SUZU LABS

SECURE OPERATIONS CHECKLIST

FORTIFYING YOUR DIGITAL FRONTIER

SECURE YOUR BUSINESS WITH THIS ESSENTIAL GUIDE ON PROACTIVE DEFENSES, SMART HABITS, AND EMERGENCY RESPONSE FOR THE MODERN DIGITAL LANDSCAPE.

☐ **Prepare & Prevent**
- Enable Multi-Factor Authentication (MFA) on all email and financial accounts to block 99% of automated attacks.

☐ **Access Management**
- Audit user permissions to ensure staff only have access to the specific data required for their roles.

☐ **System Maintenance**
- Turn on automatic updates for all software and operating systems to patch known security vulnerabilities.

☐ **Employee Awareness**
- Conduct regular phishing simulations and train team members to verify any unusual "urgent" wire or password requests.

☐ **Data Protection**
- Maintain encrypted, offline backups of critical data to ensure recovery in the event of a ransomware incident.

☐ **Incident Response**
- Establish a "clear-call" protocol so employees know exactly who to contact the moment they suspect a breach.