

## **Agency Wide Policy and Procedure**

**SECTION: Guidelines for Conduct**

**SUBJECT: Office & Common Areas**

**POLICY NUMBER: 4.17**

**ATTACHMENTS:**

**APPROVAL DATE:**

**REVISION DATE: 12/2023**

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**Policy:** All department staff are asked to observe the following procedures in order to ensure the safety and security of staff, clients, visitors, information, equipment, materials, and physical environment of the department.

**Procedure:**

1. Staff are asked to observe the procedures detailed in Policy 6.01 regarding visitors to the department.
2. Staff are asked to respect the private workspace of co-workers. If you borrow an office tool such as a stapler or hole punch, please return it as soon as possible.
3. Staff are asked to help ensure that all office equipment such as copiers, printers, staplers, shredders, etc. are maintained in proper working order. If these machines are malfunctioning, please notify the department assistant as soon as possible so that they may be serviced, repaired or replaced. Also, please be sure to restock consumable supplies in these machines as needed and notify the department assistant to reorder these supplies when they are getting low.
4. Staff are reminded to exercise caution and observe safety warnings when using all office tools and equipment, such as keeping all loose clothing, jewelry and hair away from the openings of shredders, electric staplers and electric hole punches. Staff are also reminded to be sure to return all office tools and equipment to their safety or off/closed positions, such as lowering and locking the cutting arm on a paper cutter, after use.
5. To keep any pest problems to a minimum; all food trash including wrappers are to be disposed of in the kitchen trash can. If any pests are found, staff are asked to notify the department assistant to contact the appropriate party to resolve such an issue.
6. Staff are also asked to help keep all office and common areas clean and free of any obstacles which may constitute a safety hazard.