WORKING INTO THE WILD

EMPLOYEE SURVIVAL GUIDE

Morgan H. - Group Security

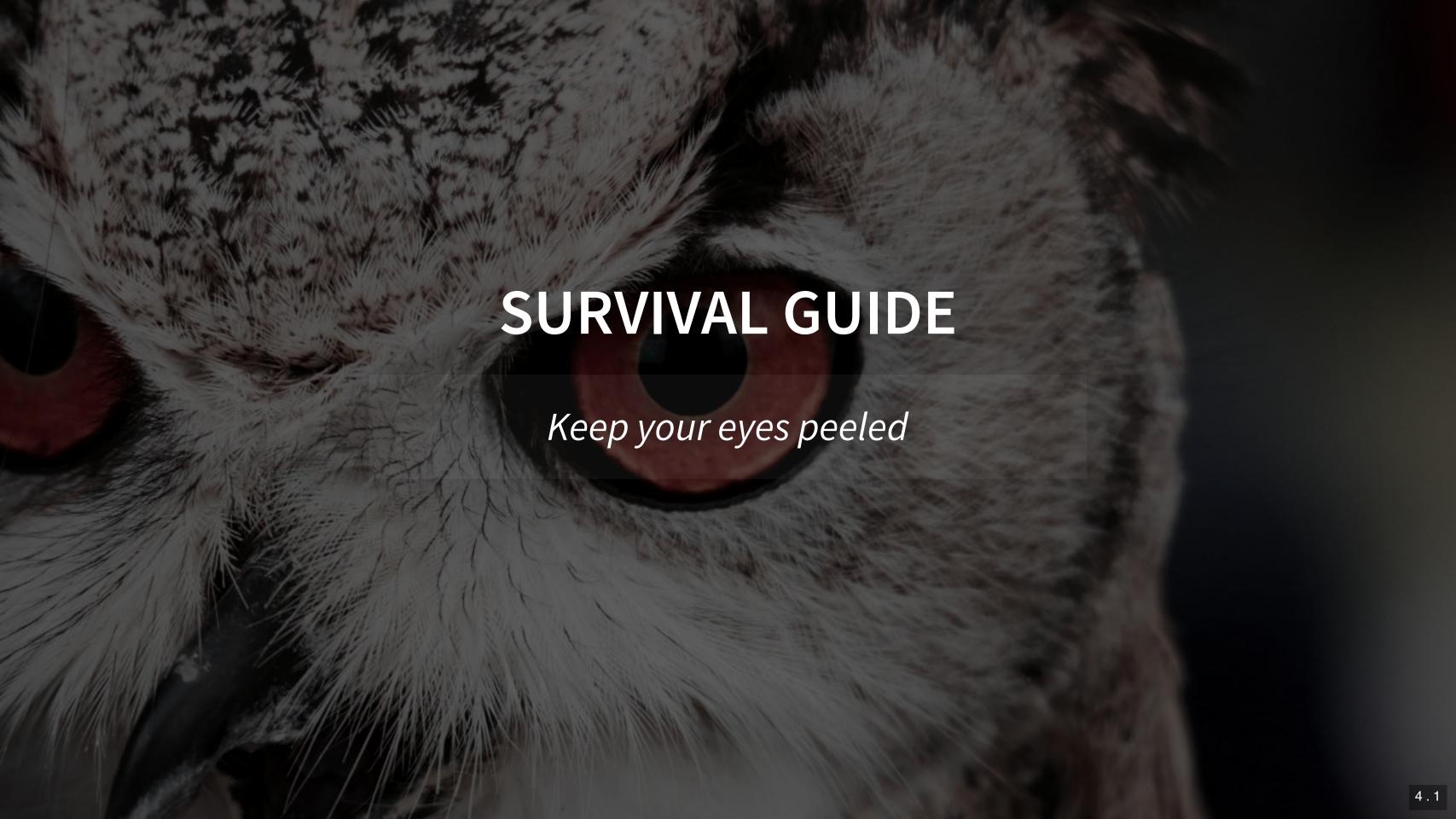
<f> for fullscreen, <space> for next slide





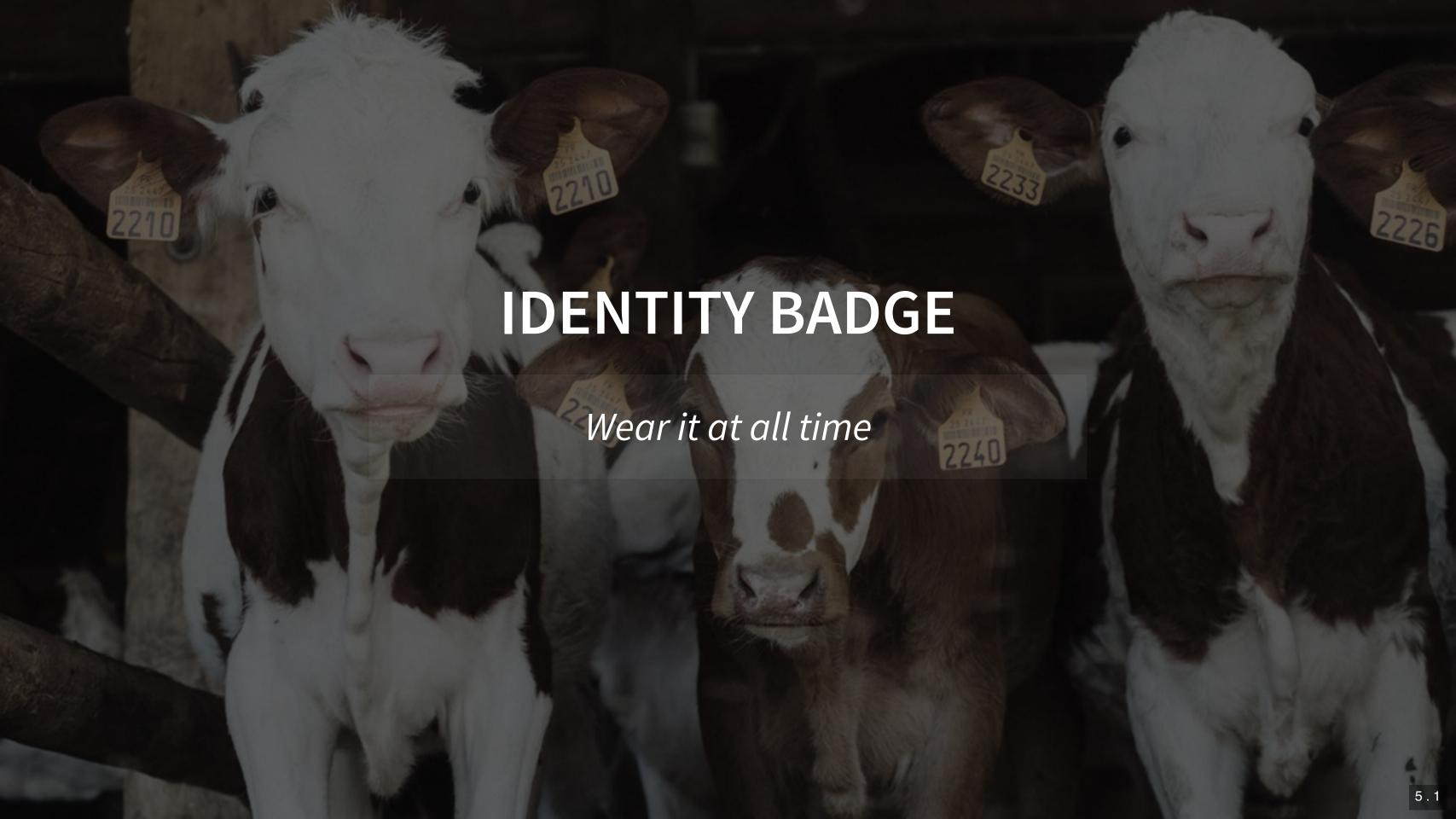
FIELD BRIEFING

- London office moved to a temporary location
- Duration: 4 month
- We'll have dedicated offices...
 - ...but in a shared tenancy setup
 - shared spaces: Kitchen, Toilets, Meeting rooms...



SURVIVAL GUIDE

- Identity badge
- Meeting rooms
- Network access
- Escort visitors
- Privacy filters
- Clear Desk Policy
- Secure disposal
- Printing
- Why so much fuss?



IDENTITY BADGE

- We will have multiple, separate offices
- The floor will be shared with other tenants
- Need to know if someone in an office is from Kindred
- We dare to challenge...unknown wanderers



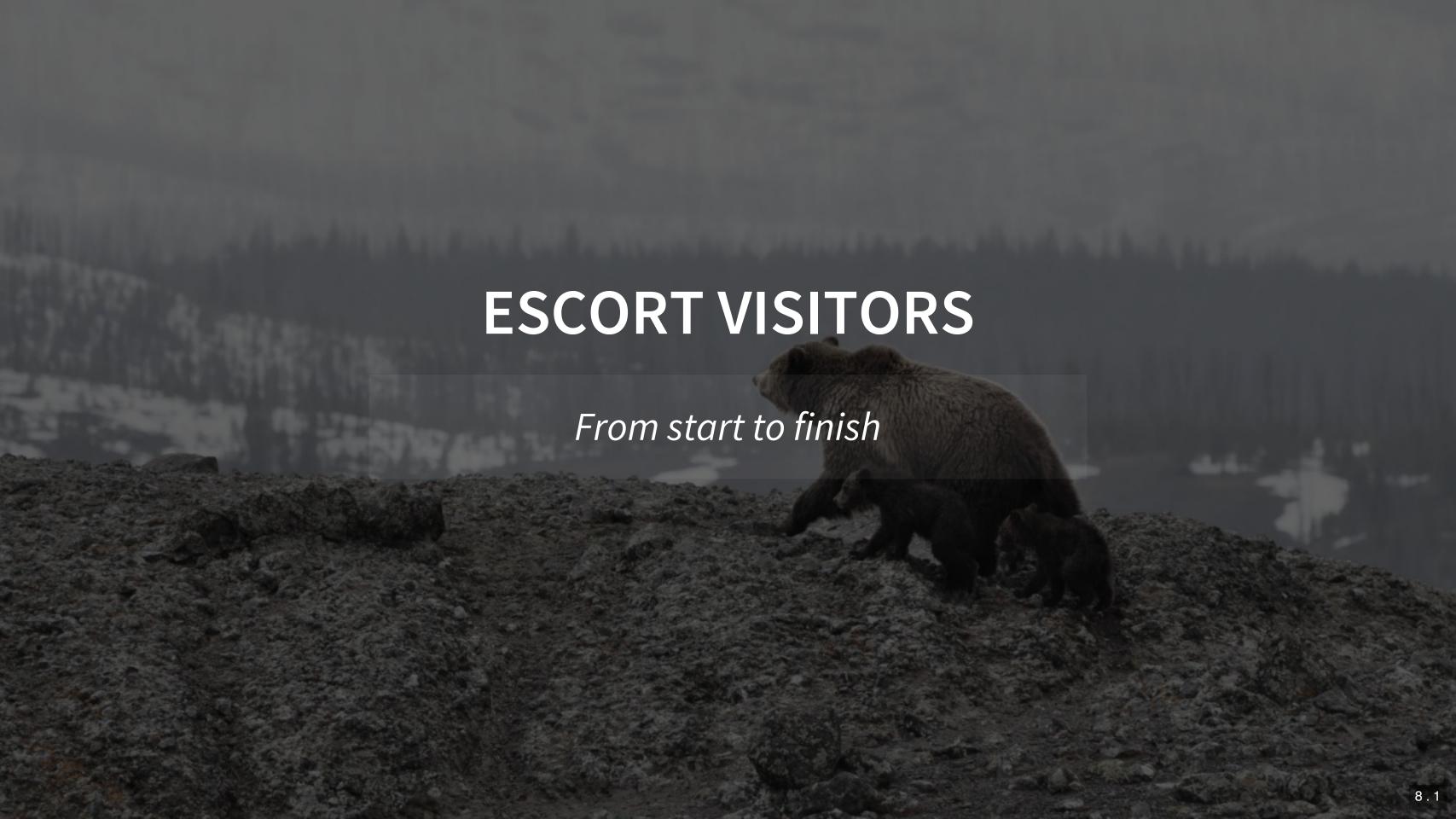
MEETING ROOMS

- Room will be shared with other tenants
- You won't have a Kindred computer available
- Be careful not to leave printed document here
- Use the curtains



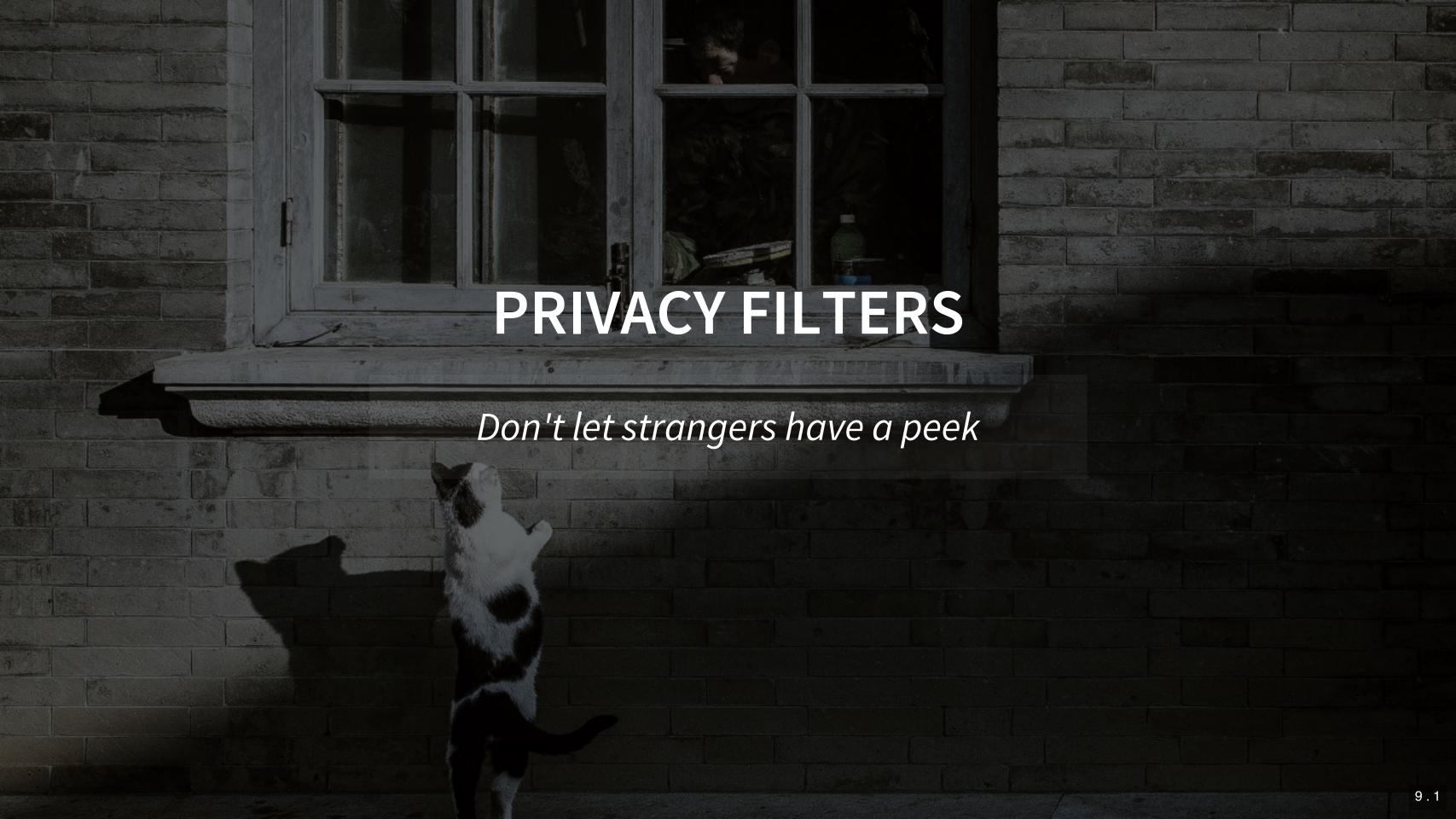
NETWORK ACCESS

- Network connection will be shared with other tenants
- Act as if you were working in public spaces
 - VPN connection at all time



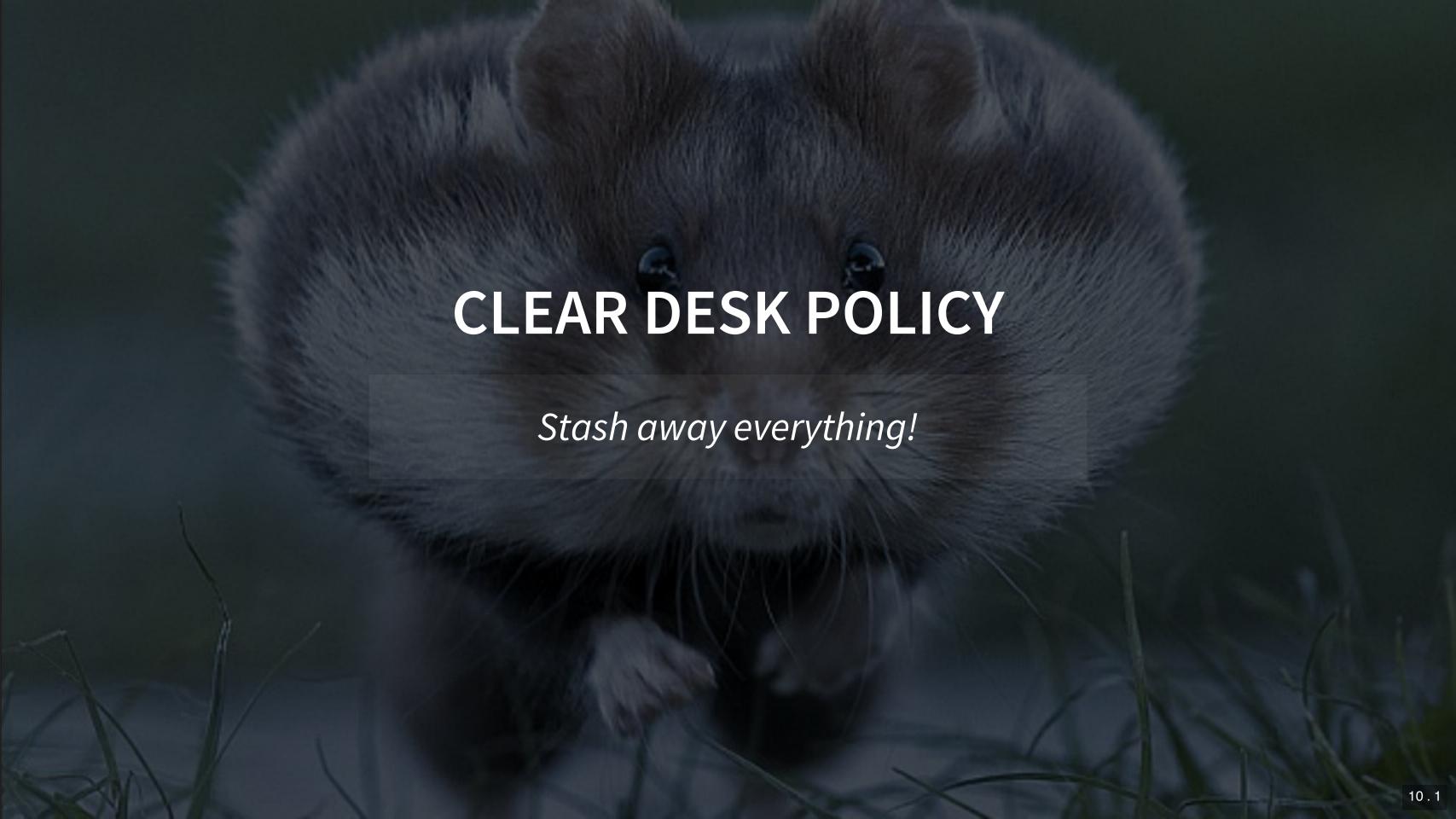
ESCORT VISITORS

- Reception will be managed by WeWork
 - Your visitors will have to register upon arrival
- Please come pick them at the entrance
- Refrain from letting them go into our dedicated offices
 - unless necessary
- Prefer external meeting rooms



PRIVACY FILTERS

- Privacy filters prevent people from looking over your shoulder
- It dims the screen a little
 - Don't hesitate to adjust brightness
 - But please, leave them on



CLEAR DESK POLICY

- Lock your computer when you leave your desk
 - Yes, even if it is "just for 2 minutes"
 - WIN+L will do the trick
 - CTRL+ALT+SUPPR works too
 - For mac: Shift+CTRL+Power

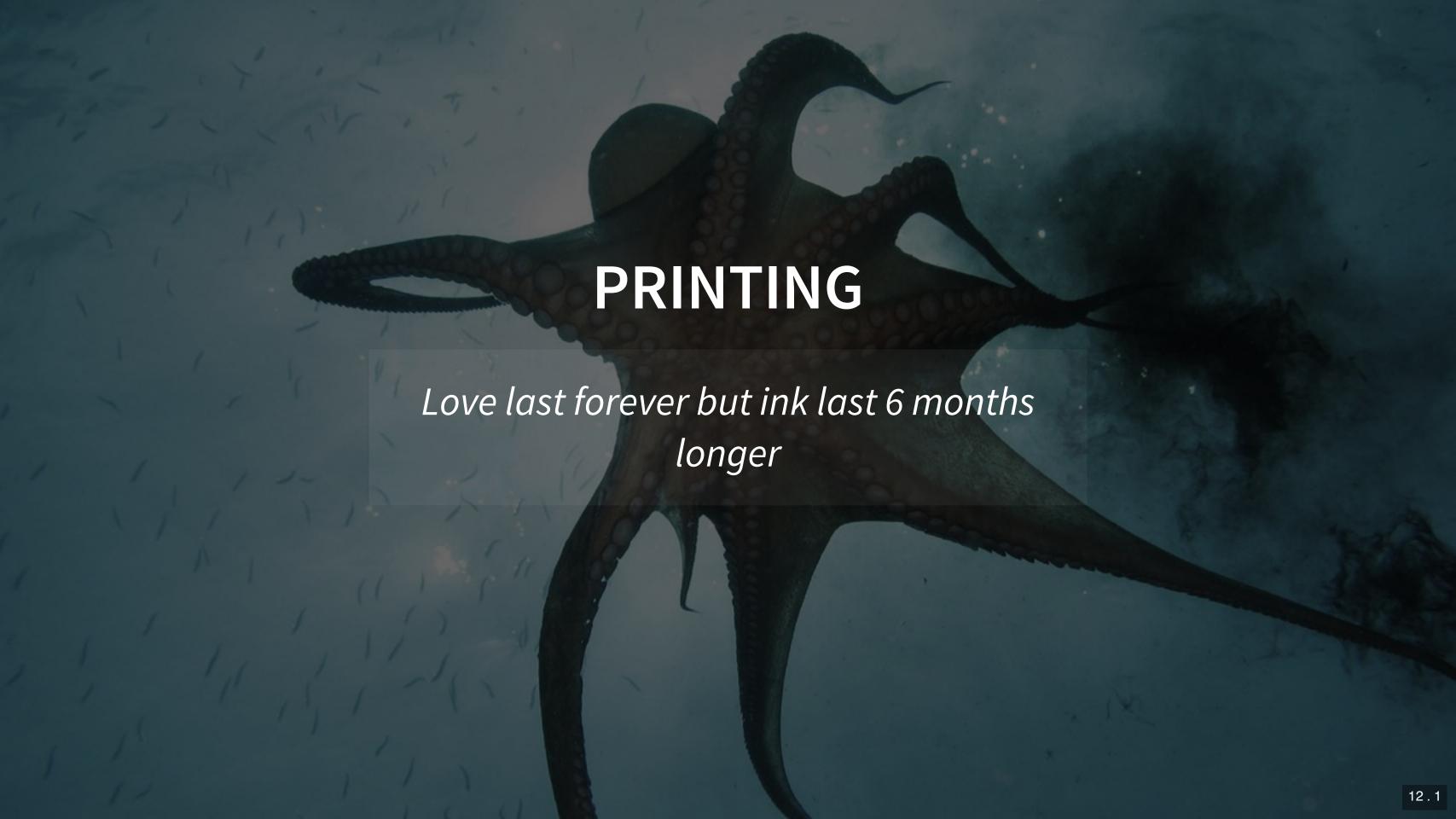
CLEAR DESK POLICY

- Don't leave assets unattended
 - Take valuable belongings with your
 - Or stash them in a locked cabinet
 - Same goes for anything holding sensitive data (prints, laptops...)



SECURE DISPOSAL

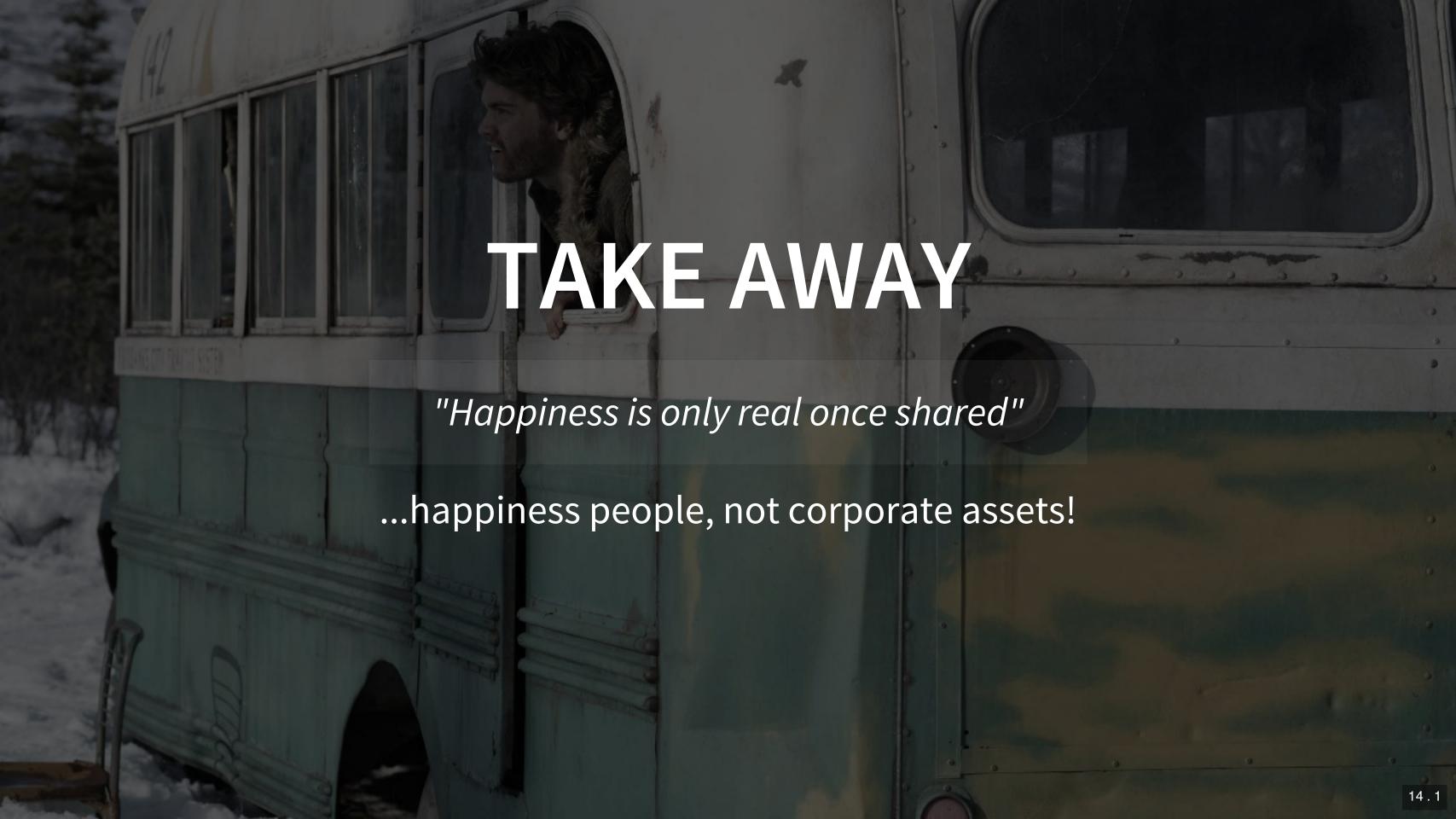
- Dispose of printed documents securely
 - Put them in a secure bin
 - Or shred them
- This prevents dumpster diving



PRINTING

- Printers won't ask you to badge to start printing
 - Go pick your prints immediately
- If you find unattended Kindred prints
 - Give them to their owner if you know him...
 - ...shred them if you don't





TAKE AWAY

- Don't leave anything unattended in shared space
 - Prints, Laptops, etc.
- Challenge anyone you don't recognize in dedicated space
 - Unless they have a Kindred badge of course
- Don't leave doors open and lock your computer



ANY QUESTIONS?

Did you choose a clickbait title...
...just to make us attend?

Yes.

Anything else?

BONUS

https://www.youtube.com/embed/u5-jgkAEAu8? rel=0&controls=0&showinfo=0