



drdar

Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE



OFFICE SECURITY POINTS TO REMEMBER

NEVER LEAVE HANDBAGS, CELL PHONES ON YOUR DESK, WALLETS IN YOUR COAT IN YOUR ABSENCE

ALWAYS KEEP MONEY IN A SAFE PLACE

Even if it is only tea money, never leave it in an unlocked drawer during the day. At night put it in a safe or remove it from the building altogether

BE CAREFUL WITH KEYS

Always put them in a safe place and do not put spare keys for safes in desk drawers or on top of the door. Please give spare keys to the controller for safe keeping

FASTEN VULNERABLE WINDOWS IN YOUR ABSENCE

It is easy to forget, particularly in the summer, and a thief can come and go in a couple of minutes

NEVER ASSUME A STRANGER WANDERING IN THE BUILDING IS A MEMBER OF STAFF

Challenge him/ her. Even " Can I help you" will often defer the dishonest

DO NOT JUST ACCEPT THAT A STRANGER WANDERING IS AUTHORISED TO BE IN THE BUILDING JUST BECAUSE HE SAYS SO

Check with someone in authority if the stranger is from the post office or service provider, never allow anyone to remove office equipment without a checklist

NEVER LEAVE CALLERS/ VISITORS ALONE IN YOUR OFFICE

Use the telephone to enquire whether someone can see him/her

DO NOT DISCLOSE CONFIDENTIAL INFORMATION TO STRANGERS

No matter how important he/she may seem, always report any request for information to your Supervisor or Manager

DO NOT ASSUME ALL STAFF MEMBERS ARE AS HONEST AS YOU

Take care of your property and that of DRDAR

DO NOT BE OVERAWED BY VISTORS

Even if he/she wants to see the MEC, SG, or DDG, make sure that he/she is known and expected



WEBSITE
www.drдар.gov.za



TOLL FREE
0800 20 30 25



FACEBOOK
Department of Rural Development
and Agrarian Reform