

Holiday Decoration Expectations

Dear Team,

As we approach the holiday season, we want to outline our expectations for workplace decorations. We encourage everyone to participate in creating a festive atmosphere while ensuring a respectful and inclusive environment for all.

Guidelines for Decorations:

- All decorations must be appropriate for a professional setting.
- Please avoid decorations that could be considered offensive or exclusionary.
- Keep personal decorations to your individual workspace.
- Ensure that decorations do not obstruct walkways or emergency exits.
- Consider using energy-efficient lighting options.

If you have any questions or suggestions regarding decorations, feel free to reach out to the HR department.

Thank you for your cooperation and enthusiasm in celebrating the season!

Best Regards,
The Management Team