

Safety FOCUSED

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Cyber Tips for Traveling

As people rely more on technology than ever before, cyber crime is just as much of a threat as conventional crime. Stay safe by taking a few simple precautions before your next business trip.

How to Avoid Distractions While Driving

Driver distractions have joined alcohol and speeding as leading factors in crashes that cause fatal and serious injuries. Follow these tips to help you avoid distractions while driving.

When traveling for work, even for short periods of time, it is important to take precautions to protect yourself from cyber criminals.

A monthly safety newsletter from



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Cyber Tips for Traveling

Staying safe while traveling involves more than simply locking your valuables in a hotel safe. Today, cyber crime is just as prevalent as conventional crime. In fact, your digital property may be more valuable to criminals than your personal property. Before packing for your next business trip, take the following precautions to protect yourself and your belongings while away:

- **Turn off home and work computers before you leave.** Computers that are always left on are more vulnerable to hacks.
- **Back up all data.** Store sensitive files either on a removable storage device locked in a safe or in a secure facility in the cloud.
- **Be cautious when using public Wi-Fi.** If it is necessary to go online in public, use a secured connection. If you have to use an unsecured connection, avoid checking bank balances or visiting any site that asks you for personal information, which can be easily stolen.
- **Enable a pass code on your smartphone.** This can prevent hackers from accessing sensitive information should you lose your phone.
- **Use a credit card instead of a debit card for purchases.** A cyber criminal can deplete your bank account with your debit card.

How to Avoid Distractions While Driving

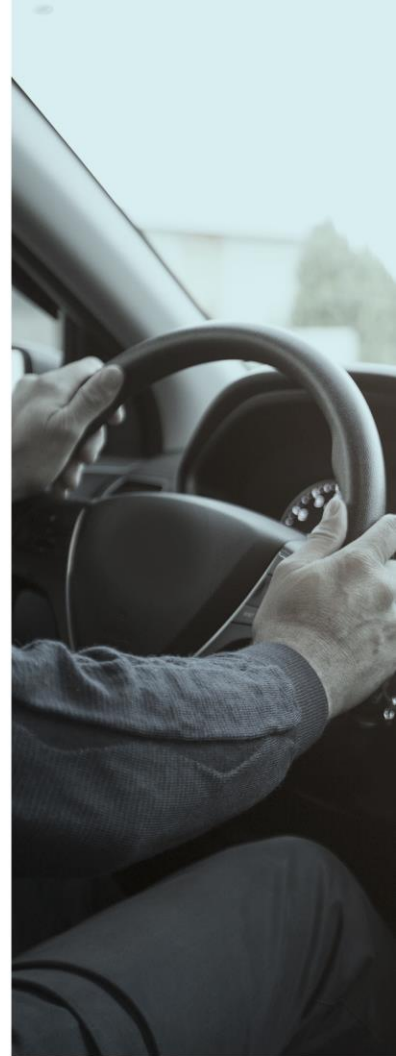
Driver distractions have joined alcohol and speeding as leading factors in crashes that cause fatal and serious injuries. However, cellphones aren't solely to blame. Anything that takes 100 percent of your attention away from driving is a distraction. There are three main types of distractions:

- Visual—Taking your eyes off the road
- Manual—Taking your hands off the wheel
- Cognitive—Taking your mind off of driving

Whether driving for work or for personal reasons, it is important to remember that any activity that you engage in while driving is a potential distraction that increases your risk of crashing. Taking the following precautions can help you avoid distractions while driving:

- Silence your mobile devices and keep them away from you while driving to avoid being distracted by incoming calls or texts. If you must receive phone calls while on the road, pull over before answering, even if using a hands-free device.

- Set destinations in navigational devices before you depart.
- Make a playlist on your smartphone before you leave to avoid the temptation to change radio stations.
- Avoid eating while driving. Take proper breaks to allow yourself time for meals.
- Speak up if you're a passenger of a distracted driver. Offer to take over the driving responsibilities if possible.
- Review 's safe driving policy to ensure that you are fully aware of the best practices when it comes to road safety and know what to do in an emergency.



KEEP YOUR EYES ON THE ROAD

SENDING OR READING A TEXT
WHILE DRIVING IS THE
EQUIVALENT OF
DRIVING BLINDFOLDED FOR
FIVE SECONDS.

