

SAFETY MEMO

To : All Employees
Date : 18th March 2020
Reference : GAM-S/ME/42/MAR20
Subject : ***GALAXY OPERATION ON RESTRICTION OF MOVEMENT CONTROL***

1. Galaxy Aerospace is committed an effort to control the spread of **COVID-19** within the organization. We recognize the intensity and the seriousness of the impacts this is presenting, especially to our staffs, clients and operators across aviation community.
2. The ***Restriction of Movement Control Order (Perintah Kawalan Pergerakan)*** was announced by the Government of Malaysia on the 16th March 2020 and will effective on the ***18th of March 2020*** until ***31st of March 2020***.
3. However, Galaxy top priority is to ensure that our organization remains a capable and effective in assuring the well-being of staff and client's operations requirements. We will remains operate during the 14-days period as essential service as per specified under ***Section 2 (First Schedule), Act 117, Industrial Relation Act 1967***.
4. We will continue with the ***Working Arrangement*** as decided by departmental HOD's and under precaution as may be appropriate to minimize staff and controlled activities until advice by Top Management or otherwise directive by the Government Authorities.
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.

BE SAFE, STAY SAFE AND ALL SAFE

Thank you,



Mohammad Nizam Jaafar
Safety Manager

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