



ERSAI

YOUR SECURITY IS OUR SECURITY

While living and working abroad, we also represent our country and our company. Accordingly, our behavior should be irreproachable.

GENERAL RECOMMENDATIONS:

- In cities, avoid walking alone during the night particularly in isolated areas.
- Be vigilant with your documents and money, keep a low profile especially in public places.
- Avoid to be drunk in public and entering to any dispute.
- Keep always copy of your passport with you and mobile phone with useful and emergency phone numbers registered.
- Inform HR and colleagues in case of trip.
- Inform your HR representative if you witness or are aware of any abnormal situation or event.
- Avoid political and or unauthorized events. Do not take pictures of government buildings, law enforcement people or any political events.
- If you are mugged, avoid resisting, hand over what your muggers want from you (cash, mobile phone, camera, etc.) and report as soon as possible to the security coordinator.
- Be aware and careful about cultural and traditional habits particularly regarding attitude with local women.

AT THE WORKING PLACE:

Protection of the information is also part of our company security policy. As company's members, we all have responsibility on matters of information security, protection, discretion, confidentiality and integrity. Some basic attitude should be permanently adopted by all of us at our work places, base or offices but also during mission, private and duly trips, etc.

- Secure your computer and laptop with strong password(s). Change passwords regularly. Request security cable to ICT department in order to lock your laptop at your working place and take the cable with you while travelling.
- Avoid leaving unsupervised your documents, laptop, mobile phone, handbag, jacket, etc.
- Do not throw any sensitive documents, professional and personal information to the dustbin.
- Close your office during the lunch time and in the evening; keep your table "cleaned" during the non-working hours (no document, computer locked, personal effects, etc.).
- Do not abandon paper in the meeting rooms or at the copy machines.
- Remember that all visitors should be accompanied.

AT THE HOTEL:

- Be aware that your passport could be handed to the reception for registration. This may take some time.
- Do not leave classified Company papers or your laptop unattended and unlocked in the room. These should be secured at the office or locked in a safe deposit box at the hotel.
- Ensure internal locks are working. Use the door spyhole or/and call reception if unexpected visitors.

TRAVEL SECURED:

- Inform the HR Department regarding your arrival and departure to/from the country. Keep also your supervisor, your colleagues and the Security Coordinator informed.
- Road traffic (and regulations) is a threat. Follow strictly the transportation rules and regulations in force. Transportation of the staff is organized by bus or by car from and to the different site operation (ask the transport coordinator for details).

Local transportation and movements during night or dark period should be avoided and limited to the minimum.