



# SECURITY

## Help Keep Violence Out of the Workplace

### **Take Security Seriously**

- Wear, and don't lend your identification badge to others.
- Keep security doors closed and locked.
- Escort visitors to the work area after they sign in and obtain a name tag.
- Obey rules against weapons, drugs, and alcohol at work.
- Set up a "danger signal" with co-workers.
- Know security and police phone numbers.
- Tell security if you see a stranger with no identification in a work area or if there's someone you fear might attack you at work.
- Lock up purses and valuables.

### **Be Alert to Potentially Violent Behavior**

You might have cause for concern if a customer or co-worker:

- Threatens violence
- Threatens to "get even" with you, co-workers, or supervisors
- Tries repeatedly to intimidate you or others
- Talks a lot about weapons
- States that others are out to "get" him or her
- Holds grudges
- Blames others for problems
- Displays frequent, unreasonable anger
- Combines disturbing behaviors with substance abuse

**Report behavior that concerns you. You may be able to head off violence and get troubled people the help they need.**