

CLEAR DESK POLICY

This policy applies to all Medivest staff

All confidential documents must be securely stored in a locked drawer or cabinet

Laptop and other hardware devices must be removed when you step away from your desk. This includes mass storage devices such as USB drives

All waste paper which contains sensitive or confidential information must be placed in designated waste bins

This policy are to improve:

- Security
- Privacy
- Confidentiality

Always lock your computer when you step away from your desk to prevent unauthorized access.

Use secure shredding for sensitive documents when disposing of them

Keep personal items to a minimum on desks to maintain a professional and organized appearance.



Abdullah bin Hashim
Chief Executive Officer
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