

# HELP GUARD AGAINST CRIMES IN THE WORKPLACE

## FOLLOW THESE CRIME PREVENTION TIPS FROM McGRUFF:

- ✓ Require visitors to check in at the front desk, wear a name badge, and be escorted to their destination.
- ✓ Report suspicious behavior or activity to building management.
- ✓ Keep your purse, wallet, and keys locked in a drawer or closet while at work.
- ✓ Don't leave your valuables unattended.
- ✓ Report faulty locks, broken windows, and burned-out lights to building management.
- ✓ Use caution when entering stairwells, restrooms, elevators, and parking garages, especially before or after normal business hours.
- ✓ Report threats or threatening behavior by an employee to a supervisor right away.

For more information on how to keep your workplace safe, visit [ncpc.org](http://ncpc.org) or contact your local law enforcement agency.



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[www.ncpc.org](http://www.ncpc.org)

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