



3-8 POLICY ON WORK AREAS

Work areas will be always kept clean and orderly.

Apparel, such as boots, coats and umbrellas will be stored in designated areas.

Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, paper, or information of value must be properly secured.

Non-work material, such as posters, signs, pictures, and calendars are permitted to the extent that they do not interfere with the performance of work, and they are not offensive to a reasonable person. Your immediate supervisor will be the deciding whether a non-work item is permissible.

Adopted on:

Revised on:
November 2021

