



Dinwiddie County

Office Appearance Guidelines

Effective January 1, 2019

Dinwiddie County establishes these guidelines on office appearance in accord with its focus on efficiency, professionalism and citizen and employee safety. As an expression of these values, all office areas, including employee work areas and common areas, should be kept neat and clean and in accordance with office safety standards.

Appropriate Work Area Appearance and Decorations

- Up to three live plants per workstation are permissible. No plant shall be hung from the ceiling or walls. Plants must not be placed on window ledges. Plants should be in a pot that is approximately 10" or smaller in diameter; the plant should be contained within the pot, appropriate in scale to the work area, and should be alive and well. Employees are responsible for ensuring plants do not damage furniture; plastic plant saucers are highly recommended; employees may be responsible for covering the cost of any associated damage. Artificial plants are permitted.
- Approved flower stands are available for purchase, contact Human Resources for details.
- Any picture or item hung directly on the walls of the building must be a framed or canvas degree, certification, painting, or portrait; personal photographs (ex: family pictures and snapshots) shall not be hung directly on the wall; professional, career-related photographs are permitted.
- No adhesives are to be used on the walls or furniture; Public Works or designated staff will be responsible for hanging all wall decorations.
- Posters, pictures, notes, etc. are permitted on the inside of the workstation as long as they are appropriate for workplace display and are not offensive to other employees; Dinwiddie County 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.
- Excessive collectible items are discouraged; all items should be appropriate for the employee's work environment; no collectible items should be displayed on the window ledges.

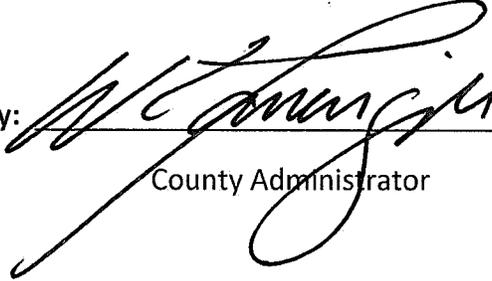
- Items shall not be hung from sprinkler heads; storage must be maintained at least 18" below sprinkler heads. Shelving against walls can have a variance; however, storage in the middle of the room must meet this requirements; variance must be issued by Fire & EMS staff.
- Door decorations are not permitted.
- Items shall not impede walkways at any time.
- Fire extinguishers shall not be blocked or obstructed from view or access in any way.
- Fire alarm notification devices (strobes) must not be obstructed or blocked from view.
- Space heaters are not permitted.
- Small appliances must be approved by the employee's manager prior to hook-up; approved appliances must be plugged directly into receptacles.
- Personal furniture must be approved by the employee's manager prior to installation.
- With the exception of service animals, no fish or other animals are permitted in the common areas or workstations.
- To conserve energy, all blinds should be lowered at the end of every workday and outside doors should remain closed when the heating or cooling system is operating.
- Employees should leave public areas such as breakrooms, coffee stations, conference rooms, restrooms, and kitchen areas in a clean and orderly condition for others.
- Workspaces viewable to the public should be kept neat, clean, professional, and free of clutter.

Appropriate Seasonal Decorations

- Dinwiddie County may install appropriate seasonal decorations in public or group work areas from time to time; employees shall not decorate these areas without the express prior permission of the County Administrator or designee.
- Decorations will be tasteful and limited, as well as appropriate to office décor.
- Dinwiddie County recognizes that employees may wish to use seasonal decorations in their own work areas; employees should use moderation in decorating their workspaces to accentuate a professional and pleasant work environment without inhibiting or disrupting its intended use.
- Employees must be respectful of others' beliefs and customs when choosing and displaying workplace-appropriate seasonal decorations.
- The County Administrator or designee has the authority to require employees to remove any decorations that are inconsistent with the spirit of this policy.

- Seasonal decorations should not be displayed more than one month prior to the holiday in which they represent; they must be removed no later than seven days after the holiday in which they represent.

Approved by:



County Administrator

Date:

12.14.18