

Clean Desk Policy

This Clean Desk Policy specifies how workstations should be left at the end of the working day or during temporary absences.

The aim is to create orderly and tidy workstations that all employees can share without being restricted by leftover documents or materials.

The Clean Desk Policy applies to all employees as well as to external persons who regularly use workstations in our company, and to persons who work from home, at customer sites, or at third-party work locations. It covers all office spaces, meeting rooms, coworking zones, and, with regard to data protection, all remote work.

Binding Rules:

- **Document storage:** Documents containing confidential or personal data must be stored securely when you are away from your desk. No documents may be left at your workplace after you finish work.
- **Screen lock:** Computers and laptops must be locked as soon as you leave your workplace. Tablets, smartphones, and other easily removable devices such as cameras must be locked away.
- **Data carriers:** External hard drives and USB sticks are not used in the company as a matter of principle, as all data is synchronized via cloud software. Documents must therefore always be stored in the cloud and not exclusively locally on the device. Exception: Memory cards for cameras and external hard drives in the video team, which are absolutely necessary due to the large amounts of data.
- **Paper disposal:** Printouts should be minimized and destroyed exclusively using a document shredder or the secure disposal system. Other printouts and notes should also be disposed of or securely stored at the end of the day.
- **Password protection:** Access data must not be stored in any place where it is visible to others.
- **Workplace rules:** At the end of the working day, every workplace must be completely free of documents, personal items, and materials. The space should be left in such a condition that it can be used immediately by someone else after you have left.

Monitoring and review

Compliance with this policy is regularly reviewed as part of internal procedures. The aim is to keep the shared working environment usable and secure for everyone.

Consequences of violations

The Clean Desk Policy is part of the internal work organization. Failure to comply with it can lead to restrictions in data protection and collaboration. It is therefore important that everyone involved does their part. In exceptional cases, repeated violations may be clarified in a discussion with the respective manager.

This template is provided by [PULT](#) – the software for desk booking and office management on autopilot.