

Clean Desk Policy

Objective: Our clean desk policy is implemented to ensure a clutter-free and organized work environment, promoting efficiency, security, and professionalism within our workplace. This policy outlines the expectations regarding desk cleanliness, personal belongings, and responsibility for equipment.

Policy Statement:

1. Desk Arrangement:

- Only essential items necessary for work should be on the office desk before leaving. These items include:
 - Monitors, CPU, Keyboard, Mouse and mouse pad

2. Personal Belongings:

- No personal belongings should be left on the desk post working hours. Employees are required to use the provided lockers for storing personal items. Any belongings left behind on the desk will be considered unauthorized and subject to removal.
- Any personal belongings left behind will be either shredded or disposed of, and they will not be returned.

3. Hygiene and Safety:

- Water bottles or any other consumables should not be left on the desk when leaving the workspace. Employees are responsible for disposing of these items appropriately.
- Employees are expected to maintain cleanliness and hygiene at their workstations to prevent the spread of germs and maintain a professional appearance.

4. Responsibility for Equipment:

- Employees are solely responsible for any damage, whether liquid or physical, that occurs to any equipment assigned to them.
- In the event of damage to assigned equipment, employees will bear the costs for repair or replacement, if necessary.

Enforcement:

- Compliance with this policy is mandatory for all employees.
- Managers and Team Leads are responsible for ensuring that their team members adhere to this policy.
- Non-compliance may result in disciplinary action in accordance with company policies and procedures.