COMPASS WORKFORCE SOLUTIONS
...THE SMALL BUSINESS HR EXPERTS

Cyber Security: Keeping Your Information Safe

As working remote becomes the new normal, it is essential for businesses to ensure that employees are remaining alert and safe online. Networks in companies of all sizes are under siege by a growing number of increasingly sophisticated attacks from cyber criminals. These attacks can happen at any time, both to your business or to you personally on your own private networks. There are a few key points you should consider reducing the threats of data breaches, malware infiltration and various other security risks.

"Don't Click" Checklist:

If you answer "NO" to any of these questions:

- ✓ Do you recognize the sender's email address?
- ✓ Do you recognize anyone else copied on the email?
- ✓ Is the domain in the email address spelled correctly (e.g., bankofamerica.com vs. bankofarnerica.com)?
- ✓ Would you normally receive an email from this individual?
- ✓ Does the subject line make sense?
- ✓ Does the URL in the email (if there is one) match the URL in the tag when you hover over the link with your mouse cursor?

OR

If you answer "YES" to any of these questions:

- ✓ Are others in the email seemingly from a random group of people, or do these recipients' last name all begin with the same letter?
- ✓ Is the email a response to an email you never sent (e.g., does it begin with "re:")?
- ✓ Does the email contain an attachment that does not make sense in the context of the email or sender?
- ✓ Does the attachment end in ".exe", ".zip" or some other possibly dangerous attachment type?
- ✓ Did you receive an email at an unusual time, such as 3 a.m. on a Sunday morning?
- ✓ Is the sender asking you to keep the contents of this email or any requests within it a secret?
- ✓ Does the email contain spelling or grammatical errors?
- ✓ Is there even a hint of extortion in the email, such as a request to look at compromising or embarrassing photos of you or someone else?

it is best to forward the email in questions to your IT department and have them determine its legitimacy. If the email is not legitimate, ***Right Click, Junk it, Block Sender.***

Please remember reach out to management, or your HR department if you are still unsure, or not sure how to report the email.

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