


Are You Watching Your Back? and the Company's?



Maintaining safe and secure offices is one of New Century's most important priorities. But when we allow others to "piggyback" on our access cards as we enter secured areas, we put the company's proprietary data and our co-workers at risk. So always ensure those who follow you through a secured entrance first display their photo ID card and slide it across the card reader.

Other precautions for office security:

- Do not allow others to use your badge
- Lock out your computer screen when you step away (Ctrl, Alt, Delete & Enter)
- Keep loan files and all confidential information secured when not in use



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