



Retain record Policy & Rules for employees

Employees must protect our records, whether marked as confidential or not.

Physical records:

Printed records must be stored safely in filing cabinets. Important, confidential files mustn't be left in open office areas.

When employees need to carry physical records out of our offices, they must prevent them from being damaged, lost or stolen. We advise our employees to avoid relocating records as much as possible

Electronic records:

Electronic records will be protected by passwords, firewalls and other security settings (both locally and in the cloud.)

Employees are responsible for keeping these records intact. For example, if an employee shares a Google spreadsheet, they must decide whether to give colleagues permission to edit, view or comment. Employees should not grant editing privileges unless necessary.

Also, when employees access electronic, confidential records outside of our offices, they should ensure that both their devices and networks are secure. They should not leave their screens and devices unattended while logged in to our company's accounts.

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