

**MEMORANDUM**

Ref. No.: Memo-65/19  
To: All employees  
Date: 24 Dec 2021

**Re: Restriction of Using Handphone**

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With reference to memorandum Ref No: Memo-33/19, dated 22 Mar, 2019 on the restriction of hand phone for all operators, QC Inspector & Storehand are strictly not allowed to bring in and use handphone at the workplace.

However, recently it brings to our attention that some employees were brought handphone into production area and found that they were playing games & listening music at their workplace.

The Management hereby would like to remind and further reinforce the ruling.

**All operators, QC Inspector, Storehand, are strictly not allowed to bring handphone to their workplace.**

- For those employees who have been approved by their department heads can bring their mobile phones to the workplace for on job communication purposes. They are not allowed to use mobile phones watch videos OR using it for any other's purposes.
- All employees are not allowed to play handphones during work (watching private activities such as video or chatting).
- Office staff should make a low-pitched call, and cannot affect the surrounding colleagues at work

**For those employees who breach this rule, warning letter shall be issued without further advice.**

The Management strictly to maintain the rules and regulations of the Company and seek the support and co-operation of all employees to achieve the goal.

Thank you.

Acknowledged by,



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Ong Kim Seng  
Human Resources Manager

Acknowledged by,



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Lim Seng Beng  
General Manager