

SAFETY MEMO

To : All Employees
Date : 7th October 2020
Reference : GAM-S/ME/54/OCT20
Subject : Covid-19 Safety Measures

1. Due to recent increasing number of cases regarding Covid-19, This memo is for reminder to all staff as a safety measures due to **“new normal”** that we are facing right now. All employees are required to comply with the SOP’s that have been implemented during the period of the Covid-19 control order by maintaining personal hygiene and avoiding **3C**:
 - **Crowded Places** (stay away from crowded areas).
 - **Confines Space** (avoid confine areas and ensure 1-meter distancing).
 - **Close Conversation** (avoid chatting or talking at close range).
2. With refer to the current situation, all activities performed at GAM must take into account the outlined SOP’s by **Ministry of Health Malaysia (KKM), National Security Council (MKN)** and a company’s directive, such as trainings, meetings or other activities involved the crowds. All employees should take the responsibility for the safety of themselves, families, and other employees in the company by considering:
 - Limited the participant for the trainings or introduced online trainings.
 - Limited the participant in the meeting or introduce online meetings.
 - Reconsider the off-base travelling especially to the red zone area.
 - Postponing or cancelling a non-urgent trip or vacation.
3. Besides that, if employees have a close contact with the positive Covid-19 carrier or instructed to resume a health check at the hospital for Covid-19 test, please report to the company immediately and comply with the prescribed quarantine period with refer to:
 - **HR DIRECTIVE 2020-011 COVID – HOME SELF QUARANTINE (HSQ).**
 - **ADMIN DIRECTIVE 2020-005 CORONA VIRUS 2019 (COVID19).**
4. All directive issued by the company will be enforced effective immediately. All employees are responsible to follow all the instructions and guidelines that have been set by the company. **Those who found guilty and did not follow the SOP and instruction given, company will take an immediate action due to negligence act to the company.**
5. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo onto your respective notice board.

#KitaJagaKita #KitaMestiMenang

Thank you,

A handwritten signature in black ink, appearing to read 'Nizam', written in a cursive style.

Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director
Chief Technical Operation Officer
Quality Assurance Manager