

PROCEDURES

Whenever a desk is unoccupied for an extended period of time the following will apply:

1. All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives.
2. All waste paper which contains sensitive or confidential information must be placed in the designated confidential waste bin. Under no circumstances should this information be placed in regular waste paper bins.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the workday.
4. Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
5. Keys for accessing drawers or filing cabinets should not be left unattended at a desk
6. Printers and fax machines should be treated with the same care under this policy:
 - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the “Locked Print” functionality should be used.
 - b. All paperwork left over at the end of the workday will be properly disposed of.

Employees should tidy their workstation throughout the day to ensure their space is safe for use, to aid others in locating materials, and to maintain a professional image of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service. Only files currently being worked on should be on a desk or tools currently required are on the workstation; all other files or tools should be returned to the proper filing/storage area.

Employees are collectively responsible for maintaining the cleanliness of both their desk and the common office areas. When using any common space (i.e. kitchens and washrooms) all employees are expected to clean anything that they use, put their garbage in the garbage receptacles, and leave all items in the condition in which they were found. Should anything need repair or replacement, please notify your Manager immediately.

It is everyone's responsibility to pick up and clean up and adhere to the following guidelines:

1. Keep work areas and storage facilities clean, neat and orderly
2. Keep all aisles, stairways, traffic areas, and exits free from obstructions at all times
3. Clean up any spills or crumbs immediately
4. Do not let materials or supplies that are no longer needed accumulate. If it is not needed, get rid of it
5. If items are missing, misused, or if an area has been defaced employees please report these actions to your Manager immediately
6. All common areas are to be treated with respect. Please ensure you tidy up any garbage, wash dishes, etc. to ensure you leave the space as you find it
7. Any food kept at desks is to be stored in a drawer or cupboard in a sealed container or bag.
8. Food stored in the fridge is to be cleared out weekly. If it is left in the fridge it will be disposed of by the organisation.

Compliance

This policy will be officially monitored for compliance by your Manager and may include random and scheduled inspections.

Non-Conformance

All policies require the participation of employees to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action.

Further Information

Contact the People and Culture Team.

P403	CLEAN DESK PROCEDURE
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DOCUMENTATION

Documents related to this policy	
Related policies	Q400 – WHS Policy

I _____ have read the above policy and agree to adhere it at all times.

Signature: _____

Date: _____