

Directions for the Administrator

As a valued customer, we are pleased to offer you this complimentary *Shred-it All*™ policy as a way to ensure your workplace remains securely protected. Our *Shred-it All* policy is designed to improve your employees' workflow by taking unnecessary decision-making out of their document management process and getting everything into the secure container.

Simply put, if a document is ready to be discarded, it goes into the Shred-it container. Not the trash can. Not the recycling bin. But directly into the Shred-it container; each time, every time. Period.

Let's get started.

1. Customize the attached policy template for your business.

Throughout this template, we have indicated where you should include your Company Name as well as a place to include your logo. The document can be further customized to include other information, rules and regulations, as you see fit.

2. Employee education is essential.

Once you have customized your *Shred-it All* policy and have it approved by key stakeholders, it's time to hold an all employee meeting, online training seminar, or lunch and learn to educate your staff about the policy and why it is so important for everyone to follow it. People are more apt to think it's important if everyone is being requested to follow the same rules. It also encourages dialogue and peer support.

3. Post small reminders about the policy throughout the office where paper is produced.

We've included an 8.5" x 11" poster for you to distribute around your office. You can post it in key areas of your workplace – anywhere paper documents are likely to be produced – reminding all employees of the importance of consistently following the policy.

4. Conduct periodic spot checks.

We're only human after all and sometimes people forget. We recommend you assign the responsibility of periodic spot checks to staff members or managers. A quick audit from time to time makes sure your employees are following your new policy and reinforces its importance, refreshes memories, and is a great way to get everyone involved. No paper should be thrown in the trash can or recycling bin. In fact, we encourage you to remove all recycling bins completely since a *Shred-it All* policy ensures **secure recycling**; 100% of the destroyed paper is recycled.

5. Use findings to update your policy.

If you notice certain behaviours around the policy, like certain departments are not complying, use this information to start a conversation around what is and isn't working and to find the right solution to ensure the policy is followed. People may just need additional containers or additional reminders to be compliant.

6. Re-educate as needed.

One-time training is never enough. The most successful policies are discussed, adapted and circulated on an ongoing basis. We suggest considering an annual policy review to make sure that it is reflective of the practicalities of your workplace. As well, make sure that it is communicated to new employees during orientation and onboarding.