

Clear Desk and Clear Screen Policy

XYZ Realty, Inc. expects all employees to maintain a clear desk and clear screen environment at all times. This policy ensures the protection of Confidential and Restricted data, prevents unauthorized access to information, and promotes a secure, professional workspace. Employees are encouraged to remind each other courteously to comply with this policy to maintain high standards of data protection and office security.

Policy Procedures:

- 1 All computers must be locked when unattended. This policy can be enforced by configuring screens to lock after a set period of inactivity. Users should be required to re-authenticate when re-attending to their computer.
- 2 Any Confidential or Restricted information should be enclosed and filed correctly; it should never be left open and unattended on a desk.
- 3 Employees should not be permitted to stand behind another employee's desk unless solicited by the employee.
- 4 If an employee permits another employee to stand behind their desk, they should lock their computer screen and/or close any open windows unless necessary for a business procedure.
- 5 All filing cabinets must be closed and locked when not in use.
- 6 All office doors must be shut and locked when left unattended by the assigned employee.
- 7 Whiteboards in meeting rooms and personal offices should be erased when not in use.
- 8 Under no circumstances should credentials be written down and taped onto a device or desk.
- 9 Printed data should be retrieved from a printer as soon as it is printed.

Enforcement and Noncompliance:

Failure to comply with this policy may result in disciplinary action, including but not limited to verbal or written warnings, temporary loss of system access, or further disciplinary measures up to and including termination of employment depending on the severity and frequency of the violation.

By maintaining a clear desk and clear screen policy, XYZ Realty, Inc. ensures that confidential information is protected, and that our workplace remains secure and professional for employees, clients, and visitors alike.