

## Red Seal Recruiting Solutions Ltd. & Red Seal Immigration Ltd.

<b>Policy No.:</b>	<b>4 - 002</b>	<b>Title:</b>	<b>Shred All Policy</b>
<b>Subject Area:</b>	<b>Human Resources</b>	<b>Effective Date:</b>	<b>August 15, 2011</b>

Red Seal works with highly sensitive and personal information on a daily basis. We need to protect the privacy our clients and candidates.

### **Scope**

This policy applies to all paper documents in the office.

### **Policy**

Every piece of paper that is garbage will be shredded regardless of whether or not it has personal information on it (a "shred all" policy).

### **Procedure**

There are two grey containers in the office that are collected for shredding. One container is in the recruiters' office, the other is in the immigration office. Best Shredding will stop by once a month to collect it and shred all the documents on site. An employee will need to sign off the shredding has been collected and an electronic certificate of destruction is issued.

The grey containers are locked with a slot for paper to be place in it. There is a key if something is thrown out accidentally. If you are unsure if you may need a document later or not, scan it, save it to the Z drive and then shred it. Once the company picks up the shredding box there will be no way to get that document back. We do have an allowance for overflow; if the container is full we can put the overflow in another box which will be taken away at no extra charge.

You do not need to remove staples or bindings from the documents.

If you have personal documents at home that need to be shredded you can bring them into the office to shred in order to protect your personal information.

### **Acknowledgement & Agreement**

I, \_\_\_\_\_(Employee Name), acknowledge that I have read and understand the Vacation Policy of Red Seal Recruiting Solutions Ltd and Red Seal Immigration Ltd.. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_