

## Secure Chain Technology Group

# Phishing Awareness Checklist

Use this checklist to help identify and prevent phishing attacks within your organisation. This guide is designed for employees and business users.

### ***Checklist:***

- 1 Verify the sender's email address – does it match the official domain?
- 2 Check for spelling mistakes or slight domain variations
- 3 Be cautious of urgent or high-pressure requests
- 4 Do not click links without hovering to verify the URL
- 5 Avoid opening unexpected attachments
- 6 Never provide passwords or MFA codes via email
- 7 Confirm payment or bank detail changes via a known contact
- 8 Watch for generic greetings like 'Dear Customer'
- 9 Be wary of messages asking you to bypass normal processes
- 10 Check for unusual tone or language
- 11 Report suspicious emails to your IT/security provider
- 12 If unsure, verify using a trusted phone number
- 13 Ensure MFA is enabled on your accounts
- 14 Keep software and devices updated
- 15 When in doubt – do not interact with the message

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