

# CLEAR DESK POLICY

Information security is the responsibility of everybody. Please help us keep the people, assets and information that Wilson James is responsible for safe by following a clear desk policy.

## FIVE DAILY PRACTICES FOR A CLEAR DESK:



Computer workstations/ laptops must be locked (logged out or shut down) when unattended.



File cabinets and drawers containing sensitive information must be kept closed and locked when unattended.



Documents containing sensitive or confidential information must be shredded or stored securely.



Keys and physical access cards must not be left unattended anywhere in the office.



Make information security part of your daily routine; take time every day to file documents properly, safely and securely.

## OTHER BENEFITS OF A CLEAR DESK POLICY:



### BEING A RESPONSIBLE BUSINESS

A clear desk policy helps us maintain the culture of safety and security that keeps our people and clients safe.



### MAKING A GOOD IMPRESSION

We are working with more clients and partners than ever before; help us put our “best foot forward” by presenting a tidy and pleasant office space.



### PROTECTING YOUR PRIVACY AND DATA

Your safety and privacy are valuable and deserve to be protected. A clear desk policy helps you keep your personal information safe.



### REDUCING STRESS

A tidy workspace and confidence in your security can help your team stay productive and reduce feelings of overwhelm or clutter.

**IF YOU HAVE QUESTIONS ABOUT THIS POLICY, OR FEEL YOU NEED SOME ADDITIONAL INFORMATION OR SUPPORT IN IMPLEMENTING IT, PLEASE CONTACT YOUR DESIGNATED CHAMPION.**