

Ladies and gentlemen,

Thank you for joining today's briefing on our security protocol. Our objective is to ensure the safety and security of our premises and personnel.

Firstly, always ensure your identification badge is visible while on site. This helps us identify authorized personnel and maintain controlled access to sensitive areas.

Secondly, be vigilant. If you notice any suspicious activity or unidentified individuals, report them immediately to security personnel. Your awareness is crucial in preventing potential threats.

Next, familiarize yourself with emergency exits and assembly points. In case of an emergency, follow the evacuation plan promptly and calmly. Your cooperation is vital in ensuring everyone's safety.

Additionally, adhere to password and data security protocols. Use strong passwords, and never share them. Report any suspected breaches to IT immediately.

Remember, security is a shared responsibility. Your proactive participation makes a significant difference in maintaining a safe environment for all.

Thank you for your attention, and please don't hesitate to ask if you have any questions.