

CLEAN DESK POLICY

I. PURPOSE

The purpose of this policy is to establish the minimum requirements for maintaining a “clean desk” – where sensitive information about employees, Pioneer intellectual property, customers and vendors is secure in locked areas and out of sight.

II. SCOPE

This policy applies to all Pioneer employees and affiliates.

III. POLICY

- Employees are required to ensure all sensitive/confidential information in hardcopy or electronic format is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
- Any restricted or sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied for an extended period and at the end of the workday.
- File cabinets containing restricted or sensitive information must be kept closed and locked when not in use or when unattended.
- Keys used for access to restricted or sensitive information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing restricted or sensitive information should be immediately removed from the printer.
- Upon disposal, restricted or sensitive documents should be shredded.
- Whiteboards containing restricted and/or sensitive information should be erased.

Category: Information Technology

- Mass storage devices such as USB drives should be treated as sensitive information and be secured in a locked drawer. These devices must be issued by Pioneer. Refer to Workstation Security Policy for more information.
- All printers should be cleared of papers as soon as they are printed; this helps ensure sensitive documents are not left in printer trays for the wrong person to pick up.

IV. DISTRIBUTION

This policy is to be distributed to all Pioneer staff who use Information Resources.