

**CONTROLLED DOCUMENT**

Department:	Administration Department
Document No:	CMC- HR - 012
Issue Date:	01/05/2008
Revision Date:	28/10/2020
Next Review Date:	27/10/2022

CLEAR DESK POLICY**1. PURPOSE:**

1.1. To protect sensitive information and to reduce the risk of a data breach and identity theft.

2. POLICY STATEMENT:

2.1. Employees must treat confidential and sensitive data with topmost precedence in ensuring its safekeeping is maintained.

2.2. Only documents that are non-sensitive and not confidential may be kept on the Employee's desk.

2.3. Documents that are confidential or sensitive need to remain securely locked in drawers and cabinets.

2.4. Employees who have been found to leave confidential information on their desk may be subject to disciplinary actions.

2.5. Employees who have been found to snooping into other Employee's confidential documents may be subject to disciplinary actions including termination.

2.6. This policy is in to be read with the Disciplinary Action Policy.

3. SCOPE:

3.1. Covers recruitment of all manpower at CMC and Group which is

3.1.1. Canadian Medical Center LLC

3.1.2. Canadian Medical Center LLC Branch -2

3.1.3. Canadian Medical Center LLC Branch – 3

3.1.4. Canadian Medical & Rehabilitation Center LLC

3.1.5. Canadian Medical Center & Plastic Surgery LLC

3.1.6. CMC Healthcare Sole proprietorship LLC

3.1.7. Canadian Medical Center for Surgery & Cosmetic

3.1.8. CMC First Aid Clinic

4. TARGET AUDIENCE:

4.1. All employees of CMC Group

5. RESPONSIBILITY:

5.1. Joint responsibility is held by all employees of Canadian Medical Center Group.

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CLEAR DESK POLICY**6. PROCEDURE:**

6.1. In order to maintain and adhere to the confidentiality agreement, each Employee is responsible to ensure to observe to the Clear Desk Policy.

6.2. Employees are to ensure that confidential documents are not kept on their desk and visible to others.

6.3. Employees who fail to abide by this policy will be subject to disciplinary action.

7. DEFINITIONS AND ABBREVIATIONS:

7.1. N/A

8. DISTRIBUTION LIST:

8.1. On shareholder Policies HR

9. CROSS REFERENCE, RELATED LEGISLATION, FORMS, POLICY & DOCUMENTS:

9.1. Joint Commission International Accreditation for Ambulatory Care, Fourth Edition 2019. Joint Commission Resources; SQE 1 & 2

9.2. Hospital Standards, Health Authority-Abu Dhabi, 2008;

9.3. ISO 9001:2015 Quality Management System Requirements ISO 14001:2015 Environment Management System.

10. KEY RESULT AREAS:

10.1. Nil instances of non-compliance with this policy.

11. AMENDMENT HISTORY:

Version	Revision Date	Description of Amendments	Pages
01	01/05/2008	New policy	All Pages
02	28/10/2020	ADHIC Classification Added	Throughout the policy

12. APPENDIX:

12.1. N/A

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CLEAR DESK POLICY**13. APPROVAL SHEET:****Document Developed & Reviewed By:**

Licensing Officer	Ms. Aprilia Ariesia		28/09/2020
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Document Developed & Reviewed By:

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Document Approved By:

Manager Human Resources /Chief Administration Officer	Mr. Sallam Mohammed Naji		29/10/2020
	Name	Signature	Date