

Dear colleagues,

With the holidays around the corner, it is important to follow all safety guidelines while demonstrating our commitment to equal opportunity, diversity, and inclusiveness.

As a reminder to our community, office holiday decorations such as trees, wreaths, and garlands should be artificial, labeled “flame-retardant” and should not interfere with fire sprinkler systems, fire alarm systems, or exits. If you have a live tree, protect against holiday tree fires by keeping the tree watered, using LED lights that generate less heat, and positioning the tree away from heat sources. Please take a few minutes to read the [EH&S Holiday Safety Reference Guide](#). Additional considerations are also available on the [UCI Forward Celebrations and Holiday Gatherings web page](#).

In addition to safety, UCI has a strong commitment to equal opportunity, diversity, and inclusiveness. In light of the broad representation of religious beliefs, practices, and observances that enrich our university community, the Office of Equal Opportunity and Diversity has developed recommended [guidelines for inclusive celebrations](#) to assist departments and administrators in addressing various elements, such as décor, language, and other considerations for creating an environment that embraces diversity.

We extend our best wishes for everyone to enjoy a happy and safe holiday season!

Ronald S. Cortez, JD, MA (he/him/his)

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration

Kirsten K. Quanbeck (she/her/hers)

Vice Chancellor

Equal Opportunity and Compliance