest rooms, etc.
- Sign - "Only authorized persons allowed on property"
- Sign - No Solicitation
- Limit access to employees, authorized visitors, and business associates only
- Identification badges for employees
- Identification badges with separate design to be worn by visitors and business associates
- Require all visitors and business associates to sign in
- Require all visitors and business associates to be escorted when on the premises
- Sign - Limited cash is on premises
- Keep petty cash, checkbooks, etc. in a locked drawer or safe
- Cameras inside and outside with motion sensors
- Ensure the doors close completely and have adequate locking systems, as well as a fire department-approved crash bar or alarm
- Ensure windows lock
- Have corner view mirrors in hallways and elevators
- Receptionist should have a silent alarm button in the event of an intrusion
- Establish a code phrase to be used over the intercom (if it is safe to do so) in the event of an intrusion
- Engrave all Agency equipment with the Agency's name
- Maintain a contract with a security company to monitor premises
- Employees should sign a confidentiality agreement not to disclose Agency's trade secrets, proprietary information, or assets



- Limit the use of Agency equipment off-site. If a laptop, pager, cell phone, etc., is taken off-site, the individual should sign it out with the understanding it is his/her responsibility to protect it and return it
- Avoid dangerous clutter that blocks pathways and/or stairs
- Perform periodic inspections to identify and evaluate workplace security hazards



- Store chemical and flammables in separate, safe, and secure areas
- Employees will not steal or willfully damage company property
- Agency follows the requirements of the HIPAA Security rule to assure the confidentiality of electronic protected health information and for the security of electronic health information. This includes, but is not limited to:
 - administrative procedures to guard data integrity, confidentiality, and availability;
 - physical safeguards to guard data integrity, confidentiality, and availability of information; and
 - technical security services to guard data integrity.
- Depending on employee's classification, Agency limits or does not allow employee access to the Internet
- All employees will be taught about Material Safety Data Sheets and will know where these are kept in the Agency
- Orientation/training includes the Agency's response to a disaster or emergency including bomb threats, terrorism, hurricanes, etc.
 - Management is responsible for securing Agency's vital information
- Management encourages employees to report workplace security hazards
- Workplace security information is posted or distributed as applicable

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QUIZ

1. Security in the office is not everyone's responsibility; it's only for the managers.
 True
 False

2. Visitors and business associates should sign in and wear identification badges.
 True
 False

3. Since you like working here so much, it is ok to share proprietary information about the employer in order to let people know what a great place it is to work.
 True
 False

4. Management is responsible for securing Agency's vital information.
 True
 False

Signature

Date

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ANSWER KEY

1. FALSE
2. TRUE
3. FALSE
4. TRUE