

Clear desk policy statement

The partnership is committed to the welfare of our people and development of secure policies and practices, and in doing so, has implemented this Clear Desk Policy to encourage safe and hygienic workspaces as well as maintain a secure working environment in all offices. This policy sets out the basic requirements for keeping a clean workspace, and where sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly stored or disposed of.

The purpose of this policy is to encourage a clean and tidy workspace and to provide guidance on how to maintain an organised, safe and healthy work environment.

This policy applies to all permanent, temporary, and contracted staff working at Troup Bywaters + Anders LLP.

It is the responsibility of everyone to adhere to the following:-

- + We are a paperless office
- + Employees must ensure that their work area is always clean and tidy (passageways are kept clear and cables are not across open floor spaces)
- + Employees are required to secure all project information including sensitive/confidential information in their workspace at the end of the workday (this includes both electronic and physical hardcopy information)
- + Portable devices like laptops and tablets that remain in the office overnight must be shut down and stored away
- + Storage devices such as USB drives must be treated as sensitive material and stored properly when not in use
- + Printed materials must be removed from printer machines. Do not print unless necessary, documents should be viewed, shared, and managed electronically whenever possible
- + At the end of each day, all desks and surfaces should be clear of paper and other effects
- + All wastepaper containing sensitive and confidential information must be shredded
- + Report any health and safety or cleanliness issues to the H&S Rep or office coordinator.

This policy should be read in conjunction with other policies and procedures, including:

Health and Wellbeing Policy

Security/Data Protection Policy

Health and Safety, Fire and Emergency Procedures

IMS – Volume 2 Section 16, Volume 2.1

Signed: James Campbell – Managing Partner

Date: 2nd January 2026