

### **Tips for Safeguarding Classified and Protected Material**

- Adopt a clean desk policy; during the day, place classified and protected material on your desk only, not on cabinets, windowsills or in desk drawers.
- At the end of each day do a visual check of your office.
- Always assume that when you leave for a meeting you will not be returning, and store all classified and protected material in your cabinet.
- Leave an Absent Card on your desk.
- Always lock your office when leaving for the day or for a meeting.

### **Sanctions for Breaching or Violating Security**

The Deputy Minister has the right to apply administrative and/or disciplinary sanctions if breaches and violations occur. Sanctions may include:

- a verbal or written reprimand;
- revocation of reliability status or downgrading or revocation of security clearance;
- suspension without pay;
- dismissal; or
- criminal charges.

### **Handling Cabinet Documents**

Cabinet documents are circulated by hand to Ministers, the Deputy Minister and to Departmental employees who need to see them. All Cabinet documents "in" and "out" and the name of the officer responsible for the security of the document are recorded in a register in Cabinet and Parliamentary Affairs Division (DCL). DCL also maintains a bring-forward system and reminds officers when the document is nearing its return date.

Privy Council regulations require that all Cabinet documents provided for Departmental use be returned to DCL within a set period of time, especially with the end of regular, weekly Cabinet meetings at the end of a session.

It is your responsibility to ensure Cabinet documents' safe custody and return. Under no circumstances should you copy or reproduce these documents.

If divisions require these documents for use, for example, during the summer period, arrangements can be made to redistribute documents that have been returned to DCL.