

Clean Desk Policy

1. Overview

- a. The purpose for this policy is to establish a culture of security and trust for all employees at <company>. An effective clean desk effort involving the participation and support of all <Company Name> employees can greatly protect paper documents that contain sensitive information about our clients, customers and vendors. All employees should familiarize themselves with the guidelines of this policy.

2. Purpose

- a. The main reasons for a clean desk policy are:
 - i. A clean desk can produce a positive image when our customers visit the company.
 - ii. It reduces the threat of a security incident as confidential information will be locked away when unattended.
 - iii. Sensitive documents left in the open can be stolen by a malicious entity.

3. Responsibility

- a. All staff, employees and entities working on behalf of <company> are subject to this policy

4. Scope

- a. At known extended periods away from your desk, such as a lunch break, sensitive working papers are expected to be placed in locked drawers.
- b. At the end of the working day the employee is expected to tidy their desk and to put away all office papers. <Company> provides locking desks and filing cabinets for this purpose.

5. Action

- a. Allocate time in your calendar to clear away your paperwork.
- b. Always clear your workspace before leaving for longer periods of time.
- c. If in doubt - throw it out. If you are unsure of whether a duplicate piece of sensitive documentation should be kept - it will probably be better to place it in the shred bin.
- d. Consider scanning paper items and filing them electronically in your workstation.
- e. Use the recycling bins for sensitive documents when they are no longer needed.
- f. Lock your desk and filing cabinets at the end of the day
- g. Lock away portable computing devices such as laptops or PDA devices
- h. Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer

6. Enforcement

- a. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7. Revision History

- a. Policy is in effect on <date>
- b. Document revised on <date>