

10 LMC Commandments to Discipline

[Employee Discipline Campaign Program]

- 1. Be an ambassador of cleanliness.**
 - a. Do not litter.
 - b. Practice proper waste segregation.
 - c. Clean-up your desk 5 minutes before the bell remove all unnecessary items on your table.
 - d. Clean as you go when you're in canteen.
 - e. Do not wait others to clean-up your mess.
 - f. Dry/wipe toilet bowl before after use.
 - g. Dry/wipe toilet floors before/after use.
 - h. Do not write anything on walls, toilet doors, tables, chairs, etc.
- 2. Be a responsible smoker.**
 - a. Do not throw trashes anywhere inside smoking room.
 - b. Do not bring food/drinks inside smoking room.
- 3. Do not run, instead walks gracefully.**
- 4. Switch-off computer after the bell, not before the bell**
- 5. Do not loiter.**
- 6. Be healthy**
 - a. Exercise daily
 - b. Drink lots of water
 - c. Eat plenty but eat only what is healthy.
- 7. Conserve Resources**
 - a. Do not waste paper, recycle often.
 - b. Conserve water, turn-off faucet when not in use.
 - c. Conserve electricity, switch-off lights when not in use
 - d. Conserve toilet paper/tissue, do not get much if you don't need it.
- 8. Be on time**
 - a. Arrived early.
 - b. During break time go back to your working area before the bell rang.
- 9. Practice good grooming.**
 - a. Tucked-in your shirt.
 - b. Take a bath
 - c. Brush your teeth.
 - d. Maintain a clean-cut look for male employees.
 - e. Comb your hair, use hairnet/head cap.
- 10. Practice the three (3) Golden Rules +1**
 - a. Keep the Rule
 - b. Go Back to Basic
 - c. Confirm each other
 - d. HoRenSo