

Dealing with Strangers

- Adopt a non threatening attitude toward visitors in your office or building by asking “May I help you?” as this is really asking “What are you doing here?”
- Escort strangers to the location or person they identify as their destination if you are comfortable in doing so
- Strangers acting suspiciously should be reported to Security
- Build a rapport with customers so that you can distinguish strangers from repeat customers
- Do not open doors to strangers before or after regular business hours