

# 5 STRATEGIES

## FOR DEALING WITH SKELETON STAFF

The festive holidays are a particularly vulnerable time in the workplace. Employees can be distracted by the fun of the holiday season, and there's often just a skeleton staff as many workers take time off.

### PREVENT A BREACH WITH THESE STRATEGIES:

- 1 Establish a Clean Desk Policy.** Employees should lock down all computers and equipment and leave their area locked and clear of documents.
- 2 Implement a fraud hotline.** According to the Association of Certified Fraud Examiners, more than 40% of all employee fraud is detected by a tip - mostly from other employees.
- 3 Create a culture of security with a comprehensive information security policy.** A security committee headed by a CISO (Chief Information Security Officer) is recommended.
- 4 Educate staff on the latest internet scams.** Top holiday scams are published by various companies including phony shipping notifications, deceptive advertising with dangerous links and charities that don't exist.
- 5 Restrict Access.** When taking time off - and taking work with them - employees should remove only the confidential information they need to do their jobs.



IN Q3 2016 THERE WERE APPROX. 130 MILLION CYBER ATTACKS PREVENTED IN REAL TIME<sup>1</sup>