

Directions for the Administrator

53% of security breaches occur inside an organisation due to employee error or system glitches from business process failures.¹

As a valued customer, we are pleased to offer you this complimentary *Shred-it All* policy as a way to ensure your workplace remains securely protected. Our *Shred-it All* policy is designed to improve your employees' workflow by taking unnecessary decision-making out of their document management process and ensuring all waste paper is disposed of in a secure container.

Simply put, if a document is ready to be discarded, it goes into the Shred-it container. Not the waste bin. Not the recycling bin. But directly into the Shred-it container; each time, every time, without exception.

Let's get started.

☒ **Tick off each item as you work towards implementing the *Shred-it All* Policy.**

☐ **Customise the attached policy template for your business.**

Throughout this template, we have indicated where you should include your company name as well as a place to include your logo. The document can be further customised to include other information, rules and regulations, as you see fit.

☐ **Employee training is essential.**

Once you have customised your *Shred-it All* policy and have it approved by key stakeholders, it's time to hold an employee team meeting, online training seminar, or suitable alternative format of formal training session to educate your staff about the policy and why it is so important for everyone to follow it. People are more likely to think it's important if everyone is being requested to follow the same rules. It also encourages dialogue and peer support.

☐ **Post small reminders about the policy throughout the office where paper is produced.**

We've included a poster for you to distribute around your office. You can post it in key areas of your workplace – anywhere paper documents are likely to be produced – reminding all employees of the importance of consistently following the policy.



Source:

1. 2017 Cost of a Data Breach Study: Global Analysis by the Ponemon Institute

☐ **Conduct periodic spot checks.**

We're only human after all and sometimes people forget. We recommend you assign the responsibility of periodic spot checks to staff members or managers. A quick audit from time to time makes sure your employees are following your new policy and reinforces its importance, refreshes memories, and is a great way to get everyone involved. No paper should be thrown in the waste or recycling bin. In fact, we encourage you to remove all recycling bins completely since a *Shred-it All* policy ensures **secure recycling**; 100% of the destroyed paper is recycled.

☐ **Use findings to update your policy.**

If you notice certain behaviours around the policy, for example if certain departments are not complying, use this information to start a conversation around what is and isn't working and to find the right solution to ensure the policy is followed. People may just need additional containers or additional reminders to be compliant.

☐ **Re-educate as needed.**

One-off training is never enough. The most successful policies are discussed, adapted and circulated on an ongoing basis. We suggest considering an annual policy review to make sure that it is reflective of the practicalities of your workplace. You should also make sure that it is communicated to new employees during their induction.