

Clear Desk and Clear Screen Policy

Version 9



Document Information

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Governed by	Mr.Udaya BhaskarReddy

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Reviewer and Approver

Name	Title	Comments	Date
Mr.Udaya Bhaskar Reddy	Co-Founder & CTO	Approved	13-May-2026

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Purpose

To ensure that all forms of protected information used in and around a work area are secured from unauthorized viewing or altering while that area is unattended.

Information is an asset which, like other important business assets, has value and consequently needs to be suitably protected. Information, in whatever form it takes or means by which it is shared or stored, should always be appropriately protected.

Policy Statement / Control

To improve the security and confidentiality of information, wherever possible, employees shall adopt a **Clear Desk Policy** for papers and removable storage media and a **Clear Screen Policy** for information processing facilities. This is to reduce the risk of unauthorized access, loss of, and damage to information during and outside normal working hours or when areas are unattended.

Scope

- This policy covers logical and physical boundaries of **Resolve.ai**.
- It applies to all **Resolve.ai** network areas, operations areas, IT systems, data, and authorized users, including public users within the logical and physical boundaries.

Procedure

Clear Screen

- Employee computers / computer terminals should not be left logged on when unattended and should be password protected.
- Computer screens should be angled away from the view of unauthorized persons.
- The Windows security lock should be set to activate when there is no activity for a short pre-determined period of time.
- The Windows security lock should be password protected for reactivation.
- Users should log off their machines when they leave the room.

Clear Desk

- Where practically possible, paper and computer media should be stored in suitable locked safes, cabinets, or other forms of security furniture when not in use, especially outside working hours.
- Where lockable safes, filing cabinets, drawers, or cupboards are not available, office / room doors must be locked if left unattended. At the end of each session, all sensitive information should be removed from the workplace and stored in a locked area. This includes all patient-identifiable information, as well as business-critical information such as proposals and contracts.
- Sensitive or classified information, when printed, shall be cleared from printers immediately.
- Rooms and office areas should be locked when they are not in use.
- Any security registers or message books should be stored in a locked area when not in use.
- The reception area should be kept as clear as possible at all times, as it is particularly vulnerable to visitors.
- All users must file or otherwise clear paper containing information protected by privacy laws and rights when leaving the work area.

Non-Conformance

There is a requirement for all staff to comply with this policy, and where requested, to demonstrate such compliance. Failure to comply will be regarded as a disciplinary incident, and employees that do not adhere to this policy may be

subject to disciplinary action, up to and including dismissal.

Review

Next review cycle: March 2027

Management may review and revise this policy at any time, based on organizational needs or circumstances.

Note: *All documents related to policies and procedures—any reference to Actionable Science is as good as Resolve.ai.*