Shred-It-All Workplace Policy Brought to You by Shred-it®

*(These are templates only and should be customized according to your organization's information security requirements.)*

*(Insert your company logo in the blue box provided on the right by clicking the picture icon.)*



**STATEMENT OF POLICY:**

**Shred-It-All Workplace Policy**

­­[Enter Your Company Name Here]

**Workplace Policy#:** Enter Policy Number Here

**Effective Date:** Enter Date Here

**Issued by:** Enter Name Here

**Approved by:** Enter Name Here

1. **PURPOSE**

The purpose of this policy is to assist [Enter Your Company Name Here] in managing all confidential information through the secure destruction and secure recycling of all company documents. It will provide a clear and comprehensive understanding of information security and destruction requirements.

The objectives of this policy are to help ensure that [Enter Your Company Name Here] employees:

* Help reduce the threat of a security incident; and,
* Protect the confidential information of our customers, our company, and each other.

Implementation of and compliance with the policy is essential to its effectiveness. Incomplete or selective implementation exposes [Enter Your Company Name Here] to legal risks. Therefore, each employee must understand and cooperate in the implementation and enforcement of the policy.

**Policy Administration:** In the event any questions, comments, or suggestion arise regarding this policy, please contact [Insert Team And Contact Information Here].

1. **SCOPE**

This policy will apply to all **paper documents**, **confidential information**, and **general business information** (as defined in section 4 below) belonging to [Enter Your Company Name Here], or to which [Enter Your Company Name Here] is a party or signatory.

1. **RESPONSIBILITIES**

Senior managementis responsible for ensuring that this policy is followed at all company locations. One member of senior management is appointed as the Document Control Administrator (DCA), with responsibilities outlined below. Other members of senior management are responsible for applying this policy within their areas of responsibility.

The role of DCA currently assigned to the [Enter The Name Of The Position Responsible] should advise and direct the implementation of this policy, including ensuring all employees are aware and have been trained on how to implement. All [Enter Your Company Name Here] employees are responsible for complying with this policy.

1. **DEFINITIONS**

**4.1. Document:** Any paper that contains information about [Enter Your Company Name Here], its owners, employees, subsidiaries, clients, associates, contractors, and business partners.

**4.2** **DISCLAIMER: Legal and Financial Regulations:** Please note some jurisdictions   
 and domains, human resource, legal, and financial documents may have specific  
 rules and regulations governing their retention, distribution, storage, and destruction. Please contact the DCA for specific information and direction and practices regarding those documents in relation to this shred-it-all policy.

1. **DOCUMENT DESTRUCTION GUIDELINES**

This section describes the process of document destruction for all types of information, which are recorded by employees including **confidential information** and **general business information.**

At [Enter Your Company Name Here], our shred-it-all policy requires that all documents and all information deemed to be no longer needed, required, or retained are to be destroyed through the Shred-it secure recycling process. Specifically, this means that all paper documents, including **confidential information** and **general business information**, should be placed in a Shred-it console for destruction and secure recycling when no longer required.

**5.1 THE “NO EXCEPTIONS” RULE:** To ensure the security, integrity, and effectiveness of the shred-it-all policy, documents should not be evaluated for their content or suitability for another method of throw away. Under this policy, no document is more suited for the trash can or the recycling bin. **All paper documents** destined for destruction must be disposed in the Shred-it secure recycling console.   
  
Failure to do so may result in disciplinary action being taken. [Insert Any Disciplinary Actions That Might Apply Here]