

SECURE & GO

DAILY CHECKLIST (Protect Our Workplace & Data)

Lock your screen:

Windows Key + L (Windows)
Ctrl+Cmd+Q (Mac)
or Close laptop every time you step away.



Shred confidential waste:

Use the cross-cut shredder for paper containing sensitive information. Do not just throw in the bin.



Report concerns:

Note suspicious activity , unescorted visitors, unlocked secure areas
Contact info[.....]



Secure sensitive documents

Never leave confidential papers exposed. File away or lock in a drawer.



Clean desk policy:

Clear your desk surface of unnecessary papers, notes, or removable media (USBs, external drives). Store them safely.



Lock your office/ Storage room door:



Especially if you are the last one out.

REMEMBER!

Gentle reminders:

- !Never hold open secured doors for unknown individuals.
- ! Beware of who might overhear sensitive discussions.
- ! Report loss/theft immediately

VIKELA & HAMBA

I-Checklist Yansuku Zonke (Vikela Umsebenzi Wethu & Idatha)

Khiya isikrini sakho



Windows Key + L (Windows)
Ctrl+Cmd+Q (Mac)
Vala i-laptop njalo uma umane usuka

Dabula imfucumfucu eyimfihi



Sebenzisa umshini wokudabula onqamulelayo (i-cross-cut shredder) emaphpheni anemininingwane ebucayi. Ungavele ulahle nje ebhasini.

Bika okukukhathaza yo

Qaphela umsebenzi osolisayo, izivakashi ezingaphelezelwa, izindawo ezivikelekile ezingakhiyiwe. Imininingwane yokuxhumana [.....]



Vikela amadokhumen ti abucayi



Ungalokothi ushiye amaphepha angasese obala. Wafake efayilini noma uwakhiye ekhabetheni.

Inqubomgomoyokuba nedeski elihlanzekile



Susa amaphepha angadingekile, amanothi, noma izindlela zokugcina ezisuswayo (ama-USB, ama-external drive) ebusweni bedeski lakho. Zicgine ngokuphepha.

Khiya umnyango wehhovisi lakho/wegumbi lokugcina



Ikakhulukazi uma kuwena okhishwa ekugcineni.

REMEMBER!

Izikhumbuzo ezincane

! Ungalokothi ubambe uvule iminyango evikelekile kubantu ongabazi.
! Qaphela ukuthi ubani ongase ezwe izingxoxo ezibucayi.
! Bika ukulahleka/ukwebiwa ngokushesha.