**{EMAIL/LETTER TO ALL STAFF – FROM SECURITY MANAGERS}**

**Security is everyone’s responsibility**

You will have seen the article from {Insert Name} on security culture. I wanted to follow up on the article by explaining what I think this means for all of us.

Security culture should be at the heart of our business – a core value where security is everyone’s responsibility from the ground up and from the top down. Culture refers to the values, norms, attitudes, and assumptions which guide our actions and behaviours. Security should be at the heart of how we do things around here.

We need to work together to ensure our security culture is positive and robust – and that it is continuously maintained. We want you to feel safe and secure. We want to hear your reports if things go wrong or can be improved. This means we all must be vigilant and be proactive to stop those who seek to harm us.

**I want to ask you to help us:**

* Don’t walk past anything or anyone that looks unusual or suspicious – challenge and report it – you know what normal looks like and what is typical
* Follow security policies and processes – they are there to protect us
* Share security suggestions on how we can do things better
* Make sure that you attend any internal training, meetings, or exercises on security when these are scheduled
* Lead by example with your security behaviours and actions

It is important we work together to keep our organization safe and secure. For my part, I commit to updating you regularly on security developments. It is important that you understand any changes and how they impact on our security processes and procedures.

We work in a high-profile industry which makes aviation an attractive target. We all therefore play an important part in ensuring we deter anyone who seeks to harm us.

With best regards,