



KDADS requires employees to maintain a neat and professional office space free from clutter. KDADS is not responsible for personal items in the building. Offensive material and language are prohibited from being displayed or used in the workplace. In addition, unnecessary and outdated paperwork should be regularly recycled and be kept out of the workspace.

Each employee is responsible for their own area as well as the daily maintenance (picking up after oneself) of common areas.

- Public areas of the buildings (conference rooms, common areas, bathrooms, front desk, and public hallways) should have a clean and professional appearance at all times. Storage of boxes, brochures, office equipment and other items should not be kept in common areas visible to internal or external customers.
- Paper products (reports, forms, printing, etc.) should be handled appropriately through recycling, use of filing cabinets, archiving, and shredding. Storing loose papers on the floor is not acceptable and creates a fire and safety hazard.
- Empty food containers and food packaging should be cleaned and/or removed daily to maintain a safe and sanitary environment.
- Excessive personal items do not contribute to a business environment. Personal collections, items, pictures, sports memorabilia, etc. should be kept to a minimum.
- Scented air products should be used with restraint. Candles are prohibited.
- Offensive materials are prohibited. (see 3-1-C Sexual Harassment Policy)

Appointing Authority may require a safety inspection of all appliances.

Questions regarding appropriate office space appearance please contact Human Resources.

Upon resignation or retirement, personal items should be removed from the employees work area immediately upon leaving employment unless arrangements have been made with Human Resources to pick up on a specific date. Employees who have been laid off or terminated shall not return to their cubicle or office to pick up personal belongings. It is the employee's responsibility to coordinate with Human Resources to schedule a pick up time for their belongings. Any items remaining after 30 calendar days following the employee's last day at work shall be discarded without notice and at the agency's discretion.

*References:* 3.1.C Sexual Harassment Policy; 3.8 Employee Conduct