

Online Safety

TIPS



Four eyes approach

All large transactions or extremely sensitive data should be approved by at least two people.



Don't click on attachments

Don't click on attachments/ URLs from any unsolicited communications. These dangerous files and links could lead to malware that infiltrates into the company's computer systems.



Sensitive Data

Don't proceed on a request to send sensitive corporate or employee information without confirming if it's coming from a legitimate source.



Don't overshare online

Less is more when it comes to sharing personal information, job duties, and descriptions on social media.

