

# Establishing a Clean Desk Policy

## Why put a clean desk policy in place?

- Help protect your company and your reputation.
- Encourage better organisation and productivity for your employees, and provide peace of mind for your customers.

## Sensitive Documents:

It is important not to mistakenly dispose of sensitive documents in an unsecure waste bin. The safest and most environmentally friendly way is to place all unneeded documents in a secure Topwood console.



## 3 'P's to set up your clean desk policy:

### 1 PLAN: first thing in the morning

Keep just the things you need for your workday on your desk. Start each day with a few minutes of planning so that you can organise the documents you need for immediate work. File all other folders and documents.

### 2 PROTECT: information whenever you leave the desk.

Whenever you leave your desk to attend meetings or to take breaks, make a quick check to see if there is sensitive information on your desk and place it inside a folder or off your desktop. For additional security, make sure to switch on your computer's password-protected screen saver.

### 3 PICK UP: at the end of the day

When you leave your desk in the evening, don't leave documents on it. In order to maintain the security of both your client and employee information, it's essential to file your documents or lock them up, if necessary.

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## How to implement a clean desk policy:

### Put it all in writing

Communicate to all employees how to follow the policy, and why it's important. Specify what the consequences will be if anyone fails to comply with the policy.

### Start at the top

Your policy has to be taken seriously, especially by the senior management. If managers don't follow the policy, why should the rest of your employees?

### Add a reminder to your email signatures

If your organisation uses a standardised email signature, include this reminder at the end: *Please consider the environment before printing this email.*

### Provide lockable storage

Consider purchasing small, lockable consoles for employees that can fit under their desks, so they can temporarily store their sensitive documents.

### Encourage Electronic vs Paper documents

If your employees work with more electronic documents, everyone will maintain a cleaner desk and there will be less paper clutter.

### Make backups routine

If you discourage employees from using paper documents, make sure your organisation has a dependable backup system and routine in place.



## How to enforce your clean desk policy:

### Display reminders in appropriate areas

Post signage in key areas of the office or create and use desk-top tent cards to remind each employee to follow the policy.

### Appoint one or more employees to monitor office areas

Get a manager from each department to check everyone's desk at the end of the day. They should do a quick audit to make sure your employees are following the new policy.

### Stay vigilant and keep track

For those employees who don't follow the policy, create and use a desk-top tent card or a door hanger with a reminder that they've left sensitive documents on their desk.

### Reward clean desk employees

Naming each employee with a 100% clean-desk record during group meetings. Or consider thanking employees for maintaining the policy with an office lunch. You could even create a contest, based on department teams, to see which department is best adhering to the policy and feature an award for the winning team.