

## Understand Job Responsibility

It is important to understand your job responsibilities at the time of joining a company or private owner to prevent any wrong expectation setting



## Report Timely

Always report timely to your duty. Late comings give a wrong impression as well as impact the roster which is set for all security guards.



## Workplace Rules

Always follow workplace rules concerning to security of the organization.



## Have Substitute Informed

Never leave the site without security. Inform the next officer before leaving and give a proper handover.



## First Aid Should Be Handy

Make sure the first aid box is available in your post and is to be used in any kind of emergency



## Learn About Emergency Tools

Make sure you know the types of fire extinguishers and how to use them in case of an emergency.



## Report Breaches

Report any breach of security to your superior immediately.

