

SAFETY MEMO

To : All Employees
Date : 27th March 2020
Reference : GAM-S/ME/43/MAR20
Subject : *EXTENSION OF MOVEMENT CONTROL ORDER (MCO) PERIOD*

1. With respond to directive by Malaysian Government on *Extension of Movement Control Order (MCO)*, Galaxy Aerospace (M) Sdn. Bhd. will continue their effort to control the spread of *COVID-19* within the organization.
2. The extension of Restriction of Movement Control Order (MCO) was announced by the Government of Malaysia on the *25th March 2020* and will continues to be enforced on *1st April 2020 to 14th April 2020* with immediate effect.
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 *MCO* 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