

## Region 4 Workforce Development Board Workstation and Office Appearance Policy

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**PURPOSE:** To ensure a professional workstation and office atmosphere for staff and for the purpose of delivering services to WorkOne customers efficiently and effectively.

**BACKGROUND:** With the inception of a WorkOne Integrated System, office layouts have become much more open and free-flowing. Cubicles and high walls will be replaced by open workstations and better customer flow. WorkOne centers will transform to a more interactive environment, where customers can visually *see* the staff there to serve them. Customers are shared across team members and are escorted across teams and workshop space. In an effort to keep a safe environment, staff should keep their personal belongings out of public reach. An organized and professional office is intended to keep the "look and feel" of the new, improved Integrated System.

**CONTENT:**

- All areas are to be kept neat, clean, and professional in appearance.
- No personal items are to be placed in the aisles or on file cabinets and bookcases in the common areas.
- Work surfaces should be kept neat, dusted, and clear of excess clutter. A few well selected personal items are acceptable as long as the items do not interfere with the organization and flow of the employee's work.
- Only one plant per work station is permissible. No plant shall be hung from the ceiling or walls. Plants must not be placed on or on window ledges.
- With the exception of guide animals, no fish or other animals are permitted in the common area or work stations.
- No flower stands or other personal furniture is permitted.
- No adhesives are to be used on the walls or furniture. Magnets may be used on metal portions of furniture.
- Nothing is to be placed on top of any open or closed bins or file cabinets that can be seen above the cabinet /partition walls.

Effective July 1, 2008