

Mail Security ‘best practices’

Corporate Security has compiled the following suggestions for safeguarding your mail after delivery.

1. Collect your mail as soon as it is delivered to your mail receptacle. Report any lock damages to your property management group immediately.
2. If you observe unknown individuals lurking around your mail receptacle, contact 911 immediately.
3. In cases where mail is delivered to a reception area, ensure that personnel remove it from the front counter as soon as possible.
4. If it is customary for visitors to be within the reception area; ensure that the mail is placed behind the counter or within a locked drawer. Leaving the mail unattended makes it vulnerable for anyone within the reception area to steal it.
5. If your business is located within an industrial area, consider talking with your neighbours and establishing a "community watch program".
6. If your organization receives a large amount of financial documents (cheques, etc) consider contacting Canada Post to review available options, which can minimize some of the exposures.
7. Consider posting a sign on your front door asking potential new applicants to mail their resume to your organization versus inviting unknown visitors within the reception area.
8. Outbound mail should also be protected. Outgoing mail slots should never be placed within unattended areas.
9. If it is customary for your organization to deposit your mail after regular business hours, you may want to consider facilitating the deposit at any one of the 7,000 postal outlets across Canada. To find your nearest outlet, please go to www.canadapost.ca.
10. Canada Post's domestic Lettermail standards are between two and four business days. If you are expecting something through the mail and have yet to receive it, contact the sender immediately.