



**The Portfolio International: Your Trusted Partner in Comprehensive Security Solutions**

## INSIDE THIS ISSUE

Travel Security is all about preparedness and avoiding danger. It's vital that individual travellers and travel managers receive real-time information about global incidents that may affect them. On the rare occasion that something dangerous does occur, Travel Security prepares you to cope with it.



**At The Portfolio International, we understand that security is paramount in today's ever-evolving landscape of risks and challenges. For over a decade, we have been the trusted partner for individuals and organizations seeking unwavering protection and peace of mind. Our comprehensive suite of security services is tailored to safeguard what matters most – your people, assets, and operations.**





## Tip of the month

*Bonus tip: With employee scheduling software, you'll be able to know exactly how many employees are onsite. You'll be able to quickly pull that information as well as visitor check-in data to understand how many folks need to be evacuated from the building. Better yet, with seamless integrations, you can send out an emergency message to everyone recorded onsite that day. Talk about streamlined safety!*

### Cybersecurity best practices

*Now that you know your physical workplace is secure, it's time to look at your digital security. In today's digital environment, cybersecurity is a major concern for business. In fact, in 2022, the average cost of a data breach was \$9.44 million. Let's try to avoid that, shall we? Here are a few office security best practices when it comes to cybersecurity:*

## 8 best practices to protect your employees and office property

### 1. Visitor management system

Your front desk is your front line of defense. So implement a visitor management system that helps your front desk that does security the welcoming way. Your visitor management system will screen visitors, cross-reference them against a blocklist, and send alerts to the necessary point of contact if anything looks suspicious—all automatically and discreetly in the background. Plus, it will keep a record of the comings and goings of each guest so that you'll know who's onsite, when, and how often.

### 2. Access control

Access control is a physical security method that controls or limits access to a space. In other words, it's a way to make sure everyone who walks through the door is meant to be there. Access control can look like an application on your phone, facial recognition, or a code to punch in. Having access control set up is a sure fire way to make sure you deter any unsavory characters from entering your space.

### 3. Surveillance cameras

While your workplace probably won't be a crime scene on Law and Order, it's still important to install surveillance cameras on the premises. Surveillance cameras can help deter crime and provide valuable evidence if there is a security breach. They're another easy and invisible tool to help you track who is coming and going in the workplace.

### 4. Emergency and evacuation plans

Next up, you'll want to have a plan in place for handling emergency situations. These could be natural disasters like earthquakes and snow storms, or external threats like an intruder. Create a plan with evacuation steps and emergency contact information.

### 5. Secure passwords

Employees use several platforms and apps to get through their day's work. Keeping track of all those passwords is not only a headache but also a workplace security concern. Consider investing in a single sign-on tool like Okta that secures all of your login credentials under one main password. This will help keep your employees' passwords secure in one place and limit the possibility of hacking and breaches.

### 6. Regular software updates

Keeping all of your software and operating systems up-to-date can prevent vulnerabilities or security breaches. So encourage your employees to regularly update their laptops. Send out an email or Slack reminder and check-in with employees who may need extra help.

### 7. Employee training on cyber threats

Your employees are the most important pieces of your security task force. So be sure to arm them with helpful tips to stay protected. Host regular training sessions on topics like password protection or email phishing. Schedule them every other month and leave room at the end for questions. Your employees might catch something that you miss.

### 8. Unique Wi-Fi credentials

Visitors, like contractors or business partners, might need access to your internet while they're onsite. However, granting every guest Wi-Fi access can open up the potential for security threats. To reduce the risk of cyberattacks, contact your IT specialist and assign a unique access code to each visitor. Doing so will allow you to safely provide Internet access to your visitors and not worry about any potential risks.

When you're at home, you make sure to lock your front door, activate your alarm, and maybe even install a security camera.

These practices are important to protect the safety of you, your home, and all of the things and people you care about inside. Well, a workplace is no different. In order to keep everyone and everything inside your workplace safe, you need the right technology, policies, and training in place. Workplace security isn't limited to just the front desk.

It includes the employees and visitors coming in and out of the building, digital and physical assets that live inside, and all confidential information that sits within the four walls of your workplace. So it's important to think holistically about your workplace when you think about securing it. In the following blog post, we'll walk you through a few key features that support modern workplace security. If physical workplace protection is high on your priority list, then follow along with this list of top office security best practices.



*Find this interesting?  
Why not schedule an  
appointment with us for more  
useful security related  
information.*

*Email: Nigel Petersen @  
nigel@theportfolioint.com or  
Reshika Tulsie  
reshika@theportfolioint.com*

Security Services  
Travel Management Services  
Logistics

Important links

In Support Of:



<https://www.theportfolioint.com>  
@theportfolioint

