SECURITY WHILE TRAVELING

Some office employees may have to travel as part of their job. When you are staying in an unfamiliar city, be on guard. Use these tips when traveling for business or pleasure:

- Always hold onto your luggage and handbags and wear your purse across your body, in airports or on city streets.
- Never agree to transport luggage or a package for someone you don't know.
- When you leave your hotel room, always lock the door.
- Find out where the safe and unsafe neighborhoods are located in the city you are visiting.
- When you can, travel with a trusted colleague.
- Ask if you can be seated with other guests in the hotel dining room or in restaurants to avoid being targeted as a person traveling alone.
- When you are in your room, keep the door locked with all locks provided and the chain on the door.
- Don't open your door unless you have called room service or are expecting visitors.
- If someone knocks on your door, verify that your caller is the person you're expecting *before you open the door*.
- Even if you're expecting someone, if your door has a peephole, look through it before opening the door. If the person looks suspicious, don't open the door.
- If you like to jog or work out while you're on travel, ask the hotel/motel to recommend a safe place. *Don't jog in areas that are unsafe.*
- *Take taxis after dark. Don't walk alone at night.* And even during the day, be alert!