

# REALTOR® Safety Tips

## *Office Safety*

**You can help safeguard your business's property, your personal property and the safety of all who work in the office, with a few procedures and precautions:**

1. Know staff in other nearby businesses and be aware of their schedules.
2. Ensure that all doors other than the main entrance are secured.
3. Make certain windows are not obscured so that passersby can see in.
4. Make sure there is a clear exit route from the service desk to the door.
5. Never allow visitors to wander freely about the business. Have the person whom they want to see come to the front office area and escort the individual to the meeting area.
6. Have a visitor log book and policy on issuing visitor tags that limits access to certain areas and hours of the day.
7. If you encounter an individual while working late or alone, indicate to that person that you are not alone.
8. Keep personal information private. Avoid discussing where you live, after-work or vacation plans in front of customers, new coworkers or anyone in general with whom you are not comfortable.
9. Never leave valuables, purses or wallets tucked behind counters or on desks.
10. Lock away personal letterhead and business cards to avoid use by unauthorized people.
11. Mark equipment for easy identification in the event of theft or damage. Maintain an inventory of all marked items.
12. Lock up audio/visual equipment when not in use.
13. Secure spare and master keys in locked cabinets.
14. Protect client personal information.

