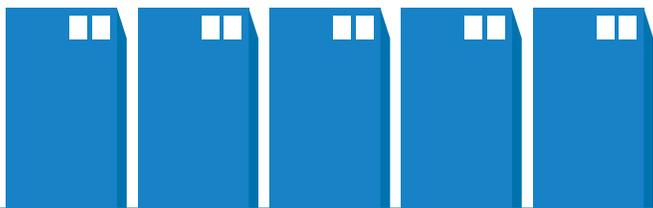


5 MOST VULNERABLE AREAS OF AN OFFICE

— AND —

HOW TO PREVENT FRAUD IN YOUR WORKPLACE

According to the 2016/2017 Kroll Annual Global Fraud and Risk Report, 82% of executives surveyed worldwide experienced a fraud incident in the past year compared to 75% in 2015.



1. PRINTERS

Problem: Paper frequently left at printing stations unsecured

Solution: use printing security codes or print confidential documents at a desk or office

2. NON-SECURE RECYCLING BINS AND WASTE BASKETS

Problem: Having to decide what documents are confidential

Solution: Implement a *Shred-it All* Policy where ALL paper is shredded

3. MESSY DESKS

Problem: Loose paperwork leads to theft and fraud

Solution: Start a Clean Desk Policy

4. IT DEVICE STORAGE

Problem: They contain a lot of data and can be easily stolen or lost

Solution: Start a sign out system and securely destroy the device when it reaches end of life

5. CARS, HOMES, AND HOTELS

Problem: Removing confidential information out of the office

Solution: Only take what is necessary and dispose securely when done

1. Information security management and compliance guide. Shred-it. 2014.

2. <http://www.kroll.com/en-us/intelligence-center/reports/global-fraud-risk-report>

Contact Shred-it® to book your free Security Risk Assessment. Call 800.697.4733 or visit shredit.com today

