

# Office Security Policy for home based workers

The Board needs to make sure people work in a safe place.

We need to make sure that people cannot get into our workplaces if they:

- might steal
- might hurt someone
- might look for confidential information

Everyone needs to follow this policy.

Everyone needs to help keep their workplaces safe.

If you are working from home you should keep doors locked, especially if you are alone at home.

If someone in an official capacity knocks your door and you don't know them, you could ask to see identification.

## **Keeping equipment and possessions safe**

You are responsible for the organisation's equipment when you use it.

You are responsible for your own possessions.

You must report any thefts or losses or breakages immediately to the Business and Finance Manager.

If you are unsure of anything, you must check with your line manager

You can check for more information in the Data Protection (GDPR); Homeworking and IT policies.