

IMC Group Singapore House Rules for External Auditor and Consultant

Office Access

You will be issued our building and office security access cards during your audit/consultation period at our premises. If you have visiting colleagues, please ensure that they register at our reception and collect their visitor passes before you receive them.

You will be able to access our office via the access cards issued to you from 8am to 8pm from Mondays to Fridays (excluding public holidays that falls on weekdays). Should you wish to stay beyond 8pm, please inform your host for his/her awareness. He/She will either stay with you or make a request to Admin department to grant the extended hours of access for the days required.

Cards, if damaged or lost, can be replaced but you will be charged a replacement fee of S\$30 for building access card and S\$10 for IMC office access card.

Meeting Room

The room is reserved for your use until the end of your audit/consultation period. As we have limited access to clean it, please keep the room clean and tidy and avoid eating and snacking in the room. Do not keep any food or snacks or leave used cups/saucers/glasses overnight in the meeting room. Please also refrain from playing music in the room.

While the room is reserved for you during the audit/consultation period, it is not an exclusive arrangement and the room will still be made accessible to others during times when the room is not occupied. Please therefore keep all files and personal items away from the meeting room and ensure that the white board is cleaned before leaving.

Photocopying

For photocopying, please use the access card issued to you to tap at any of our copier machines.

Pantry Use

Please help yourself to the biscuits and beverages provided in our pantry. We encourage responsible usage and would expect that you comply with our pantry rules and regulations. You may use our company cups or glasses but please wash them after each use.

Use of Shredder

If you wish to use our shredders for shredding documents, they are available at certain corners of our office. Please check with your host if you are unsure. Kindly remember to turn off the switch after using them.

Office Health & Safety

Should you need first aid supplies, they are available in our pantry. You may also ask the reception counter for it.

In case of fire, there are fire extinguishers located in most corners of our office. Please look out for the fire extinguisher sign. The fire exits are located outside - one beside the lift lobby and the other near our office main entrance. Our front office will brief you on the fire escape route and the assembly area.

General Office

We do not allow celebrations or parties of any form to be held in our office premises unless special approval is obtained from our Group Admin Manager.

We do not encourage personal mails or couriers to be directed to our office address. Our company will not be responsible for any loss or misplacement of such mails or articles received by us.

Telephone landlines in the meeting room can be used for local calls. However, should there be a need to make any official overseas calls, please request from Admin department.

Please be reminded to switch off the lights should you be the last person to leave the room or office after work.