

GOLDEN RULES

PERSONAL SECURITY

#1

YOUR PERSONAL SECURITY IS OF UTMOST IMPORTANCE

In daily life, you could be exposed to a range of potential threats. Good, personal security must take into account both work and personal life and any measures you take should be appropriate to perceived threats.



#2

WHAT TO DO IN THE EVENT OF THEFT

In the event of a theft, keep calm and do the following:

- Avoid confronting criminals; do not make sudden movements or eye contact. Assume a submissive and obedient attitude.
- If you see a suspicious person at an ATM, don't use it!
- Deactivate your credit card and remotely disable your stolen smartphone.
- Report the theft immediately



#3

ACTING IN CASE OF EXTORTION

- Common types of extortion are ransom requests, virtual kidnappings and direct threat.
- Vulnerable populations are other family members, children, elderly, domestic staff.
- Try to remain calm and listen carefully to detect inconsistencies and do not give in to demands!
- Check the current status of your family members.
- For further advice / support, call Group Security and/or local police.



#4

PROTECT PERSONAL INFORMATION

Devices and other sources of information should be kept secure: laptops, mobile phones, tablets, documents, personal ID, telephone conversations.

- Never leave your devices inside vehicles.
- When travelling, keep devices, personal ID on your person (don't put in the checked baggage). Keep an eye on them when passing through security checks (airports, hotels etc.)
- In case of theft, report it immediately! (local police and HR)
- Instruct your family to be discreet with private information.



#5

WHEN TRAVELLING

- At the Airport, advise someone of your arrival (in country)
- Only use approved taxi companies and / or utilise approved, company drivers.
- In the hotel, always keep your door locked at all time.
- Take care of your personal belongings.
- Never change your itinerary without advising someone.
- When driving, familiarize yourself with route before traveling. Only travel during the day, keep doors and windows closed and locked. Never travel with less than ¼ tank of fuel. Respect speed limits, make sure everyone wears



#6

MAINTAIN A LOW PROFILE

Act discreetly; low profile means do not raise attention and do not provide information that can potentially make you a victim of crime.

- Avoid wearing expensive clothing and/or jewellery and do not share information on social networks particularly when you travel.
- Ensure your family maintain discretion. Children and teenagers can be an important source of information.



#7

AVOID UNSAFE SITUATIONS

- Avoid solitary or unfamiliar places, crowded areas, any public disturbance or brawl.
- Entertainment venues are places where victims are targeted. Stay in a group and leave at the first sign of danger. Take care of your personal belongings.
- When you get home or back to your hotel, check that there are no suspicious people following / outside; if you perceive a threat, do not enter and report to the police immediately.
- Change your routine. Take special care



#8

COMMUNICATION

Communication is a vital tool to prevent crimes such as extortion and virtual kidnapping. Make sure you share your itinerary with someone and maintain communication 24/7.

- Share any important contact numbers and emergency numbers with immediate family, close friends and colleagues.
- Establish good relationships / communications with neighbours. This is a good way to protect each other!



#9

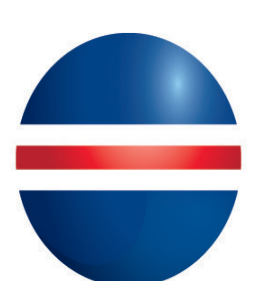
AT HOME

Always keep your doors locked at all times when inside the house.

- Install / use motion-sensor lights on the outside of the house.
- Windows on the ground floor should be locked / reinforced.
- Install an alarm system.
- Avoid keeping large amounts of money and valuables at home.



#10 Always think "IT COULD HAPPEN TO ME!" Keep that in mind and always be prepared.



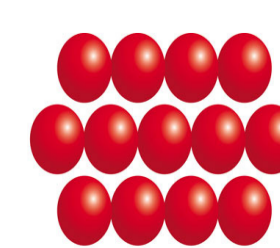
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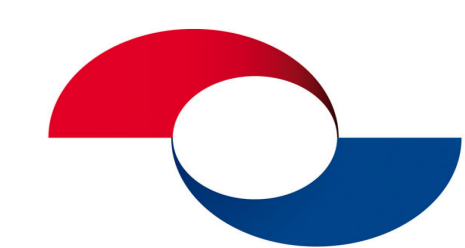
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