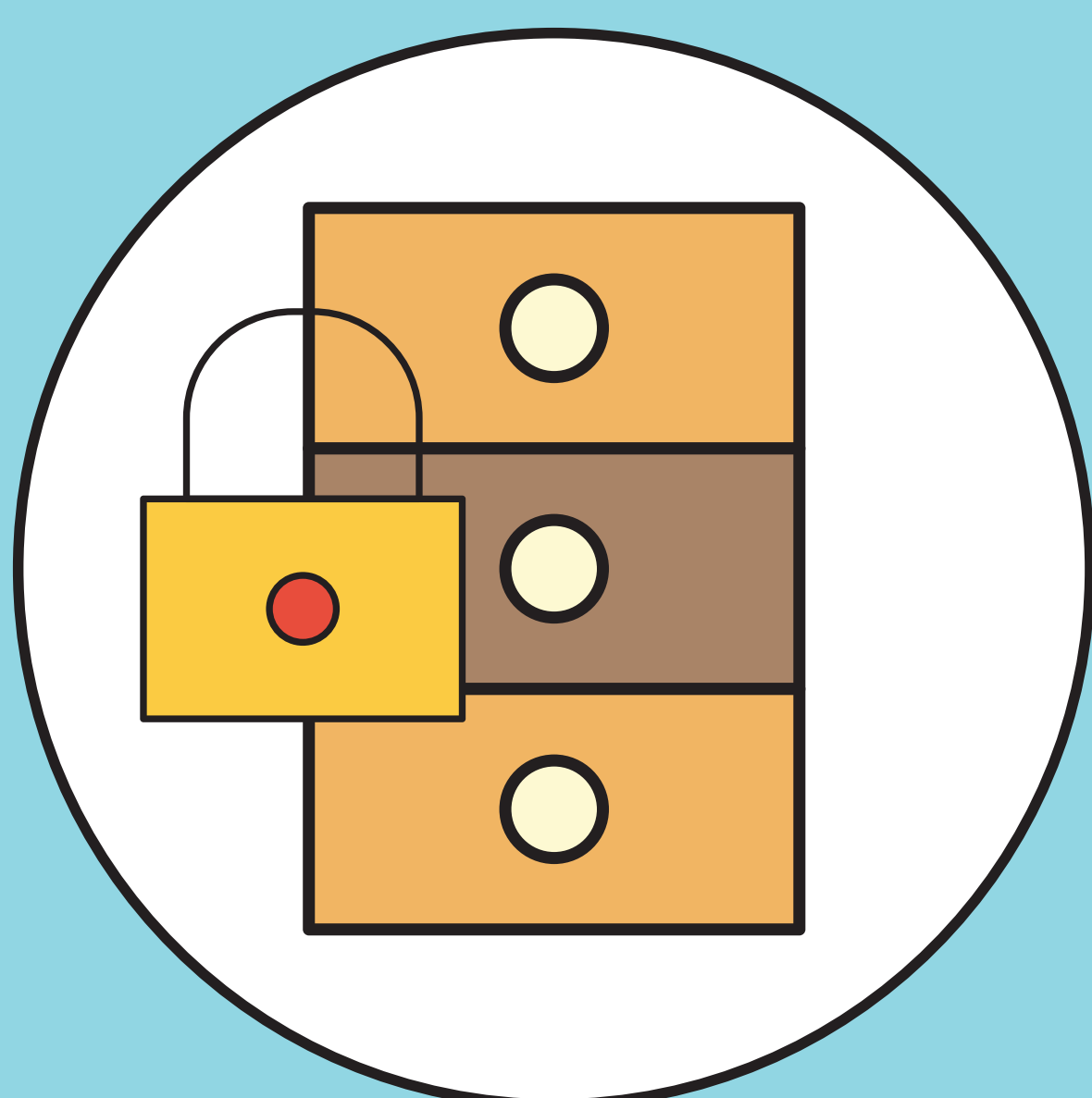


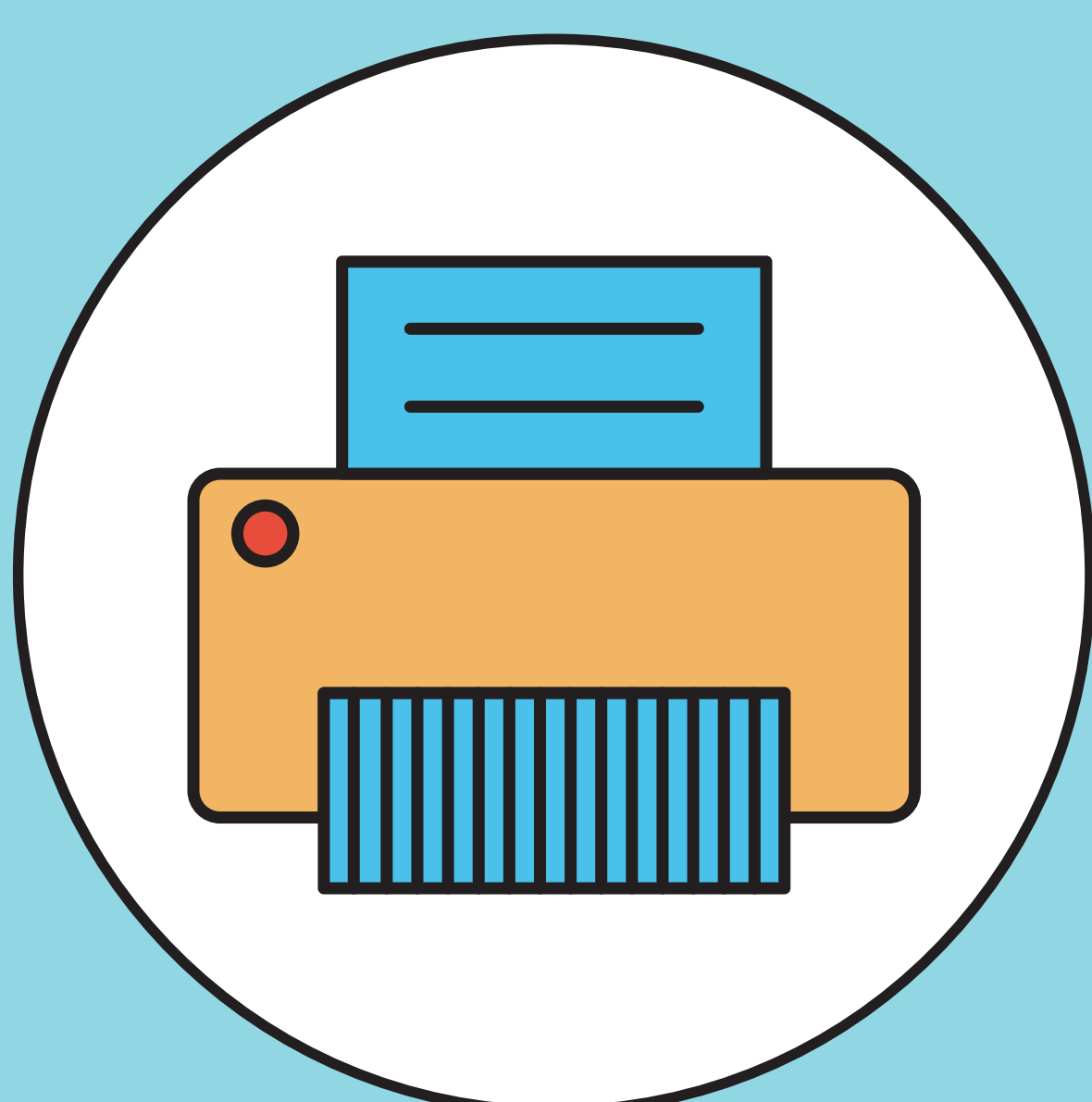
# ALWAYS KEEP YOUR DESK CLEAN



**Lock** away important documents



**Lock** your Laptop when not attended



**Shred** documents securely



**Don't** stick sensitive information