

Internet Safety Tips for Employees

| Topic | Key Themes | Expected Benefits |
|----------------------|---|--|
| Safe Internet Habits | <ul style="list-style-type: none"> • Click Smart – before clicking on a link, hover your mouse over the link and check the dialogue window that appears. Make sure the link in the window matches the link you are about to click. • Be Wary of Popups – some popups contain viruses which can be triggered by clicks • Avoid Suspicious Content – avoid websites that contain questionable content such as illegal downloads, sexual content, free prizes, etc. • Don't Enter Information – never enter any information into online forms unless they're from a trusted site. Sites may phish your personal information using fake forms (e.g. registration forms, subscription opt-ins) | <p>Employees who consistently display safe internet browsing habits mitigate the risk to company assets, personal information, and software/hardware.</p> |
| Social Media | <ul style="list-style-type: none"> • Selective Sharing – Always be cautious of what you're sharing online. Post under the assumption that it will become free for public viewing, and may never be removed from the internet • Understand Privacy Settings – Familiarize yourself with your social media platform's security settings. They exist to help you control what you post and to manage your online experience • Keep Personal Things Personal – Understand what content is personal, and what impacts your professional life. When posting, realize that any mention of your employer makes you a representative of your organization. | <p>Employees will know what's appropriate to post, and how their posts impact their workplace, and their careers.</p> |
| Email Scams | <ul style="list-style-type: none"> • Unsolicited emails – any unsolicited emails should raise a red flag immediately. • Think Before You Download – Read, Read, Read! Always check the entire email before you download any attachments. Attachments can contain viruses and malware. • Take Action – Once you've identified a suspicious email, make sure employees know what actions to take, and who to report the threat to. | <p>Employees will understand how to identify and report suspicious email activity.</p> |

