



Malton Women Council



BUSINESS SAFETY AND SECURITY TIP SHEET



 info@mwc.community

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 +1 647-391-9668



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Safety Tips for Businesses

To secure your property against crime, follow the tips below:

- Have an alarm system
- Ensure interior and exterior lighting to allow potential witnesses to see windows and doors from the street or busy areas.
- Ensure clear views into and out of your property.
- Engage in regular landscaping.

These steps can provide potential witnesses with a clear view of your property and deter criminals.



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- Encourage employees to notice suspicious activity and report the activity to the police when necessary
- Develop a sign-in/out procedure for visitors and issue visitor badges
- Do not leave valuables unattended, in plain sight, or predictable unlocked locations
- Install security cameras and ensure strong locks and access control systems.
- Conduct regular safety drills.
- Train employees on safety in the workplace.
- Hire security guards or a patrol service.
- Audit and update physical security measures.





Limit access to internal and external doors and devices in your organization.

- Place control devices on doors and gates. Pair these with video surveillance.
- Limit access to departments with confidential information, such as HR and accounting. Employees or visitors must receive clearance before entering these areas.
- Limit access to the floors of a business through access control to elevators.
- Limit access to data closet and warehouse areas with storage of company data, property, and inventory.



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Shop Theft Prevention

If you own a store, your business is constantly exposed to incoming and outgoing customers. To prevent shop theft:

- Place valuable items behind locked counters or near cash handling areas where employees can keep a lookout. Place less valuable items near window displays to prevent smash-and-grab theft.
- Switch to shatterproof glass.
- Ensure visibility into and out of the shop by keeping displays low and the areas near sales counters clear.
- Increase staff at peak times. Encourage employees to pay attention to customers with large coats, purses, and shopping bags. Encourage employees to greet and make eye contact with customers. Customer service is the best defense against shop theft.

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Cyber-safety for Businesses

In the cyber world, businesses are not only exposed to physical threats but also technological ones. To prevent cybercrime:

- Secure your network by using a firewall.
- Protect customer data and prevent unauthorized access.
- Back up data, update software regularly, and enable multi-factor authentication.
- Train employees on cyber threats and security practices.
- Develop a cybersecurity and incident response plan.

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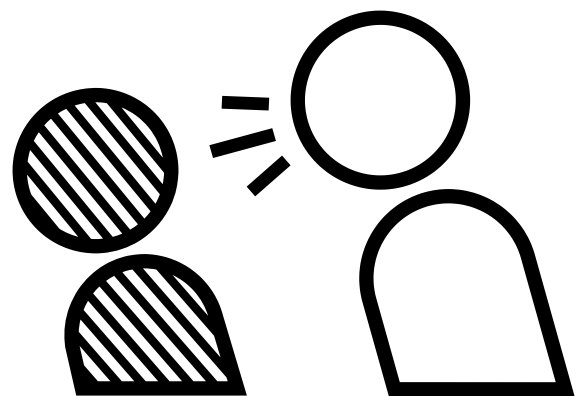
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Workplace Violence and Harassment

People are the biggest asset of your organization. Develop welcoming and inclusive work environments free from harassment.

- Conduct employee screening beyond information supplied by the employee. This includes obtaining work history, criminal records, and references from other sources.
- Develop employee assistance programs for issues such as substance abuse, marital problems, mental health, and financial difficulty.
- Provide training on handling workplace violence and harassment. For example, conflict resolution, crisis intervention, and self-defense.
- Develop policies and procedures to deal with workplace violence and harassment.





Resources and References



- Peel Police Business Safety
<https://www.peelpolice.ca/en/safety-tips/business-safety-and-security.aspx>
- Get Cyber Safe Guide for Small Businesses
<https://www.getcybersafe.gc.ca/en/resources/get-cyber-safe-guide-small-and-medium-businesses>
- Safety and Security of Workplaces
<https://www.getkisi.com/resources/safety-security-workplace-guides>

