unity
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Stop. Spot. Report.

Three simple steps for every suspicious email, text or call.
Use them every time, and Phish goes home hungry.



1

Stop
Don't click, reply or open attachments. Pause before acting on urgency.

2

Spot
Check the sender, links and tone against the Red Flags Checklist.

3

Report
Send it to the nominated person or team so others can be protected.



Part of Spot: check another way

If a message or call asks for money, codes or a click, confirm it using a phone number or contact you already trust, never the one in the message.

Employee checklist

- [ ] **I know who our nominated person for reporting is.**
  Write their name on the poster that comes with this guide.
- [ ] **I report suspicious messages, even if I'm not sure.**
  A false alarm costs nothing. A missed one can cost a lot.
- [ ] **I never share passwords or codes by email, text or phone.**
  Not even with "IT" or "the bank".
- [ ] **I check payment changes by phone.**
  On a number I already have.
- [ ] **If I click by mistake, I say so straight away.**
  No blame. Speed is what matters.