

Introducing our new Document Management Policy

Working together to keep our private information confidential!

Our new Document Management Policy will make it easier to: locate, update, file, discard and destroy all company documents at the appropriate times. A less cluttered office space makes for a more productive workplace and it reduces the risk of a security breach for all of us.

Ask about our Document Management Policy to help:

- ✓ protect our customer, employee and proprietary business information
- ✓ keep documents secure at each stage of their lifecycle
- ✓ safeguard everyone against the risks and expense of an information breach
- ✓ protect against severe penalties or fines for non compliance with privacy legislation



We protect what matters.

Shred-it® is a Stericycle solution. | shredit.com

