

KEEPING OUR WORKPLACE SAFE: HOW TO AVOID SCAMS

At MSI, keeping our employees safe is very important. This period, we are focusing on scam awareness.

Scammers may call, text, email, or come to the store pretending to be someone they are not. Following these tips can help protect you, your team, and the business.

HOW TO AVOID SCAMS

Scammers try to create fear, urgency, or confusion. Use these tips:

- Slow down – Scammers often pressure you to act fast. Take a moment and do not rush.
- Verify who is calling – If someone says they are from the company, police, bank, or help desk, verify with a manager before doing anything.
- Do not share private information – Never give out passwords, codes, banking information, or employee information.
- Do not send money or gift cards – Legitimate company contacts will not ask for payment by gift cards, cash apps, or personal payments.
- Do not follow unusual instructions – Be careful if someone asks you to open the register, move money, make refunds, or change store settings.
- Watch for scare tactics – Scammers may say you will be fired, arrested, or in trouble if you do not act right away.
- When in doubt, ask for help – Stop and speak with a manager before taking action.

LADDER SAFETY

If something does not feel right, follow these steps:

- Stop the conversation – Do not continue the call, text, or email.
- Do not provide any information – Do not share names, schedules, codes, or store details.
- Notify a manager right away – Report the situation as soon as possible.
- Document what happened – Write down the phone number, time, and what the person asked for.
- Report the incident – Follow company reporting procedures so the team can be alerted.

REMEMBER

- Real company contacts will not pressure you to break policy
- It is okay to say “No” and get a manager
- If it feels suspicious, treat it like a scam



By following these tips, we can help protect our workplace from scams. If you have any questions or concerns, please talk to a manager. Thank you for making safety a priority. Let's work together to make Period 3 scam-free and accident-free!

STAY SAFE, STAY SMART