



CLEAN DESK POLICY

HR DEPARTMENT

The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above mentioned policy

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CLEAN DESK POLICY

1. Overview

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

2. Purpose

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

3. Responsibility

- 3.1. All staff, employees and entities working on behalf of Gray Matrix are subject to this policy

4. Scope

- 4.1. All applicants for all vacancies and all existing employees at Gray Matrix are subject to background checks.
- 4.2. At known extended periods away from your desk, such as a lunch break, sensitive working papers are expected to be placed in locked drawers.
- 4.3. At the end of the working day the employee is expected to tidy their desk and to put away all office papers. Gray Matrix provides locking desks and filing cabinets for this purpose.

5. Action

- 5.1. Allocate time in your calendar to clear away your paperwork.
- 5.2. Always clear your workspace before leaving for longer periods of time.
- 5.3. Chairs should be pushed back under the desk while you leave for the day or for a long period.
- 5.4. Keep the dirty mugs back in the pantry sink before you leave or anytime in the day after every use of the mug.
- 5.5. 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.
- 5.6. Consider scanning paper items and filing them electronically in your workstation.
- 5.7. Use the recycling bins for sensitive documents when they are no longer needed.
- 5.8. Lock your desk and filing cabinets at the end of the day

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- 5.9. Lock away portable computing devices such as laptops or PDA devices in the draw before leaving for the day.
- 5.10. Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer
- 5.11. Lunch (non-vegetarian food) should be taken in the common canteen on the ground floor of the building premises. Only dry snacks and beverages allowed on desk. Consider cleaning the desk in case you spill anything on the desk.
- 5.12. Desk should be entirely vacant, i.e., no water bottles or stationery (except the penholder) or other particulars scattered on the desk before you leave for home.
- 5.13. Whiteboards must be erased after meetings or when no longer in use.

6. Enforcement

- 6.1. Any employee found to have violated this policy may be subject to disciplinary action.

7. Amendment

- 7.1. The Company may amend / modify this policy in whole or part from time to time, with the approval of the Audit Committee & Management.

8. Reference Policy

- 8.1. Disciplinary Policy

9. Document Revision History

Version No.	Clause Changed	Effective Date	Prepared / Modified By	Reviewed By	Approved By	Overviews of Changes
v.1.0	Policy Roll Out	Dec - 2022	Poonam Kumari	Dharmesh Kothari & Audit Committee	Dharmesh Kothari & Audit Committee	New Policy
v.2.0	Clause 4. Scope Clause 5. Actions	Jan - 2023	Saniya Shaikh	Poonam Kumari & Audit Committee	Poonam Kumari & Audit Committee	Additions in the clauses

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