

SAFETY MEMO

To : All Employees at GAM HQ
Date : 3rd June 2019
Reference : GAM-S/ME/32/JUN19
Subject : Workplace Safety during Aidil Fitri Holiday

1. In conjunction with the upcoming Aidil Fitri Celebration, GAM HQ office will be **closed** starting from **midday of 4th to 7th June 2019**.
2. In view of the long holidays, you are reminded to switch off unnecessary electrical plug outlets and light switches to avoid unwanted events.
3. The last person who leaves the office, please ensure that all doors and windows are properly locked with all air conditioning units are turned off.
4. Whoever wishes to come back to office during the closure period, kindly inform Safety Department for further action.
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.

Thank you,



Mohammad Nizam Jaafar
Safety Manager

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