



Clear Desk Policy

Business Launchpad recognises the importance of maintaining a clean and organised work environment. The following policy outlines the expectations and guidelines for all employees to ensure a clutter-free and secure workspace.

Policy:

You must clear your desk of all personal, sensitive or confidential information at the end of each working day. Files and removable media containing personal, sensitive or confidential information must be locked away securely in desk pedestals, lockers or filing cabinets at all times, other than when in use by employees. You must make all efforts to keep this information secure and to ensure it is not readily accessible to non-authorised staff. Only pens and pencil holders are permitted to remain on your desk.

Shared Workspaces:

In areas where desks are shared, it is crucial to maintain a clear desk policy by clearing personal items at the end of each day.

Adherence to Policy:

All employees are expected to comply with this policy. Failure to comply may result in disciplinary action.

Implementation and Enforcement:

HR and management will communicate and train all employees regarding the Clear Desk Policy during onboarding and regular intervals.

Periodic checks may be conducted to ensure adherence to the policy.

Violations or non-compliance will be addressed according to the company's disciplinary procedures.

Review:

This policy will be reviewed periodically to ensure relevance and effectiveness. Changes or updates may be made as required, with input from relevant stakeholders.