

EXAMPLE ENDORSEMENT LETTER FROM A BOARD MEMBER

Security is everyone's business – adopting security savvy behaviours

Date

We all have our role to play in keeping ourselves, our colleagues and our buildings safe. While the threat to our staff is currently [low], it's important that we remain on the alert for any unusual activity and report suspicious behaviour immediately to security.

To help us recognise suspicious activity and adopt security savvy behaviours in our work and personal life, our security experts, taking advice from a number of specialists have published a range of new guidance and advice. This advice is based on a review of staff security in the vicinity of our HQ, which included an exercise from a specialist external supplier who studied the security behaviours of our staff.

We have updated the campaign pages on our intranet and they now include:

- Guidance on adopting security savvy behaviours and what behaviours we should avoid. You will also find information about developing your own personal security plan (PIPPA).
- Articles on security related topics which show how effective being vigilant and reporting suspicious activity can be.
- Advice from security specialists on how to recognise and report suspicious behaviour.

Over the next few days security will also be providing all staff with security wallet cards as an aide memoire on the key things to remember for when we're outside the office and the number to call if we see anything suspicious.

While HQ was the focus of our initial security review, the recommendations apply more broadly so the new guidance is being rolled out across all GB mainland buildings.

Please take a few moments to read the information on the intranet. It is important everyone knows what to look out for and how to report it. By being security savvy, we will help keep ourselves, our colleagues and our buildings safe.