



## Clear Desk Policy

Objective - Clear Desk Policy is implemented to help create a secure business environment by protecting company's intellectual assets as well as other company/ personal properties at a work place.

### Principles

- Company classified information, shall not be left unattended or unsecured anywhere - in the office / meeting rooms / communal areas, at work stations / photocopier / printer / fax machine / white board / flip charts etc.
- Outside office hours, Company's information of 'Restricted' and higher classifications shall be locked away. This includes hard copies, and other storage media like CDs, memory sticks etc.
- Desk drawers / cabinets / other storage shall be kept locked when not in use. Company seals / letterheads shall always be kept in a secured way preferably under lock and key.
- Confidential information of Company shall not be displayed on office walls.
- Laptops shall be secured by a locking mechanism (Kensington lock) at all times in office premises.
- GID cards shall not be left unattended in a laptop or desktop card readers and should be in the possession of the owner at all times. Leaving the vicinity of the desk, computers should be locked electronically.
- Manuals and standard documents of any nature should not be provided / forwarded electronically to third parties without prior approval of a competent authority.
- Confidential information on storage media such as CDs, memory sticks or portable hard drives must be encrypted. Such storage media must remain in the personal custody of the owners. "Most Confidential" data must not be stored on any such storage device.
- Disposable confidential papers must be shredded using an appropriate shredder (cross cut).
- Mail receiving desks must not open any mail and all mails must be handed over to the person / department concerned in sealed condition. Any suspicious mail (containing harmful / unauthorized material) should be handled as per the security response plan of the facility.
- Personal belongings and company allotted assets must be kept secured by the individuals concerned.
- Desks should be left in a tidy and information - clear way (particularly, at the end of each day).

Be sure to uphold clear desk policy and intervene if you identify any visitors or colleagues contravening this policy.

Security is everyone's responsibility and I seek your commitment to comply with the above.

Security staff and the Security focal points will carry out regular checks and report their findings to the line management and the Country Security Manager.

Nitin Shukla  
CEO & Managing Director