

4.09 DUE CARE OF FACILITIES, EQUIPMENT AND INFORMATION

A. Facilities

It is the responsibility of management and employees alike to act responsibly to maintain clean, neat and sanitary facilities and work areas. To that end, the following items apply:

- 1. Designated areas with restrictions** are to be properly obeyed.
- 2. Food and beverages** may be consumed in an employee's work area with approval of departmental management. All other on-site consumption of food and beverages must take place in designated lunchrooms/cafeterias. Management may use a conference room or like-area in a non-public area for the consumption of food and drink for a special event. It is recommended that beverages be kept in lidded or spill-proof containers when around computer equipment.
- 3. Smoking, Vaping, or the Use Electronic Cigarettes** is prohibited except in areas identified by "Smoking Permitted" signs. Locations which may be considered as "Smoking Permitted" include designated outdoor areas and infrequently used areas. Employees should maintain a distance of twenty (20) feet from any doors, windows, or HVAC units. Smoking is not permitted in any County-owned or -leased vehicle.
- 4. Work areas** are to be kept neat, clean and uncluttered.

B. Equipment and Information

Employees are expected to exercise due care and proper stewardship with regard to access to, and/or use of County-provided equipment, tools, supplies and/or information that comes into the employee's custody. Such items are for official use only, and any misuse, abuse, unauthorized access to or duplication of is prohibited.

