**CLEAN DESK POLICY**

**Purpose**  
A clean desk is essential for maintaining the confidentiality and security of sensitive materials, ensuring compliance with information security standards, and supporting the firm’s cleaning and disinfecting protocols. This Clean Desk Policy (“Policy”) outlines the minimum requirements for securing sensitive and confidential information when not in use or when a workspace is unattended.

**Scope**  
This Policy applies to all employees, contractors, and temporary staff of the firm and forms part of the firm’s overall Information Security Policy and ISMS (Information Security Management System) framework.

**Policy Requirements**

* **Confidential Documents**: All sensitive or confidential documents (physical or on removable media) must be stored in access-controlled, secure locations when not in use.
* **Workstations**: Users must log off or lock their computers whenever they are away from their workstations.
* **Printers**: Printouts containing sensitive or confidential information must be collected immediately and not left unattended.
* **Workspace Organization**: Desks and workstations should be kept organized and free of clutter. In public or high-traffic areas, such as open-plan workspaces, all work materials must be cleared from desks and ledges at the end of each day.
* **Removable Media**: USB drives and other removable media should not be left out and must be securely stored when not in use.

**Compliance and Monitoring**  
Compliance with this Policy will be monitored by the Information Security Officer/Operations Chief through internal reviews, periodic audits, and spot checks.

**Exceptions**  
Any exceptions to this Policy must be approved in writing by the Information Security Office and the Operations Chief.

**Enforcement**  
Adherence to this Policy is mandatory. Failure to comply may result in disciplinary action, up to and including termination of employment. In cases of serious non-compliance, legal action may also be taken as appropriate.