

SECURITY TIPS FOR CREATING CONDUCTIVE BUSINESS ENVIRONMENT IN NIGERIA

- Ensure adequate physical security, good fencing, good illumination, mounting centric wire; in your business premises.
- All doors and gates to your business premises should have quality locks. It is essential to check all doors in, your business premises at close of work and while leaving the premises.
- Install CCTV camera's with recording facilities, surveillance. This should also cover at least 100 meters of the perimeters of your organization. It is advised that the CCTV should have a separate inverter to provide 24/7 power supply for it to work uninterrupted.
- Employ trained experienced guards to mount your gates, rather than engaging anybody that has no security experience/training because of cheap labour.
- Be alert to suspicious and unusual behavior happenings around you.
- Avoid amorous office affairs that can compromise the security and growth of your organization.
- Be cautious of colleagues who may exploit your relationship to gain unauthorized access to information within your domain.
- Never leave valuables in your reception exposed or unattended to.
- Avoid huge cash transactions; use ATM or online transfer where necessary.
- Do not discuss financial matters in open places and not even in the car or within the hearing of your domestic staff.
- If you do not have a gate or fence, lock all the doors to your business premises at all times.
- Opt for clear glass windows to observe a person from a distance.
- Ensure your external power sources are properly installed and locked with keys.
- If you have burglar or intrusion alarms installed, check and switch them on at all times.

- Know your neighbours, develop rapport with them and offer to keep an eye on each other's business premises, especially when you are on a trip or out of town.
- Ensure that your staffs understands and appreciates your security patterns and let them know that the measures emplaced are for their safety.
- Always make sure you have flash lights (touch light etc.) at points that can be reached easily, especially when there is sudden light out
- Do not hide your keys outside the business premises.
- Opt for clear glass windows to observe a person from a distance.
- Ensure you have fire extinguishers in your business premises.
- Rehearse safety drills with your staffs and let them be aware of procedures to escape danger and get help when necessary.
- Know where all staffs are at all time.
- Vary your daily routines and avoid predictable pattern.
- Identify visitors properly before opening the gate or door.
- Look behind you when driving into your business premises.
- Join the neighbourhood association that will be of benefit to your organization. They could serve as your ears or eyes in the community and source of information on activities of some of your staffs and customers.
- Familiarize yourself with escape routes in case of fire or other catastrophe.
- Use the door viewer (peephole) before opening the door to visitors.
- Train and warn your staffs not to divulge office information to staff and non-staff without authorization. Stringent punishment/ disciplinary action be taken against violators to serve as deterrent.
- Always ensure sensitive office equipment and documents under your charge are properly secured at all times.
- Business organizations should ensure that all relevant stakeholders are carried along while executing their Corporate Social Responsibilities (CRS) as experience have shown that

one sided Corporate Social Responsibilities (CRS) often trigger crisis that affect day-to-day running of the Company and its growth.