

For : All Concern Department
From : 5'S Committee
RE : **OFFICE PANTRY ETIQUETTE**
Date : May 5, 2023
Reference : FIN-000-23-4-057

Since restriction against Covid – 19 is finally loosen up, the Management in cooperation with 5's Committee are hereby directed everyone to refrain from having their meals at their working station except for those employees with COVID like symptoms, effective upon the issuance of this memo. Kindly follow Pantry Etiquette listed below:

RULE# 1: CLAYGO

Keep it clean. Clean as you go! It's proper etiquette to clean up after yourself after eating because others won't be happy doing it for you. Take an extra step and put your trash in the garbage can, wipe up any spills, and remove whatever you brought in that day.

RULE# 2: ONLY EAT AND DRINK WHAT IS YOURS

No matter how tempting another employee's food appears, it doesn't belong to you, so don't take it. Unless your officemate offers you some, pretend it isn't there.

RULE# 3: LABEL YOUR FOOD

Write your name in **BOLD** letters to make sure there is no doubt about whose food or drink belongs to. That way, someone can't honestly say he accidentally picked up something he thought was his.

RULE# 4: KEEP THE MICROWAVE CLEAN

When you used the microwave, check it afterwards and make sure you didn't leave crumbs or splatters. Make sure to wipe it clean for your sake and everyone else's. Never use aluminum foil or metal in a microwave oven; it could cause a fire. Use only microwave-safe food containers or dishes.

RULE# 5: NO FOODS WITH STRONG ODORS.

Avoid bringing food that emits strong odor, especially when they are reheated in the microwave.

RULE# 6: AVOID FLOOR HAZARD

If you spill something, clean it up. You don't want to be responsible for someone slipping and falling. (Slip / fall/ trip accidents)

RULE# 7: OBSERVE PROPER DISPOSAL OF TRASH

Dispose your left over properly. Use waste bins provided in throwing of your left over. Once waste bins are already piled up inform maintenance staff immediately.

Any personnel refuse to follow and will be caught a sanction will be imposed under Code of Discipline.

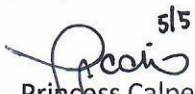
Misconduct/Misbehavior/General Misdemeanor

- a) Willful disregard of company's duly posted notices and signs such as "No Smoking"; "Do not Enter" and the like; Elevator restriction
- b) Deliberate violation of housekeeping regulations which contributes to unclean and unsanitary working condition.

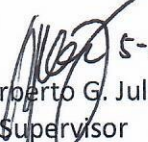
In line with this implementation the 5's Committee in coordination with Admin department starting on May 8, 2023 we will be retrieving all individual trash bin in your working station to give way for the full implementation of proper segregation and to promote healthy individuals. By doing this we will not only cut, at least we will lessen pest infestation in our company and a good walk exercise to each personnel.

These simple reminders are basic and easy to follow, please cooperate.

Prepared by:

5/5

Princess Calpe
5S Committee

Approved by:

 5-5-23
Mr. Norberto G. Julve Jr.
Admin Supervisor