

Office Security and Safety Basics (Guideline)

Disclaimer These materials are internal BTC guidelines for awareness and consistency. They are not a contract, promise, or guarantee of specific outcomes. BTC may interpret, modify, or suspend this guidance at any time. Where law, partner requirements, or a signed agreement require different handling, that requirement controls. Questions or exception requests: support@bigthinkcapital.com.

Purpose Offer simple guidance for keeping offices and people safe. Adapt as needed to your location and building rules.

Access - Use your assigned badge. Do not share badges. - Escort visitors and have them sign in. Use visitor badges. - If a badge is lost or stolen, email support@bigthinkcapital.com promptly.

Workspace - Keep screens locked when you step away. - Secure paper with sensitive information. Use locked drawers or cabinets. - Collect printouts promptly. Shred sensitive misprints.

Shipping And Travel - Use trusted carriers for sensitive documents. Request signature on delivery. - When traveling, keep laptops in carry-on and use privacy screens in public areas.

Emergencies - Follow posted evacuation routes and building instructions. - Report hazards, theft, or suspicious behavior to building security and support@bigthinkcapital.com.

Exceptions If a team needs to deviate from this guidance, email support@bigthinkcapital.com with the context, risk, and temporary controls. Keep exception decisions in writing.