

# Directions for the Administrator

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

Simply put, if a document is ready to be discarded, it goes into the Shred-it container—not the trash can or recycling bin.

## Let's Get Started ☒ Check off each item as you work towards implementing the shred-it-all policy.



### ☐ **Customize 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 customized to include other information and rules and regulations as you see fit.



### ☐ **Train your employees.**

Once you have customized your shred-it-all policy and have it approved by key stakeholders, it's time to hold an all employee meeting, online training seminar, or lunch and learn to educate your staff about the policy and why it is important for everyone to follow. People are more apt to think it's important if everyone is being requested to follow the same rules. It also encourages dialogue and peer support.



### ☐ **Post reminders about the policy throughout your workplace where paper is produced.**

We've included an 8.5" x 11" poster for you to distribute around your workplace. You can post it in key areas of your workplace—anywhere paper documents are likely to be produced. This will help remind employees of the importance of consistently following the policy.



#### **Conduct periodic spot checks.**

We recommend you assign the responsibility of periodic spot checks to staff members or managers. A quick audit from time to time ensures your employees are following the policy and reinforces its importance, refreshes memories, and is a great way to get everyone involved.



#### **Take note of workplace behavior and update your policy accordingly.**

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



#### **Re-educate as needed.**

One-time 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 ensure that it is reflective of the practicalities of your workplace. As well, make sure that it is communicated to new employees during orientation and onboarding.

**We protect what matters.**

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