

# Fresno County Workforce Investment Board

2000 Fresno Street, Suite 200 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 •  
www.workforce-connection.com

*Blake Konczal, Director*

## **OPERATIONAL DIRECTIVE**

**FCWIB OD # 39-08**

**Date Released: September 19, 2008**

**To: All Fresno County Workforce Investment Board Providers of Services**

**From: Blake Konczal, Director**

**Effective Date: September 19, 2008**

**Subject: WIA Program Office/Cubicle Decorum Policy**

**Applicable Program: Workforce Connection, All Youth One System**

The Fresno County Workforce Investment Board (FCWIB) will provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses against protected classes that might interfere with work performance. These classes include, but are not necessarily limited to, race, color, religion, sex (including gender and gender identity), age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law. This is regardless of the employer or employee within the One Stop System and All Youth One System programs and reflects our responsibility to be respectful of other employees, job seekers, business clients, youth, guests or co-workers.

For this reason the following guidelines on office and cubicle decorum have been established:

1. At all times, there should be no material such as notes, photographs, cartoons, posters, mugs, artwork, screensavers, etc. of a harassing or offensive nature. Personal items displayed in the workplace must not discriminate against any protected class.
2. The script or image on personal items bearing a relationship or identification with a political or religious viewpoint should be no larger than an 8" by 10" picture, mug, placard, etc. For instance, a 2" by 2" saying on a 10" by 10" calendar would be fine.
3. Keep in mind that the item should not be the focal point of a guest or visitor's interaction with you at your workstation. For example, it should not be a desk mat that they have to put their papers on.
4. All materials in public areas (waiting room, resource room, computer lab, etc.) must be in good taste and meet the standards listed above. This includes any newspapers/magazines as well as special projects in the Youth Zones and co-location sites.