

Rodwell Security Consulting & Training Ltd.

Company Security Audit

**What areas does your company security need to be improved?
(Put a checkmark in the box if improvement could be made)**

- 1. Development of and/or improve a corporate security plan
- 2. Implementation of a security committee to monthly plan, and review security issues
- 3. Fulfill a need for a loss prevention division
- 4. Code of professional ethics, which is understood and followed by all employees
- 5. Creation of realistic loss prevention goals
- 6. Creation of a system to report critical incidents in a timely manner
- 7. Improve camera coverage over vital areas of the business
- 8. Control unwanted access by use of signage and fencing
- 9. Key control
- 10. Inventory control
- 11. Security in both shipping and receiving areas
- 12. Creation of a security room to protect valuables and people in times of crisis
- 13. An effective alarm system that provides necessary coverage
- 14. Limit access control and alarm system to just those that needs to know
- 15. Each employee should have their own code for the alarm system
- 16. Yearly review employee safety and security issues
- 17. Computer equipment is secured to only those needing direct access
- 18. All computer information is being properly secured
- 19. Improve your pre-employment screening and background checks
- 20. Policies to insure no discrimination happens in the hiring process
- 21. Dismissal process that prevents loss of assets and violence
- 22. Emergency evacuation plans
- 23. Emergency planning to handle major impact incidents

- 24. Emergency call out system
- 25. Privacy policy outlining the personal information that can be collected
- 26. Appointing a privacy officer to deal with requests for information
- 27. Camera policy that defines installation criteria and collection of information
- 28. Code of conduct with respect to interaction of employees and customers
- 29. Identification system including sign in sheets to control unauthorized access
- 30. Policies on sexual and workplace harassment that provides training, reporting procedures and an investigative process
- 31. Policy with regard to drugs and alcohol in the workplace that provides for drug testing, rehabilitation, reporting of incident and an investigation process
- 32. Safeguards in place for the protection of private personal information
- 33. Policy to insure compatibility with both PIPEDA and PIPA
- 34. Compliant with current "working alone" legislation
- 35. Policies and procedures to manage employee theft or misconduct
- 36. Policies regarding criminal matters that impact the company
- 37. Policies and procedures to safeguarding all financial transactions
- 38. Train employees with regard to armed robbery situations
- 39. Employee training regarding shoplifting prevention and apprehension of shoplifters
- 40. Policy and a process for employees to deal with frauds, refund operators, & thefts
- 41. Processes regarding handling of garbage to prevent internal theft
- 42. Auditing process to insure that all company security policies and procedures are being adhered to

Have a number of company employees complete this survey.

If you find that you have a lot of checkmarks, please contact me with regard to having a security audit conducted at your workplace.

Dave Rodwell at telephone: 780-460-3028 or email: dave@daverodwell.com