

Shred-It-All Policy

What documents are covered by our shred-it-all policy?

Any and all documents that you would have previously discarded in a recycling bin, garbage, or trash can should now go directly into the Shred-it container to be securely destroyed and recycled.

Why do we have a shred-it-all policy?

- ▶ It reduces the risk of information breaches.
- ▶ It improves our compliance with privacy laws and regulations.
- ▶ It strengthens information privacy and confidentiality in our workplace.
- ▶ It protects our customer, employee, and proprietary business information.
- ▶ It simplifies document disposal for everyone; you no longer need to decide what information is or isn't confidential.
- ▶ 100% of the paper deposited into the Shred-it container is recycled after destruction.



We protect what matters.

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 **Shred-it®**
A Stericycle® Solution