

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 with a flame-retardant label. Please ensure that these decorations do not obstruct 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 [EHS Holiday Safety Reference Guide](#).

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!

Sincerely,

**Dyonne M. Bergeron**

Vice Chancellor

Equity, Diversity, & Inclusion

**Mary Lou D. Ortiz**

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration

**Kirsten K. Quanbeck**

Vice Chancellor

Equal Opportunity and Compliance