

Clean Desk Policy

Information security benefits all of us. Help protect each other, our clients and customers, and our brand by following these three easy steps:

1. PLAN

Organize the documents you need for immediate work on a daily basis. All other documents should be locked away.

2. PROTECT

When you leave your desk for any period of time, quickly check to ensure all confidential information is secured in a lockable storage area. Make sure your computer is password protected and locked as well.

3. DESTROY

At the end of the day, any confidential information that is not in locked storage should be disposed of in a Shred-it container for secure disposal and recycling.



We protect what matters.

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