

CLEAN DESK POLICY

Overview

In order to enhance security and confidentiality, [COMPANY NAME] has adopted a Clean Desk Policy for computer and printer workstations.

This policy will ensure that all sensitive and confidential information, whether on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

A Clean Desk Policy is an important security and privacy control and is necessary for the proper functioning of an organization.

Scope

This policy applies to all permanent, temporary, and contracted staff working at [COMPANY NAME].

Policy

Whenever a desk is unoccupied for an extended period of time the following rules apply:

1. Any sensitive or confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet, including mass storage devices such as CDs, DVDs, and USB drives.
2. Any paper with sensitive or confidential information must be thrown in the designated confidential waste bins. Do not under any circumstances put this information in regular waste paper bins.
3. You must lock your computer workstation when you leave your desk, and shut it down completely at the end of the work day.
4. All laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
5. Keys for accessing drawers or filing cabinets should not be left unsupervised on a desk.
6. This policy applies to printers and fax machines in the same way:
 - i. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the "Locked Print" functionality should be used.
 - ii. Any paperwork that is left over at the end of the work day will be properly disposed of.

Compliance

This policy will be officially monitored for compliance by [MANAGER NAME] and may include random and scheduled inspections.

How To Report Employee Not Keeping Office Clean

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