

To : **All Team Members** (Admin Bldg.)

From : Atty. Angelique  Margret T. Natividad  
HR Director

Re : Waste Management Concerns

Date : May 24, 2023

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In the absence of utility personnel in our workplace for the past months, LPG did a good job of maintaining our hallways and CRs clean. However, we have observed that some Team Members throw their garbage in the wrong places, inconveniencing others who use the same facilities. Improper waste disposal is not just disgusting to see but may also lead to health hazards and increase the possibility of disease outbreaks.

To maintain the cleanliness and order of our workplace, starting May 29, 2023, Team Members should:

1. Refrain from washing your lunchboxes in the office since food waste left in the sink blocks our drainage.
2. Choose a re-usable sanitary pad if you do not wish to cover your used disposable sanitary pad and throw it in the proper areas.
3. Avoid flushing wipes and tissue paper as these things clog the toilets. There are trash bins provided near the toilets. Please use them. You may also use a bidet if you cannot discard your trash in the proper areas.
4. Practice the clean-as-you-go "CLAYGO" and the trash-in trash-out "TITO" at the end of the day.
5. Dispose of the trash per department. Trash bins and plastic bags are provided daily and the department is responsible for bringing down their trash at the end of the day. All trash must be brought to the sidewalk where the garbage trucks collect the trash daily.

Together let us help one another to keep our workplace clean!