

### CLEAN DESK POLICY CHECKLIST

Please confirm if the below is understood and has been implemented.

1. All unattended laptops locked with cable lock / Laptops not in use locked in cupboard?  
Yes: ☐ No: ☐
2. No passwords on sticky notes or written down where unauthorised people can access them?  
Yes: ☐ No: ☐
3. Printouts / faxes containing restricted/sensitive information not be left in the printer / fax machine.  
Yes: ☐ No: ☐
4. Upon disposal of restricted / sensitive documents, documents should be shredded.  
Yes: ☐ No: ☐
5. Whiteboards containing restricted/sensitive information should be cleaned and documents used during a meeting should be removed from the meeting room.  
Yes: ☐ No: ☐
6. Treat mass storage devices (USB sticks, external hard drives) as sensitive and secure them in a locked cupboard.  
Yes: ☐ No: ☐
7. Employees may not work on or access sensitive/restricted information while on an aeroplane – other passenger(s) will have easy access to this information.  
Yes: ☐ No: ☐
8. All access cards must be kept in a secure location.  
Yes: ☐ No: ☐

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

9. Employees may not discuss sensitive/restricted information with other employees that do not have a right to access such information and may not discuss this information with anyone outside of the company (unless compelled by law to do so). Conversations on a phone while in public must be taken with care to not be overheard with members of the public.

Yes: ☐

No: ☐

10. You acknowledge the importance of protecting the company's property and reputation and customers' information and therefore will enforce well organised and professional workstations that will assist in protecting information from unauthorised access or disclosure and increase productivity.

Yes: ☐

No: ☐

11. All employees are responsible for the security of all sensitive / restricted information (whether in hard copy or electronic format) that they may access at the workplace.

Yes: ☐

No: ☐

12. Computer workstations and laptops must be positioned in such a way as to avoid other people to have a chance to look at the screen. Workstations and laptops must be configured to use time-activated screen savers and passwords to secure the equipment when a workspace is unoccupied or unattended.

Yes: ☐

No: ☐

13. All workstations and laptops must be shut down completely at the end of the work day

Yes: ☐

No: ☐

14. Any restricted / sensitive information must be removed from the workstation and locked in a drawer if left unattended, by the end of the work day.

Yes: ☐

No: ☐

15. File cabinets containing restricted or sensitive information must be kept closed and locked when not in use or when unattended.

Yes: ☐

No: ☐

16. Keys / access cards used for access to restricted or sensitive information must not be left at an unattended desk.

Yes: ☐

No: ☐

17. **As stated in the Clean Desk Policy. Those who do not adhere to the policy may be subject to disciplinary action.**

Yes: ☐

No: ☐

Name: \_\_\_\_\_

Sign: \_\_\_\_\_