



A Few Tips from the Auditors

1. **Practice Wellness for Personal Health and Increased Productivity**

Drink water regularly, avoid sugary snacks, stretch at your desk to avoid joint pain, and get up and walk as much as possible. Contact EHS for an ergonomic assessment if you think your workstation is causing you discomfort; a healthy body makes for a healthy mind.

2. **Safeguard Sensitive Information**

- Do not bring sensitive information, unless necessary, into shared meeting areas such as conference rooms. After meetings, gather any documents left behind.
- Never leave confidential documents openly on your desk when leaving for the day; instead, store them in a locked drawer.
- If you are receiving documents for an absent colleague, lock them in a drawer until they return rather than leaving them out in the open.

3. **Flag Important Emails and Add Them to Your Task List When Busy**

If you are too busy to respond to an email, simply flag it and add it to your ongoing task list to ensure that you will get to it eventually. Be aware of deadlines and communicate with others in your department if you need more time to foster workplace trust and positivity.

4. **Avoid Phishing Attacks in your Email Inbox**

Phishing attacks use email or malicious websites to solicit personal information by posing as a trustworthy organization, often requesting personal information or including malicious links. Avoid phishing by checking the sender email address to verify that it is from a known sender (e.g. ending in @sfsu.edu) before downloading attachments or clicking links.

5. **Always ask for ID When Handling Important Items**

Always ask to see someone's ID if you don't know the person and you're giving them important items (confidential documents, paychecks, packages, keys, etc.). Whenever possible, have individuals sign and date to confirm custody transfer of important items.

6. **Ask for Help and Don't be Afraid to Say "I don't know"**

Don't be afraid to ask for help if you don't know how to do something; it is always better to say "I don't know" and learn rather than having to go back and redo guesswork. Seek help from more experienced colleagues for questions you may have, or for advice on the best way to complete a challenging project.

Remember – you are ultimately responsible for what goes on in your department/college!

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