



Cornell University
Division of Human Resources

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TO: Deans, Directors and Department Heads

FROM: Alan Mittman, Associate Director
Office of Workforce Diversity, Equity and Life Quality



Christine Stallmann, Director
Environmental Health and Safety

DATE: November 19, 2007

RE: Winter Holiday Season



As the winter holiday season approaches, it is again time to start thinking about holiday celebrations. The following information and guidelines are offered to assist you and your employees in celebrating this season in a safe way and in a way that is consistent with the university's commitment to diversity and inclusiveness.

With respect to fire safety, we offer the enclosed guidelines for holiday decorations and for actions to be taken in a fire emergency. Also, with respect to diversity in the workplace, please be aware of the many winter religious holidays around this time of year. The university recently implemented a religious accommodation policy, so it is important to be aware of how requests for accommodations should be addressed.



This is also a time that employees will be asking to put up holiday decorations. Just as a reminder, consistent with general university policy (Policy 3.14) on personal, non-business-related expenses, employees are advised not to use University funds or resources, including office supplies and equipment (e.g., word processors, copying machines and fax machines), in connection with or in support of holiday celebrations.



Also, any decoration of workspaces by employees is expected to be done in a manner which is not disruptive and which does not interfere with work performance. Employees are expected to be sensitive to the rights and views of others and of the university's commitment to creating an inclusive environment. The visibility of decorations to other employees and their resulting impact upon the workplace should be considered by employees who place them in the workplace, and will be considered by the university in monitoring adherence to this policy.



Please email us if you have questions at ehsdir@cornell.edu for fire safety information. For diversity issues in the workplace concerning winter holiday displays, Alan Mittman may be reached at 255-3976 or by email at alm63@cornell.edu.

