

Top tips for a document destruction and recycling policy



Quickly implement an effective disposal policy that's sustainable *and* secure

Why is recycling your business's confidential paper documents, hard drives and e-media so important?

 **10,000**

sheets of paper used **each year** by the average worker¹

 **68%**

of those 10,000 are **not recycled**¹



3 out of 5

second-hand hard drives still contain the previous owner's **confidential information**²

How to implement an effective recycling policy

1

Establish policies to securely dispose of documents at home and work



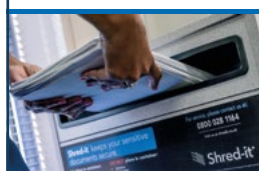
2

Train your employees on secure document destruction and recycling



3

Make secure **recycling containers accessible**



4

Protect digital documents too – hard drives should also be destroyed and recycled



5

Make document disposal and recycling **part of company culture**



Find out more today about a **Shred-it all Policy**. We can help simplify secure paper recycling for your business – covering office and remote workers.

Contact us today to find out more: call **0800 197 1164** or visit **shredit.co.uk**

We protect what matters.