

Protection of personal and Government property

Procedures

It is the employees' responsibility to protect their personal property. Purses, wallets and money should be kept in their possession or secured at all times and items of sentimental value should be locked away during silent hours.

It is also the employees' responsibility to safeguard attractive Government property such as calculators, computer equipment, tape recorders, cameras, etc., in locked cabinets or rooms when not in continued use.

Report all losses and thefts

All losses or thefts must be reported immediately to Security Division, 996-4731 (ISSG). Prompt reporting of such incidents will assist Security Officers in their investigations.