

Holiday Decoration Etiquette in the Office

Dear Team,

As the holiday season approaches, we encourage you to bring some festive cheer to our office spaces. However, it's important to keep in mind the following etiquette guidelines to ensure a harmonious environment for everyone:

1. Keep It Inclusive

Please be mindful of different cultural and religious beliefs among team members. Aim for decorations that celebrate the spirit of the season without favoring one tradition over another.

2. Maintain Professionalism

3. Respect Shared Spaces

When decorating common areas, collaborate with your colleagues to ensure everyone's preferences are considered and the space remains accessible and tidy.

4. Safety First

Ensure that all decorations are safe and do not obstruct pathways, exits, or equipment. Avoid using items that could be a fire hazard.

5. Clean Up

Once the holiday season concludes, please promptly remove all decorations, ensuring that shared spaces return to their original state.

Thank you for your attention to these guidelines. Let's work together to create a festive yet respectful atmosphere this holiday season!

Happy Holidays!

Sincerely,
Your Management Team