Office Decoration Policy



1. **OBJECTIVE**

[Company Name] establishes this policy on office appearance in accordance with its values of efficiency and professionalism. As an expression of those values, all office areas, including employee work areas and common areas, should be kept neat and orderly.

2. **PROCEDURES**

Employees should keep their work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, [Company Name] requires employees to organize their areas to secure work materials and to present an orderly and professional image.

3. **WORK AREAS DO'S AND DON'TS**

- Any picture or item hung directly on the walls of the building must be approved in advance by the director of administrative services.
- Posters, pictures, notes, etc., are not permitted on the outside of workstation panels.
- 03 Posters, pictures, notes, etc., are permitted on the inside of workstation panels as long as they are appropriate for workplace display and are not offensive to other employees. [Company Name] consistently enforces its policies prohibiting workplace discrimination and harassment of any kind, including images, graphics, or other visual displays, that may constitute offensive or inappropriate workplace conduct.
    - Work-related materials are not permitted on the tops of workstation cabinets. This area should remain clear or be tastefully decorated with plants or other appropriate workplace decorations.
- Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate onsite or offsite storage areas.
- To conserve energy, all blinds should always remain lowered, and outside doors and windows should remain closed when the heating and cooling system is working properly.
- Employees should leave public areas, such as the reprographic areas, coffee stations, conference rooms, restrooms and kitchens in a clean and orderly

condition for guests and other employees.

- Employees in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment, for repeated or egregious violations.