From: "VAKRANGEE HUMAN RESOURCE" <humanresource@vakrangee.in>
To: vlmumbai@vakrangee.in
Date: 10/06/2023 04:54 PM
Subject: [vlmumbai] Mandatory Guidelines to be followed while in office

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Dear Colleagues,

Kindly be informed, we have an upcoming RBI audit next week, and we will have RBI delegates visiting our office in the entire next week. We would want our employees to adhere to the guidelines stated and ensure 100% compliance on the same.

Important Bullet Points Highlighted below:-
- Employees need to wear and display their ID cards all the time while in the office.
- Ensure Clear Desk and Clear Screen Policy is adhered.
- Ensure your Laptops / Desktops are locked when not on desk , do not leave your desktop / laptop open when not on seat.
- For shredding unwanted papers, kindly use shredding machine
- Ensure all confidential papers/ documents are kept in drawer having lock and key & no papers are lying on the desk…. Desk should be clean and Paperless.

Below is the Clear Desk and Clear Screen Policy which should be fully adhered to.

Clean Desk Policy

- Please lock away all confidential and /or restricted information any time you are away from your desk. Please not leave sensitive information in the open while you are away from your desk.
- Ensure to lock your PC/Laptop or ensure that the screen saver has taken effect before leaving your desk at any time.
- You should log off and switch off your PC at the end of the day.
- Comply with Clear Desk and Clear Screen Policy.

Clear Desk and Clear Screen policy

- Adequate controls should be built to reduce the risk of unauthorized access, loss of, and damage to the information available in the form of paper, stored on computer, removable media, etc. during and after the normal working hours.
- Admin shall provide adequate physical storage cabinets to users for storing sensitive information under lock and key.
- Employees should keep information assets like documents, correspondence, computer media, etc. in a secured place when not in use, especially after working hours.
- Employees must protect the personal computers and terminals with adequate controls (workstation locks, passwords, etc.) when not in use and must log off when leaving the office.
- While leaving the desk, employees shall lock their computers by pressing Ctrl+Alt+Del and lock or by pressing the windows key + L.

Best Regards
Human Resources