



## HOUSEKEEPING POLICY

**CARIMIN** strives to provide a safe work environment for all our employees. Good housekeeping is a major factor in preventing work related incidents. All employees are to take the initiatives in following the guidelines below:

1. Keep work areas and storage facilities clean, neat and orderly.
2. Keep all aisles, stairways and exits free from obstructions at all times.
3. Do not let materials or supplies that are no longer needed accumulate. If it is not needed, get rid of unneeded or restore the equipment to its place.
4. If items are missing, misused, or if an area has been defaced, employees are to report to supervisor immediately.
5. All common areas are to be treated with respect. Please ensure you clear the space of any garbage, construction wastes, and empty containers so that you leave the space as you found it.

A blue ink handwritten signature, appearing to be 'Mokhtar Hashim', written over a horizontal line.

**Mokhtar Hashim**  
Managing Director  
27 FEBRUARY 2020