Office Appearance Policy

PURPOSE

MCVO establishes this policy on office appearance in accord with its core values, culture and work ethics. The purpose of this is to create an office environment that conveys a professional image, ensure cleanliness of all facilities and provide a workable area for all employees.

2. POLICY

2.1 Any picture or item hung directly on the walls of the building must be approved in advance by the director of administrative services.

2.2 Posters, pictures, notes, etc., are only allowed on any sides of workstation panels for specific conditions.

2.3 Employees should leave public areas, such as the pantry room, conference room, restrooms and sleeping quarters in a clean and orderly condition for other employees and guests.

2.4 Vandalism in the workplace is defined as intentional defacing and damaging company property and can be classified as a major offense. It includes and is not limited to; graffiti, trash dumping, light smashing, removing/bending signage or ornamentation, breaking windows, or other defacing of property.

2.5 WORKSTATIONS

2.5.1 Posters, pictures, decorations, notes, etc. are permitted on the inside of workstation panels as long as they are appropriate for workplace display and are not offensive to other employees. MCVO consistently enforces its policies prohibiting workplace discrimination and harassment of any kind, including images, graphics or other visual displays, that may constitute offensive or inappropriate workplace conduct.

2.5.2 Boxes and other storage items should not be placed on workstations and must be kept in appropriate storage areas.

2.5.3 All personal items such as jackets, vests, hoodies and caps should be properly folded and tucked on workstations or on their seats and should be removed once shift has been completed.

2.5.4 All office supplies/items on workstations must be organized and look neat. Desk organizers are permitted as long as it will not cause any hindrance to the equipment, other employees and their work.

2.5.5 It is the employee's responsibility to take care and ensure that the items and equipment placed at their station are kept safe and clean.

2.5.6 No items shall be moved such as office equipment, chair, table, cables, trash bins, cabinet, and file storage without notifying the management. This is to comply with the “inventory policy and procedure” and “Workstation Arrangement Policy”

2.5.7 Personalizing company property is prohibited. This includes and not limited to; graffiti, stickers, labeling with other asset tags, adding computer/laptop sticker skin, changing keyboard keys, installation of any decorative lights that has negative effects on other employees, or adding computer hardware accessories.

2.5.8 Items/Equipment from other companies are prohibited to be used inside workstations or any other facilities in the office. Only approved equipment can be used inside the office.

2.5.9 Personal equipment like mouse, keyboard, headphone/headset etc. will need approval from the management before using them on their workstations. Other details and information for this area are tackled in “B.Y.O.D Policy”

2.5.10 Desk decorations which includes and not limited to; funko pop, figurines, toys, porcelain, collectibles, clays, wooden sketch mannequin, or sculpted art, are permitted to add on their workstations as long as it is organized, looks neat, and well maintained.

2.6 Hallways

2.6.1 Hallways must be maintained clean at all times.

2.6.2 No items shall be left in hallways that may block/barricade the area, especially the entrance and the emergency exit.

2.6.3 Avoid leaving personal items that may take up the space of the hallway. There are lockers provided for everyone to store their items.

2.6.4 Avoid leaving any items that are not usually placed in the hallway. Ensure all items are stored to where they should be kept such as cleaning supplies, office supplies and equipment.

2.6.5 Other facilities such as Office Gym, Office Pantry, Office Sleeping quarters and Conference room must be kept clean at all times. Any decorated items inside these facilities must be handled with care.

2.6.6 No personal items must be left in these facilities except those in the sleeping quarters and office pantry. The company and the management will not be held liable for any loss or missing items of employees.

RESPONSIBILITIES

All MCVO employees and affiliates are responsible for ensuring adherence to the requirements in this Policy.

VIOLATIONS

Employees in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment, for repeated or egregious violations.