



# CLEAN DESK POLICY

## OLYMPIC AIR S.A.

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## 1. Introduction

Clean Office policy is about protecting corporate data, defining how employees should leave their workplace when they leave the office at the end of the business day.

Employees are required to clear their office by documents at the end of the business day.

The employer is responsible for providing the means such as storage facilities, paper shredders, etc. Employees are responsible for clearing their office when they leave it, at the end of the day, in order to ensure that there are no corporate documents exposed.

The policy applies to all employees and affiliates.

## 2. Definitions

**Clear office:** office that is free of corporate data, materials and information that have been removed from the users' workplace. Proper secure of corporate data, limits exposure / leakage at the workplace.

## 3. Purpose of CDP

The purpose of clean office policy is to set minimum requirements to ensure that sensitive / confidential information related to intellectual property, suppliers, customers and employees of the company is insured.

## 4. Policy

- Employees are required to ensure that all sensitive / confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be away for an extended period.
- Computer workstations must be locked when workspace is unoccupied.
- Computer workstations must be shut completely down at the end of the work day.
- Any restricted or sensitive information must be removed from the office and locked in a drawer when the office is unoccupied and at the end of the working day.
- File cabinets containing restricted or sensitive information must be kept closed and locked when not in use or when not attended.

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- Keys used for access to restricted or sensitive information must not be left unattended.
- Laptops must be locked when not in use.
- Passwords are personal and their confidentiality must remain at all times. Caution must be exercised for them not to be accessed by others than the respective users.
- Printouts containing restricted or sensitive information should be immediately removed from the printer. This helps ensuring that sensitive documents are not left in printer trays for the wrong person to pick up.
- Upon disposal, restricted and sensitive documents should be shredded in the shredder bins.
- Whiteboards containing restricted and sensitive information should be erased.
- Portable computing devices such as laptops and tablets must be locked.
- Mass storage devices such as CD ROM, DVD or USB drives must be treated as sensitive and consequently must be secure in a locked drawer.

## 5. Compliance

Compliance with the policy will be verified through various methods, including but not limited to, periodic walkthroughs, monitoring and internal audits.

There will be no exceptions to the policy.

An employee who is found to have violated the policy will be dealt with in accordance with the provisions of the Labor Code and the applicable legislation.

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