



---

## Work Environment Policy

<b>Number:</b>	3.29
<b>Issued:</b>	01-03-01
<b>Revised:</b>	
<b>Coverage:</b>	All Facilities

---

### Policy

This work environment policy has been developed in the interest of assuring a secure, professional, healthful and pleasing work environment for employees and for those who visit the Kaiser Permanente Offices. These guidelines are to be effective during normal business hours; work environment guidelines for employees working during non-business hours shall be at the discretion of the supervisor. Supervisory discretion shall also apply when following these rules would be impractical.

---

### Practice

#### Name Badges

For the administrative offices, name badges must be visible to the receptionist upon entry to the building. Employees and visitors without ID's must sign in at the desk before entry.

#### General Appearance of Work Area

Because of the open nature of the work areas and in an effort to convey an appropriate public image, work areas shall be maintained in a neat and orderly fashion. Supervisors shall be responsible for establishing and monitoring departmental guidelines that will allow maximum functionality, ensure a neat and business-like work environment, and protect any confidential material in the work area. Department guidelines shall include housekeeping and safety policies regarding individual work areas, file areas, storage rooms, coffee rooms and common areas.

#### Radios

Personal radios will be allowed in personal workspace if played at a volume not to be heard outside the personal workspace, provided it does not interfere with the work of the department.

### **Food/Beverages in Work Areas**

Beverages will be allowed at a desk to the extent that they do not interfere with the work of the department, Company documents or equipment. Eating will not be allowed at any workstation which is in public access/reception area or within the view of visitors or in any areas which jeopardize public image. The supervisor will have complete discretion with regard to determining appropriate snacks that may be eaten at the desks and at what point eating begins to interfere with the work of the department. Meals may be eaten in private areas as authorized by the supervisor (e.g., conference rooms, etc.). The supervisor will have responsibility for assuring that the department coffee making and kitchen areas are neat and orderly, and establishing a routine schedule to monitor these areas. No personal coffeepots will be allowed.

### **Smoking**

Refer to [Personnel policy 3.18, Smokefree Environment Policy](#). Smoking will be permitted outside the buildings only at designated smoking areas.

### **Pictures and Other Attachments to Public Areas**

Tasteful desk pictures and wall pictures/prints will be permitted within individual work stations/offices at employee expense. No pictures or other decorative items will be allowed on the exterior walls of either panels or offices. Pictures in common work areas will be supplied by the company. All items requiring attachments to walls/panels or in common work areas must be appropriate for a business environment, must not be viewed as offensive by patients or co-workers, must be first submitted to the supervisor for approval, and attached to panels/walls with appropriate hardware. Paper signs should be posted on bulletin boards. No tape should be applied to paint surfaces.

### **Display of Religious Articles**

Because the display of religious articles could impinge on the rights of other employees or patients, pictures or other objects having religious connotation shall not be conspicuously displayed on walls, desktops or otherwise in view within the employee's work area.

### **Plants**

Decorative plants will be supplied by the Company in common work areas. Potted floor or desk plants will be permitted in individual work areas at the employee's expense and care.

### **Insurance for Personal Effects**

Company insurance policies do not cover the loss of or damage to personal items brought into the workplace; nor do they cover loss of or damage to employee cars in parking lots.

### **Bulletin Boards**

Bulletin boards will be provided in employee lounge area for posting of required governmental forms/posters, job vacancies and general employee announcements. Prior to posting any material, all items must first be submitted to administration for review and approval. General guidelines for approval of bulletin board materials shall include announcements of general interest to staff and must be of an appropriate nature for a business environment. The administrator shall be responsible for discarding outdated material and maintaining the orderly appearance of the general announcement bulletin board.

### **Dress Code Policy**

Refer to [Personnel Policy 3.06, Dress Code Policy](#). Exceptions to this policy must be approved in advance by the Administrator. Examples of appropriate exceptions include allowance for casual dress on department moving and clean-up day.