**STATEMENT OF POLICY AND PROCEDURE**

***Shred-it All*™ Workplace Policy**

[ Enter Your Company Name Here ]



**Workplace Policy#:** Enter Policy Number Here

**Effective Date:**

**Issued by:** Enter Name Here

**Approved by:** Enter Name Here

1. **PURPOSE**

The purpose of this policy is to assist [ Enter Your Company Name Here ] in managing all confidential information through the secure destruction and secure recycling of all company documents. It will provide a clear and comprehensive understanding of information security and destruction requirements.

The objectives of this policy are to ensure that [ Enter Your Company Name Here ] employees:

* Comply with laws regarding information security and privacy;
* Help reduce the threat of a security incident; and,
* Protect the confidential information of our customers, our company and each other.

Implementation of and compliance with the policy is essential to its effectiveness. Incomplete or selective implementation exposes [ Enter Your Company Name Here ] to legal risks. Therefore, each employee must understand and cooperate in the implementation and enforcement of the Policy.

**Policy Administration** - should any questions, comments or suggestions arise regarding this policy please contact [ Insert CONTACT NAME AND TITLE Here ].

1. **SCOPE**

This policy will apply to all printed Documents, Confidential Information, and General Business Information (as defined in **Section 4**. below) belonging to [ Enter Your Company Name Here ] or to which [ Enter Your Company Name Here ] is a party or signatory.

1. **RESPONSIBILITIES**

**Senior management** is responsible for ensuring that this policy is followed at all Company locations. One member of senior management is appointed as the “Document Control Administrator” with responsibilities outlined below. Other members of senior management are responsible for applying this policy within their areas of responsibility.

The role of **Document Control Administrator** (“DCA”) is currently assigned to the [ Enter The Name Of The Position Responsible ]**. The DCA** should advise and direct the implementation of this Policy, including ensuring all employees are aware and have been trained on how to comply.

**Employees** – All [ Enter Your Company Name Here ] employees are responsible for complying with this policy.

1. **DEFINITIONS**

**4.1. Document -** Any paper material that contains information about [ Enter Your Company Name Here ], its owners, employees, subsidiaries, clients, associates, contractors and business partners.

**4.2 Confidential Information –** all information that is produced in the course of [ Enter Your Company Name Here ]business that is not available from public sources is considered confidential. In general, any or all documents or files that contains business, client, partner or employee names, pricing, personal information. This includes, but is not limited to,  
[ Insert ANY SPECIFIC DOCUMENT-TYPES here ]. This also includes private information on individuals as defined by privacy and identity theft legislation, as well as information that is available to our company as a result of our business practice(s) but which is not generally known or readily obtainable by others outside of our business, but can be used in general throughout our business.

**4.3 General Business Information –** More general business information documents including, but not limited to:

|  |  |
| --- | --- |
| Accounting documents  Information Technology documents  Contracts  Customer lists  Internal reports  Payroll statements  Supplier information  Executive Level  Budgets  Correspondence  Legal contracts  Strategic reports  Human Resources Records  Applications  Health and safety issues Medical records  Performance appraisals | Training information and manuals  Procurement Data  Corporate records  Supplier purchase orders  Supplier records  Supplier specifications  Research and Development Documents  Appraisals, product testing, etc.  Formulas, product plans and tests  New product information  Sales and Marketing reports  Specification drawings  Communications  Advertising  Corporate Strategic Planning Documents |

* 1. **DISCLAIMER - Legal and Financial Regulations –** Please note some jurisdictions and domains, human resource, legal, and financial documents may have specific rules and regulations governing their retention, distribution, storage, and destruction. Please contact the Document Control Administrator (“DCA”) for specific information and direction and practices regarding those documents in relation to this *Shred-it All* policy.

1. **DOCUMENT DESTRUCTION PROCEDURES**

This section describes the process of document destruction for all types of information that is recorded by employees including **Confidential Information** and **General Business Information.**  
At [ Enter Your Company Name Here ], our *Shred-it All* policy requires that all documents and all information deemed to be no longer needed, required, or retained are to be destroyed through the Shred-it secure recycling process. Specifically, this means that all documents, including **Confidential Information** and **General Business Information,** should be placed in a locked Shred-it container for destruction and secure recycling, when no longer required.

**5.1 THE “NO EXCEPTIONS” RULE** – to ensure the security, integrity, and effectiveness of the *Shred-it All* policy, documents should not be evaluated for their content or suitability for secure destruction. All DOCUMENTS destined for disposal must be deposited in the Shred-it secure recycling console.   
  
Failure to do so may result in disciplinary action being taken. [ Insert ANY DISCIPLINARY ACTIONS that might apply here ]