



EMMY FRANK
BONDED TERMINAL

INTERNAL MEMO

TO: ALL STAFF

FROM: MD/CEO

DATE: 23RD SEPTEMBER, 2024

SUBJECT: MANDATORY SHUTDOWN OF OFFICE APPLIANCES BEFORE LEAVING

Dear Team,

It has come to my attention that several office appliances are being left on after work hours. This practice is not only wasteful but also poses a significant safety risk. Effective immediately, all staff are required to ensure that all appliances, including computers, printers, and lights, are switched off before leaving the office for the day.

Failure to comply with this directive will result in disciplinary action. This is a non-negotiable policy aimed at promoting energy conservation and ensuring the safety of our workplace.

Please take this matter seriously and adhere to the following steps:

- **Shut down all computers and monitors.**
- **Turn off all printers and copiers.**
- **Switch off all lights and air conditioning units.**
- **Ensure all personal appliances (e.g., coffee makers, fans Laptops etc) are unplugged.**

Your cooperation is essential in maintaining a safe and efficient work environment. Please, note that any staff that fails to abide by subject instruction will answer personally to me. **You have been warned!!**

Thank you for your immediate attention to this matter.

Signed(for MD/CEO)

