



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : June 25, 2019
Cc : MANCOM/ File
Ref./Rev : HRD-2019-025/Rev-000
Re : **OFFICE PANTRY ETIQUETTE**

As we strive to improve our facilities and amenities for the comfort of employees and our clients, we enjoin everyone's cooperation in the maintenance and upkeep of our workspaces and observe the following basic house rules:

DO'S...

1. CLAYGO (Clean As You Go) all the time.
2. Clean up spills and messes immediately.
3. Take lunch at designated areas and have your break only during assigned hours.
4. Take home your leftovers. Take home your containers.
5. Discard your wastes properly.
6. Label and store properly your food in the refrigerator. Remove your food in the office refrigerator before it spoils.
7. Cover food when heating on the microwave.
8. Only bottled water with cap or cover are allowed at your working area.
9. Call 501 for any concern.

DON'T'S...


1. Don't bring food and coffee or eat at your working table.
2. Don't leave dirty dishes in the sink.
3. Don't leave crumbs, napkins, or anything else on the counter.
4. Don't take items on the fridge that are not yours.
5. Don't bring smelly food to work.
6. Don't throw food in the sink as it will clog the drains.
7. Don't ignore any rules that are posted.

This policy applies to all our pantry areas.

For your information and guidance


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer