

## **723 Office Decorations**

Effective Date: 9/27/2021

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### **Background**

CSNT recognizes that decorations congruous with certain seasons or traditions placed in common areas can promote a sense of community, unity, and comfort with both employees and customers.

CSNT also recognizes that employees may wish to use decorations in their own work areas. Employees are encouraged to decorate their workspaces to accentuate a professional and pleasant work environment without inhibiting or disrupting its intended use.

### **Policy**

Department or Division Directors and members of the C-level leadership team have the ultimate duty to approve the installation of and facilitate the removal of decorations in common areas. Supervisors must oversee and approve decorations in employee workspaces.

Decorations in common areas will be tasteful and limited, as well as appropriate to office décor. Staff will avoid decorations of a religious nature, instead choosing those reflecting non-religious images or traditions.

Employees choosing to decorate their workspace must do so in moderation and be respectful of others' beliefs and customs when choosing and displaying workplace-appropriate decorations.

When displaying decorative items:

No décor depicting representations of religious holidays is allowed except inside classrooms where the nature of the décor is educational and represents an expansive list of world religions.

Seasonal decorations are allowed but must remain free of religious representations.

Employees must apply these principles when decorating personal workspaces, such as cubicles or offices. Any décor inconsistent with this policy shall be removed.

Any decorations viewed as offensive by reasonable standards are not allowed.

Employees are asked to remain focused on maintaining an environment of professionalism and respect for others throughout the year.

Questions regarding this policy should be directed to supervisory staff who may then contact the HR department for clarification.