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Approved By: Mohamad Khraizat	Title: Health Operations Manager
Signature: 	Date: 1-6-2020

I. POLICY

The policy of the ACCESS CHRC is that all buildings that include CHRC programs will be maintained in accord with high 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.

II. PURPOSE

ACCESS CHRC establishes this policy on office appearance in accord with its values of efficiency and professionalism. The purpose for this policy is to establish a culture of security and trust for all. An effective clean office effort involving the participation and support of all employees can greatly protect documents that contain sensitive information about our clients, customers and vendors.

III. APPLICATION

This policy applies to all ACCESS CHRC staff, its contractors, and their subcontractors.

IV. PROCEDURES

- A. Office Appearance: Employees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, ACCESS CHRC employees to organize their areas to secure work materials and to present an orderly and professional image.
 - a. Any picture or item hung directly on the walls of the building must be approved in advance by the director of administrative services.
 - b. Posters, pictures, notes, etc., are not permitted on the outside of workstation panels.
 - c. 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. ACCESS CHRC 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.
 - d. 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.
 - e. Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate onsite or offsite storage areas.
 - f. To conserve energy, all blinds should remain lowered at all times, and outside doors and windows should remain closed when the heating and cooling system is working properly.
 - g. Allocate time in your calendar to clear away your paperwork.
 - h. Always clear your workspace before leaving for longer periods of time.

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- i. If in doubt - throw it out. If you are unsure of whether a duplicate piece of sensitive documentation should be kept - it will probably be better to place it in the shred bin.
 - j. Consider scanning paper items and filing them electronically in your workstation.
 - k. Use the shred bins for sensitive documents when they are no longer needed.
 - l. Lock your desk and filing cabinets at the end of the day
 - m. Lock away portable computing devices such as laptops or PDA devices
- B. Common Areas Appearance: Employees should leave public areas, such as the reprographic areas, conference rooms, restrooms and kitchens in a clean and orderly condition for guests and other employees.
- a. If you use the conference room for an event
 - i. The tables and chairs must be returned to the original square setup
 - ii. The tabletops and countertop must be wiped clean
 - iii. All dishes must be cleaned
 - iv. Coffee pot must be turned off and cleaned once the level of the pot is at 1 cup, or at the end of the day
 - v. Trash bag must be removed from room and placed in the stairwell
 - vi. Do not drag chairs around as they will ruin our floors/carpet
 - b. In the kitchen area
 - i. All dishes must be cleaned and put away at the end of each business day
 - ii. All spills on counter, fridge, floor must be cleaned up immediately
 - iii. The fridge will be cleaned out every Friday and all Tupperware will be discarded if left
 - c. In the copy rooms:
 - i. Please pick up your materials before the end of the day or they will be recycled
 - ii. Do not print unnecessary materials as it wasted resources in time and money
 - iii. When using agency materials staff must use the sign-out/sign-in process
 - iv. Keep supply room resource room, boiler room well organized
- C. Personal Appearance: Each employee is expected to use good judgment when selecting appropriate business attire to wear to work. Employees are expected to have good overall habits, appearance and cleanliness and be role models for the individuals we serve in our community. For details on personal appearance, please see the Employee Handbook.

V. **QUALITY ASSURANCE & IMPROVEMENT**

ACCESS CHRC Management shall review and monitor adherence to this policy and address it in supervision with staff as needed.

VI. **COMPLIANCE WITH ALL APPLICABLE LAWS**

Agency staff, contractors, and subcontractors are bound by all ACCESS policies, and administrative directives as amended. 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.

VII. **LEGAL AUTHORITY AND REFERENCES**

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