

Safety checklist for your store

- Everyday reminders Inspect showcases several times daily for tampering.
- Exercise proper key control: never leave keys on hooks or on counters, and use wrist
- key holders.
- Keep showcases locked when unattended.
- Show one item at a time.
- Greet each customer who enters the store.
- Always ask outside salespeople, delivery people, etc., for proper identification before doing
- business with them.
- Use pre-established code words to alert other employees of suspicious situations.

Opening and closing guidelines

- Observe your surroundings when you arrive.
- Inspect the perimeter of the store for any signs of a possible break-in.
- Open and close with two people; someone should watch from a safe distance and have
- a cellular phone.
- As soon as you enter the business, relock the door.
- With the doors locked, remove valuables from safes or vault to prepare for the work day.
- Distribute high-value merchandise throughout the store in strategic areas away from entrances.

Jewelers Mutual
INSURANCE COMPANY

Coverage you can count on. People you can count on.

- Never unlock your doors to anyone who is not an employee while you are preparing to open.
- At the end of the business day and after customers have left, lock your doors before placing
- as much merchandise as possible in safes or vaults.



Coverage you can count on. People you can count on.