

Wapic Insurance Plc

Clean Desk Policy

	DESIGNATION	SIGNATURE	DATE
Prepared By	Head, Compliance and Internal Control		
Reviewed By	Chief Risk Officer		
Approved By	MD/CEO		

Table of Definitions

The table below defines the meaning of words and abbreviation as used in this document

S/N	WORD / ABBREVIATION	MEANING
1	Wapic	Wapic Plc and its subsidiaries

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1.0 BACKGROUND

- 1.1 Wapic Insurance recognizes that a tidy and secure office environment is necessary for safety of life and properties. The Company also believes that good office ambiance can promote the health and safety of its workforce, improve productivity and promote operational efficiency.
- 1.2 Accordingly, the company places high premium on good office ambiance, content and style of the business environment and therefore encourages employees to maintain clean, safe and secured office work area at all times.

2.0 OBJECTIVES

- 2.1 The key objective of this policy document is to provide the framework for maintaining clean, safe and secured office areas, ensure that work areas are not cluttered and, thus, promote office ambiance.
- 2.2 The policy will help protect sensitive corporate and customer data assets by limiting exposure to external and unauthorized parties. This will ensure that the company does not inadvertently breach its duty of confidentiality to its customer.

3.0 STAKEHOLDERS

- 3.1 All staffs of Wapic Insurance Plc. shall be guided by the provisions of this policy document. It is therefore expected that staff shall obtain a clear understanding of the provisions of the policy documents and apply same in their day to day functions.

4.0 PERIODIC REVIEW

- 4.1 This policy shall be subject to comprehensive review annually or as may from time to time be determined by the company. As the need arises, however, specific aspects of the policy may be reviewed and updated at the discretion of Executive Management.

5.0 STATEMENT OF POLICY

- 5.1 All employees shall maintain a tidy and secure environment in their work space and office areas to promote health safety of persons, safeguard physical and information assets, documents as well as minimize the risk of fire outbreak.
- 5.2 Employees shall keep under lock and key all confidential and non-confidential documents, business information and any other information (electronic or print) that is of interest to the company at close of business each day.
- 5.3 Employees shall not leave or display or cause to leave or display any sensitive document or information asset in the open while away from their desk or work area during office hours.

- 5.4 The company or any of its officials shall not accept responsibility for personal possessions brought into the company premises by employees or at the instance of employee or any other person(s)
- 5.5 Employees shall keep all personal possessions brought into the company premises tidy without cluttering their desk, work areas or office premises. All such personal shall be safely locked away.
- 5.6 Employees shall keep under the lock computer notebooks, personal computers, laptop and other electronic devices issued or supplied to them by the company as part of work tools at close of business each day.
- 5.7 Employees shall activate the screen lock of their notebook, laptops, personal computers and desktops to secure them and guard them against unauthorized access when employees have reasons to be away from their desk or work area for any length of time.
- 5.8 For the purpose of appropriate safeguards and to enable Anti-Virus software run automatically when switched on the following day, employees shall properly log out of the computer notebooks, laptops, desktops and personal computers and switch them off from the electrical mains(sockets) at close of business each day.
- 5.9 Areas under desks, tables, slabs and tops of file cabinets shall not be used for storage of documents, office equipment, furniture or other items by employees.
- 5.10 Employees shall keep pedestals, cupboards and filling cabinets under the lock after close of business each day. Files shall be properly kept with contents (documents) neatly fastened and stowed away in the file cabinet when they are not in use during the office hours or at close of business daily.
- 5.11 Employees shall not use open offices areas as file server on mini-data centers except such areas have been specifically designed and designated for that purpose.
- 5.12 Employees shall ensure that used papers containing company or customer data assets are properly shredded with a shredder to avoid unintended exposure of accompany or customer sensitive information to external or unauthorized parties.
- 5.13 Employees shall ensure that laptops, personal computers, desktops (CPU and monitors), server, UPS, air conditioners, lightening and other electrical appliances are powered down and/or switched off from the wall sockets or electrical mains at close of business before leaving the office daily.
- 5.14 In an open shared or general office the responsibility to power down/or switch off the server, UPS, air conditioners, lightings and other electrical appliances of general use shall lie with the staff who is last to leave the office while the occupier has exclusive responsibility for this in the case of an enclosed office.
- 5.15 All staff of Wapic Insurance shall observe and ensure that observance of the provisions of this policy in maintaining a clean, safe and secured work space and office premises at all times.