

Do's

DO capture all entries

Keep this booklet handy with you while on duty to capture entry and exit of each person.

DO wear your proper uniform

Your uniform should be neat and properly ironed. Shoes should be polished.

DO follow rules so others follow it too

It is important that you always follow the policy of the company/department as you will be then asking others to follow the same.

DO carry a torch

Always carry a torch when on night duty.



Don'ts

DON'T get rude to anyone

Always speak politely with any customer/visitor. No one likes to be treated badly.

DON'T leak confidential information

Ensure the secrecy of company information. Do not speak with anyone about confidential information.

DON'T take multiple breaks or sleep on duty

It is very important for security officials to be aware of your surroundings. Avoid taking many breaks or sleeping on duty. It can lead to missing crucial incidents.

DON'T consume alcohol on duty

Do not come to work under the influence of liquor/narcotic substances.

