Workplace Security

Powered by

26%
of employees admitted they would let someone into a secure area without verifying their identity.

25%
of employees say they leave their computer unlocked and unattended.

1 in 3
Android smart phones are not secured with a lockscreen passcode; the most basic level of protection.

30%
of internet users have experienced a data breach due to a weak password.

$2.5M
Companies lose an average from the loss of memory sticks.

Good cyber hygiene in the workplace

Always **lock your computer** and **phone** when stepping away.

Avoid public Wi-Fi for work-related tasks.

Install security patches and **updates** to prevent vulnerabilities.

Immediately **inform IT/system admin** if you notice suspicious activity.

Keep sensitive documents locked away and **dispose** them properly.

Implement **complex, unique passwords** and enable **multi-factor authentication (MFA).**

Verify links before clicking, and check attachments before downloading.

Verify emails and **messages** before sharing credentials or downloading files.

Workplace security mistakes to avoid

Don't share your ID card or allow tailgating.

Don't auto-forward emails to personal accounts.

Don't click on suspicious links or download unexpected attachments.

Don't use weak passwords—avoid short, predictable, or easily guessable ones.

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