

SAFETY MEMO

To : All Employees
Date : 21 December 2020
Reference no : GAM-S/ME/61/DEC20
Subject : Requisition of Face Mask & Hand Sanitizer

1. In order to ensure the safety and health of all GAM's staff during this Covid-19 pandemic, we are advised to always wearing face mask when working in crowded place or when working in area which is high risk of infection.
2. Other than that, to prevent the spread of the Covid-19 virus, we are encouraged to do hand sanitation when arriving office either from your home or when returning from other office.
3. Therefore, Galaxy Aerospace (M) Sdn. Bhd. will provide face mask and also hand sanitizer for all work area (only for working time use). **You can request and self-collected this face mask & hand sanitizer with Safety Department during working hours at Safety office** if this items almost finish at your area. Your requisition will be recorded by Safety Department.
4. For off base operation, you may buy face mask and hand sanitizer for your office use with patty cash money, or buy and claim with Safety Department (with support document).
5. Your understanding and cooperation is really appreciated to stop the spread of the virus and to ensure everyone working safely.

Thank you.



Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director/Accountable Manager (MD/AM)
Chief Technical Operation Officer (CTOO)
Quality Assurance Manager (QAM)