

Our new *Shred-it All*TM Policy

What documents are covered by our *Shred-it All* Policy?

Any and all documents that you would have previously disposed in a recycling bin, garbage or trash can should now go directly into the Shred-it container to be securely recycled.

Why do we have a *Shred-it All* Policy?

- It reduces the risk of information breaches
- It improves our compliance with privacy laws and regulations
- It strengthens information privacy and confidentiality in our workplace
- It protects our customer, employee and proprietary business information
- It simplifies document disposal for everyone; you no longer need to decide what information is or isn't confidential
- 100% of the paper deposited into the Shred-it container is recycled after destruction

***Secure
Recycling***

