


# **CLEAR DESK AND CLEAR SCREEN POLICY**

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**AMCEL - AMAPÁ FLORESTAL E CELULOSE S.A.**

**MAY  
2021**

	<b>POLÍTICA DE TELA E MESA LIMPA</b>	
	<b>Revisão:</b>	<b>Norma:</b>
Classificação da publicidade: INTERNA	Tipo de documento: POLÍTICA	Data de vigência: [xx]

## 1. OBJECTIVE


Based on this Clear Desk and Clear Screen Policy (“Policy”), **AMCEL – Amapá Florestal e Celulose SA (“AMCEL”)** seeks to ensure the awareness of all its employees, service providers, partners and suppliers of the need to keep their workstations clear, regardless of the function and physical means that are handled daily in the work activity. The Policy also seeks to highlight the necessary measures to avoid unnecessary exposure of information considered confidential and, consequently, avoid compromising the information caused by documents left or stored inappropriately in **AMCEL's** work environment.

## 2. SCOPE/VALIDITY

This Policy applies to all employees, directors, executives, shareholders, as well as service providers, consultants, auditors, temporary workers, suppliers, partners and other contractors who are allocated to **AMCEL's** facilities. This document enters into force from the date of its issuance, for an indefinite period. This Policy will be updated whenever necessary, due to changes in situations observed in the practice of **AMCEL** processes or depending on other rules, regulations and laws.

## 3. ACRONYMS AND DEFINITIONS

- ✓ **IT:** Information Technology Sector;
- ✓ **Personal Data:** information related to the identified or identifiable natural person;
- ✓ **Person in Charge of Personal Data Processing:** person appointed by the controller and operator to act as a communication channel between the controller, the data holders and the National Data Protection Authority (ANPD);

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✓ **Holder of Personal Data:** identified or identifiable natural person to whom the Personal Data processed refers, for example, our customers and employees;

✓ **Treatment:** is the handling, operation, use of Personal Data under our care, such as the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, storage, archiving, elimination, evaluation or control of information, modification, communication, transfer, diffusion or extraction, among others.

## 4. RESPONSIBILITY

### 4.1. human resources department:

- ✓ Conduct internal and external training for employee training in information security;
- ✓ Disseminate and distribute information security material via email to employees;
- ✓ Publicize and distribute printed material (flyers).

### 4.2. Department of Information Technology:


- ✓ Support the dissemination and distribution of information security material via email to employees.

### 4.3. Managers:

- ✓ Disseminate the practices of this policy to all employees in order to make everyone aware of the importance of information security;
- ✓ Make sure that all the provisions of this standard are complied with.

### 4.4. Users:

- ✓ Users must be aware of their responsibilities. User cooperation is essential to the standard's effectiveness and functionality.

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## 5. GENERAL GUIDELINES

In their work activities, **AMCEL** employees handle spreadsheets, physical documents, reports, programs and systems that contain personal data of customers, employees, partners and/or suppliers.

Such handling must be carried out carefully, ensuring the security of the information and trying to avoid the risk of unauthorized access. Therefore, it is necessary to observe the guidelines that **AMCEL** developed to keep the data safe.


Thus, the first of the guidelines is about data and information to be important assets, as each data has a means of circulation, whether electronic or digital, printed, encrypted, all of these, without exception, need a lot of care and attention, especially in the medium that they circulate.

The means that **AMCEL** uses to circulate data and information are both physical, mainly on each employee's desk and in files, as well as digital, on computers and systems that the Company uses.

To simplify, there will be guidelines for physical (desk) and digital (screen), protected and secure (clear) media.

## 6. GUIDELINES FOR A CLEAR DESK AND PHYSICAL FILES IN GENERAL

To exercise the correct handling of available information both in physical locations and at the employee's own workstation, it is necessary to adopt the following guidelines that aim to safeguard this information and minimize incidents of information.

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✓ **General and Document Care:** Desks and furniture should be positioned so that sensitive data is not seen from windows or hallways. Documents on paper or printed media must not remain on the workstation (workstation = computer) while the employee is not handling or working with them. All material must be collected and stored in local cabinets or lockable drawers. At the end of working hours, or in case of prolonged absence from the workplace, clear the work desk, store documents, lock drawers and file cabinets, and turn off the computer;


✓ **Care not to damage documents:** Do not leave food on the desk and do not eat at the workstation;

✓ **Beware of sensitive information and data:** Documents containing sensitive information and data must be stored in safe places (file cabinets, lockable drawers). In addition, sensitive information should not be noted on whiteboards, notes, reminders, diaries, etc.;

✓ **Documents from other sectors:** If it is necessary to use documents or information from other departments, they must be returned, discarded or deleted at the end of their use, preferably by formal protocol;

✓ **Cares with messages:** Paper notes such as stickers should be avoided as much as possible. If these reminder papers are used, it is expressly prohibited to concentrate personal information, passwords, or other data that identify or may identify a person;

✓ **Cares with bulletin boards:** We do not suggest using bulletin boards or other physical means to record passwords, reminders, internal or external information;

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✓ **When leaving the desk:** In the absence of the employee from their workstation, even for a short time, it is highly recommended to file documents, messages, reminders, notes, diaries, notebooks, etc. that are not taken with you, preferably in your drawer or cabinet; In addition, when leaving the workplace to lock it, do not leave it open without an employee working in the present location;


✓ **Use a key:** In cabinets, drawers or files, we recommend that they always remain closed, and preferably with a key during working hours. At the end of working hours, it is extremely prohibited to keep documents on the table, and they must be kept in the closet and use the key;

✓ **Badges and keys:** Never leave your ID badge or keys anywhere, keep them with you. Notify property and administrative security personnel immediately if your badge or keys are missing;

✓ **To think before printing:** The employee must give preference to reading documents in digital format, being prohibited the use of unauthorized printers and photocopiers, during and outside office hours at AMCEL premises. Printed documents must be disposed of properly. The use of drafts for printing documents is prohibited, including those that are just for a quick checking;

✓ **In case of risks:** If any risk or indication of an incident is found, the employee must immediately notify his Manager and the Information Technology Department.

## 7. GUIDELINES FOR A CLEAR SCREEN AND OTHER VIRTUAL MEDIA IN GENERAL

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✓ **Screen lock:** When leaving their desk, employees must lock the screen or save the devices that they will not take with them, so that it is not possible for other users to view information displayed on the devices;

✓ **File on the network:** Documents in digital media must always be kept filed on the **AMCEL** network. We do not recommend saving files to the desktop;

✓ **Removable media:** Any and all removable exception media released by IT must be disconnected upon completion and stored in a secure and controlled environment;


✓ **Printer usage:** Documents not removed from the printer must be disposed of properly. Sensitive or confidential information, when printed in a collective location, must be removed from the printer immediately;

✓ **Use of AMCEL computers when working from home:** In the event that computers are used by employees in teleworking mode, the same security measures that would be taken on the Company's premises must be taken, and the use of such equipment for personal purposes is prohibited.

## 8. REVIEW

**Histórico da última revisão da Norma:**

<b>Elaborado por:</b>	<b>Verificado por:</b>
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Aprovado por:		