

DESCRIPTION

Schneider establishes this policy on workplace environment appearance in accordance with our core values. As an expression of our core values, all Schneider owned and leased office and cubicle areas should be kept neat and orderly, including customer locations, hoteling workstations, and general common areas.

PRINCIPLES

Associates should ensure their individual work areas are organized and clean at all times.

Associates are required to safeguard sensitive data at all times. Associates must ensure that:

- 1) Sensitive documents and materials must be secured or removed from desks when not in use and either stored in a lockable area or shredded before the end of an associate's shift.
- 2) Passwords or other protected materials are not left on your desk
- 3) Computer(s) are screen locked or logged off when left unattended

Work areas best practice:

- Personal items are not permitted to be hung on office walls unless approved by Marketing and Facilities Management. Any item approved to be hung on the wall must be hung by Facilities Management.
- Pictures or artwork within common areas including conference rooms, corridors, break rooms, customer-facing areas, etc. must be approved by Schneider Corporate Marketing Department
- Posters, pictures, or educational documents (diplomas/certificates) are permitted inside of workstation/office as long as they are appropriate for workplace display and are not offensive to other associates. Schneider 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
- Associates should leave public areas, such as the common areas, coffee stations, conference rooms, restrooms and cafeteria in a clean and orderly condition for guests and other associates
- Team and holiday décor may not be mounted to building walls or hung from the ceilings. Team and holiday décor is permitted on cubicle walls if it does not damage the cubicle walls or block aisles for egress

Hoteling Workstations:

- Should be kept neat and orderly during and upon departure of workstation
- Should be free of all debris, spills, garbage, or associates personal items
- Countertop, chair, and phone should be wiped clean upon departure

In addition, associates are **NOT** permitted to bring the following items on Schneider premises:

- Pets or animals of any kind, except for service animals accompanying an associate with a disability
- Water containing vessels with fish
- Large personal floor plants, shrubbery, or smaller trees
- Candles
- Floor rugs
- Televisions
- Decorative lighting in workstations or general work areas
- Personal chairs of any type as Schneider provides standard seating to associates, contractors and temporary workers
- "Customizing" their cubicles. (i.e., erecting higher walls, umbrellas, canopies, or structures over the top of their cubicles
- Walking pads (i.e., under-desk treadmills) or any other exercise equipment

Associates are **NOT** permitted to bring the following appliances on a Schneider premises:

- Refrigerators
- Coffee makers (including Keurig units)
- Microwaves
- Toasters
- Space heaters
- Box or pedestal fans
- Air purifiers or air fresheners
- Outside grills

Associates in violation of this policy may be subject to disciplinary actions, up to and including termination of employment, for repeated or egregious violations.

FOR MORE INFORMATION

Please consult with Facilities Maintenance or Marketing Departments.

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