

## SECURITY ADVICE TO THE STAFF:-

- Never leave young children unattended on road and on roof, near water tank.
- Do not park/ leave your car/two wheeler vehicle on road in unattended condition.
- Do not left your car/ two wheeler vehicles unattended in institute.
- Do not allow to any other person who is not serving in institute to park/ left his/her/them car/ two wheeler vehicles unattended in institute campus.
- Do not allow/permitted/encourage any commercial vehicles owner to park his/her such type of vehicles park/left unattended inside in campus.
- Avoid leaving valuables in unattended, lock your house, car, motor cycle and cycle when you are away from it.
- Please do not leave your valuable items unattended.
- Please do not leave your children's cycle/playing toys and other items unattended and always keep it in your custody only.
- Do not leave the pan/cooking unattended.
- Do not leave your kitchen flame, candle flame unattended.
- Do not allow domestic helper to cut and take any tree for their cooking purpose.
- Do not leave your house unattended. Whenever any staff plans to go out of the campus for a long time/short time, they should inform to the security office, so that a special watch can be kept. (Only NIT Regular staff and the Govt. Quarter must be allotted by the estate office)
- Do not engage any unknown person as a domestic helper in your house.
- Do not set on fire in dry grass, garbage it may cause to destroy/damage the undergrounded electrical cable, internet cable and telephone cable.
- Avoid indulging in any clashes with domestic worker and vendor, whatever the reason is.
- Do not allow any unauthorized person to stay in your house, except the Close Relations
- The following are to be treated as close relations:
  - Father, Mother, Brother, Sister, Grand Father and Grand Mother and Grand Son and Grand Daughter.
  - Uncle, Aunt, First Cousin, Nephew, Niece, directly related by blood to allottee.
  - Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-on-law, Daughter-in-law.
  - Relationship established by legal adoption.
- The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

### Safety Precaution before employing a domestic helper:

- At any instance, servants should not be appointed based on mere references made by their acquaintance and relatives.
- Collect the details of the servants, including photographs, finger prints, and details of previous employer and submit them at the nearest police stations along with their contact numbers as a precautionary measure.
- Avoid giving access to relatives and friends of Servants.
- Avoid displaying jewelry and valuables to him/her in the house.
- Good 'references' are not enough. Some who come with a good reference might be tempted to steal if they are exposed to temptation.
- It is advisable not to talk of money in his/her presence, or keep jewellery in the house.
- Treat domestic servants with dignity.
- Keep your domestic servant under your close observation at all times for any undesirable or suspicious activities and take action accordingly.
- Never let your domestic servant know the places where cash, jewellery, valuables and important keys of your house including keys of your cars are kept.
- Ensure that you have recent & color photograph of your domestic Servants for future authentication.
- Whenever a new servant is employed, the nearest police station should be informed.
- His/her photographs, fingerprints and other details must be obtained and verified by police official.
- Money transactions and other important family matters should not be discussed in the presence of servants or any outsiders.
- Teach your children that if a stranger comes up to them and asks them for help, it's okay to refuse.
- Your child should not judge a person by his looks. Sometimes even a person your child is familiar with like servant, relatives or a neighbor – could turn out to be a kidnapper.
- Parents need to listen, and respect their children's feelings. Your children should come home and tell you about any incidents such as violence, exploitation and abuse. In many cases domestic servants have been found involved in child molestation and child abduction.
- Ask for previous employer references even if the domestic help is coming through word of mouth referral or through a domestic help agency.

- Retain a current photograph of the domestic help.
- Submit the application form at your local police station for domestic help verification and also provide a copy to the institute security wing.