

TO : All TNGC Team Members

FROM : Atty. Angelique Margret T. Natividad
HR Director

RE : Eating in the Workplace

DATE : January 12, 2023

In the practice of our values – Responsibility and Team, we remind all Team Members that eating must only be done at the designated table outside our offices. This is to prevent rodents and other pests in our offices, and to ensure office hygiene and clean environment.

Our Team Code of Conduct or Rules and Regulations also state in Article V. Section 5.1.3 c. “*ii. Eating/Drinking within one (1)-meter from any company-owned computer or electrical device, or in areas where eating and drinking is not allowed;*” in relation to this.

Drinking of Water and non-alcoholic beverages is allowed in the office or at individual workstations. However, this activity should be conducted with consideration to co-workers, and must follow the conditions below:

- Drinks must be kept in stable containers, covered, and not easily tripped.
- Drinking should not be done near important documents or office equipment like computers.
- Trash from drink items should be properly disposed of. Especially glass softdrink bottles which must be brought back to the seller and not left in the office. Improper disposal can lead to accidents, an infestation of insects and rodents, or may destroy documents.
- Spilling must be avoided and any spilled drinks must be cleaned up immediately.

Again, please do not to eat inside offices. Anyone caught doing so will receive the appropriate 13A.

Enforcement of this policy will be the responsibility of each department head.

Let`s work together to keep our offices safe, neat, and clean.

For your information and guidance.

Thank you.