

Clear Desk Policy

General policy statement

Welcome Skills is committed to ensuring a safe, healthy and efficient working environment for all staff. Welcome Skills is also keen to ensure that all systems and processes encourage staff to respect environmental issues and keep waste to a minimum. As part of this policy Welcome Skills operates a Clear Desk Policy.

Background

The main reasons we have introduced the policy are:-

- It shows the right image when our customers visit the company.
- It reduces the threat of security as passwords and confidential information gets locked away.
- Scientific studies have shown that there is a reduction in stress with employees having a tidy desk.
- It helps to reduce the amount of paperwork kept in the office.

It is generally accepted that a tidy desk is a sign of efficiency and effectiveness.

The policy in operation

The implementation of the policy is fairly straightforward.

At the end of the working day the employee is expected to tidy their desk and to tidy away all office papers/files. We provide a drawer for each office employee and filing cabinets for this purpose.

Reduction in the use of paper

The policy is also designed to help reduce the amount of paper that is used in the business. Reducing the amount of paper we use in the business will help cut down on the use of costly toners and inks – particularly from the colour printers. It will also reduce the amount of filing space that we will have to use.

Many people use printed paper as a backup against losing information from the computer systems. Please rest assured that our IT Team backup all information on a weekly basis.

Tips for having a tidy desk

- Put a date and time in your diary to clear your paperwork.
- If in doubt – throw it out. If you are unsure of whether a piece of paper should be kept – it will probably be better to put it in the bin or shredded.
- Do not print off emails to read them. This just generates increased amounts of clutter.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Clear Desk Policy	July 2021	2	K.Hussin	June 2022



- Go through the things on your desk to make sure you need them and what you don't need throw away.
- Handle any piece of paper only once – act on it, file it, or put it in the bin.
- Always clear your desktop before you go home.
- Consider scanning paper items and filing them in your PC.

General

This policy should not be read in isolation but is designed to be read in conjunction with Welcome Skills I.T. Policy

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