DO

1. Change/ passwords/ frequently
2. Keep/ keyboard/ screen/ clean
3. Switch/ computer/ after work
4. Place/ trash and paper/ proper containers
5. Turn/ the light/ before/ leave/ office

DON'T

6. use/ company equipment/ personal reason
7. use/ social networking sites/ during the worktime
8. smoke/ workplace
9. alcohol or drugs/ to be used
10. eat or drink/ work



LIVEWORKSHEETS