

ABOUT THIS DOCUMENT

This handbook will help you perform your security responsibilities as a new employee of the Department of Foreign Affairs and International Trade (DFAIT).

Security is an important factor in your day-to-day decisions – from the identification, handling, storage, transmission, and proper destruction of classified and protected information to the use of secure equipment and access to restricted zones. Your security responsibilities start the moment you arrive at work and continue even after your termination of employment.

Use the handbook as a reference document.

Most aspects of both the physical security and the emergency procedures provisions described in this handbook apply specifically to the Lester B. Pearson (LBP) Building and 111 Sussex Drive (former City Hall) in Ottawa. If you are working in other buildings in Ottawa or at locations elsewhere in Canada, including conference sites, you should be aware of the local security and emergency arrangements.

Since most of the information in this handbook pertains to the Lester B. Pearson (LBP) Building and 111 Sussex Drive, it is not intended to replace the more comprehensive security policy and instructions established by the Department. You are encouraged to make use of the complete set of policies, procedures, advice and guidance available to you.

For more information, consult the *Manual of Security Instructions* (MSI), the appropriate Section in the Security and Intelligence Bureau (ISD), or the Headquarters Security Operations Section (SPAS).

If the handbook doesn't answer all of your questions, ISC offers courses and briefings that are scheduled on a regular basis. Contact the Security Education and Awareness Program (ISC) at 992-6704 for its *Calendar of Courses*.