

- During working hours, every employee is responsible for the security of his or her own office and must ensure that office security procedures are observed at all times.
- If, during lunch hours or any lengthy absence during working hours, it is not possible to leave an office under the effective supervision of a security-cleared member of the staff, all classified and designated information should be put away and locked in approved security containers; the office should then be secured as usual against unauthorized entry.
- Employees who leave their offices under the effective supervision of a security cleared member of the staff must ensure that any classified or designated information is adequately protected if the "custodian" employee leaves for lunch, at the end of that persons working hours, or leaves the office for any period of time.
- An employee who wishes to return to her or his office to work after normal working hours should not leave classified or designated information exposed in that office while it is unattended. Classified or designated information should be locked away in an approved security container until the occupant returns.
- During silent hours, week-ends and holidays, all classified and designated information must be put away and all offices must be locked and secured against unauthorized entry.

Absent card

In order to prevent classified and/or designated documents and/or materials being delivered and left on desks in the absence of employees, absent cards (form EXT 1431) are available from MFMG and should be placed on desk tops for the duration of an employee's absence.