

## Preventing Laptop Theft

Observing a few simple procedures can reduce the amount of equipment being stolen, deter opportunistic thieves and reduce the likelihood of unauthorised equipment removal by staff, contractors or professional thieves.

### Actions to Prevent Opportunistic Laptop Theft and Theft by Collusion

- Have a management inventory system which requires individuals to sign for a specific laptop, whether for use inside or outside the office.
- Make sure that equipment is not swapped or lent to other staff without proper authority.
- Ensure that arrangements are made to retrieve a laptop when an individual leaves the firm.
- Ensure that staff is aware of the replacement value of equipment and impress on them the potential threat of theft.
- Make staff aware that theft, whether internal or external, will be reported to the police.
- Consider whether loss by gross negligence should result in disciplinary action, perhaps the imposition of a fine.
- Clearly label or postcode mark equipment to link it to its owner.
- Lock equipment in secure cupboards, even during office hours when it is left unattended.
- Secure meeting rooms when equipment is left unattended.
- Use access control systems to limit access from public areas such as receptions, factories or warehouses to the main office facilities, and encourage staff to challenge unfamiliar visitors.
- Reduce the likelihood of street robberies by disguising carrying cases used to transport laptop computers.
- When traveling by car, lock equipment which is not being used in the boot using one of the security devices available.



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