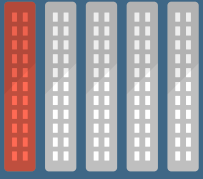


# 5

## MOST VULNERABLE AREAS OF AN OFFICE

### HOW TO PREVENT FRAUD IN YOUR WORKPLACE

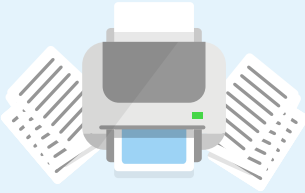


According to the Association of Certified Fraud Examiners, more than **1 in 5** fraud cases involve losses equivalent to at least AED 3.67 million and the estimated annual global fraud loss nearly AED 13.59 trillion.<sup>1</sup>

## VULNERABILITIES

### 1

#### PRINTERS



- ✗ **Problem:** Paper frequently left at printing stations and copy rooms unsecured.
- ✓ **Solution:** Use printing security codes or print confidential documents at a desk or office.

### 2

#### NON SECURE RECYCLING AND WASTE BINS



- ✗ **Problem:** Having to decide what documents are confidential.
- ✓ **Solution:** Implement a shred-all policy where ALL paper waste is shredded.

### 3

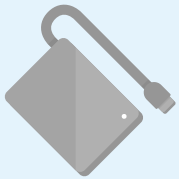
#### MESSY DESKS



- ✗ **Problem:** Loose paperwork leads to unauthorised access, theft and fraud.
- ✓ **Solution:** Start a clean desk policy.

### 4

#### IT DEVICE STORAGE



- ✗ **Problem:** They contain a lot of data and can be easily stolen or lost.
- ✓ **Solution:** Start a sign out system and securely destroy the device when it reaches end of life.

### 5

#### CARS, HOMES AND HOTELS

- ✗ **Problem:** Removing confidential information out of the office.
- ✓ **Solution:** Only take what is necessary and dispose securely when finished.



SOURCE: <sup>1</sup> ACFE, 2014, Report to the Nations on Occupational Fraud and Abuse



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