

# Office Appearance Policy

## Objective

Peachtree Church establishes this policy on office appearance in accordance with its values of Unexpected Togetherness, Gentle Reverence and Disruptive Compassion. As an expression of those values, all office areas, including employee work areas and common areas, should be kept neat and orderly.

## Procedures

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, Peachtree Church requires employees to organize their areas to secure work materials and to present an orderly and professional image.

## *Work areas dos and don'ts*

- Any picture or item hung directly on the walls of the building must be approved in advance by the Senior HR Director.
- Posters, pictures, notes, etc., are not permitted on the outside of workstation panels.
- Posters, pictures, notes, etc., are permitted on the inside of workstation panels as long as they are appropriate for workplace display and are in alignment with Peachtree's values.
- Work-related materials are not permitted on the tops of workstation cabinets. This area should remain clear.
- Boxes and other storage items should remain out of sight within a workstation or stored in ministry-specific storage spaces throughout campus.
- Employees should leave public areas, such as the printing areas, coffee stations, conference rooms, restrooms, and café areas in a clean and orderly condition for guests and other employees.
- Employees should be thoughtful about what items they store in the public area refrigerators and heat up in the public area microwaves. Please avoid strong-smelling foods like fish, broccoli, or brussel sprouts. Dishes should be loaded into the dishwasher by the user and not left in the sink.
- Peachtree Church may install appropriate seasonal decorations in public areas, such as at reception, in the lobby, and in break areas, from time to time. Employees should use moderation in decorating their workspaces to accentuate a professional and pleasant work environment without inhibiting or disrupting its intended use.
- Any decorations viewed as offensive by reasonable standards may be required to be removed.
- Employees are asked to remain focused on maintaining an environment of professionalism and respect for others throughout the year.
- Do keep all doors to the office area closed at all times.

Questions regarding this policy should be directed to supervisory staff or the HR department.