

## Maintaining a proper and safe work environment

It is important that all Employees maintain good interpersonal relationships, always aiming at the quality of professional services.

As for the work environment, the Employee must ensure:

### **I. Organization of Workstations**

Workstations must be kept always in order and organized, avoiding exposure of important and confidential documents relative to the Bank's business-nes. Such procedure collaborates in the protection of the information secrecy (more information in item 7 of this code).

### **II. Disposal of documents**

When disposing documents containing information related to clients, partners or pertinent to the Bank's businesses, the Employee has the duty of guaranteeing the information security by utilizing the appropriate paper disposal or shredder resources.

[Top](#)