



DEPARTMENT FOR COMMUNITY DEVELOPMENT AND RELIGION

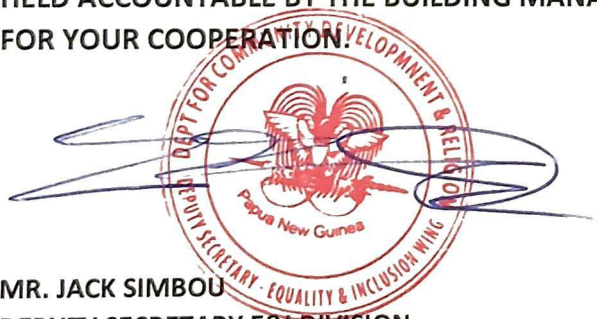


EQUALITY & INCLUSION WING

INHOUSE RULES:

1. NO STAFF IS ALLOWED TO SLEEP IN THE OFFICE. OFFICE CORRIDORS ARE COVERED BY SURVEILLANCE CAMERA'S.
2. TAKE EXTRA CARE IN USING TOILETS, (WHICH IT LOOKS MORE LIKE A HOTEL TOILETS), ITS FOR OUR HEALTH AND HYGIENE.
3. ALL LIGHTS IN THE MAIN OFFICE WITH WORK STATIONS, DEPUTY SECRETARY'S OFFICE, DIRECTOR'S OFFICE AND ASSISTANT DIRECTOR'S OFFICE'S MUST BE SWITCHED OFF BEFORE YOU LEAVE THE OFFICE AT 4.00PM EVERY DAY.
4. NO SMOKING AND CHEWING OF BETELNUTS ANYWHERE IN THE OFFICE AND BUILDING.
5. MAINTAIN ABSOLUTE RESPECT BETWEEN STAFF AND MANAGER'S TO PRODUCE A CONDUCTIVE AND HEALTHY WORKING ENVIRONMENT.
6. NO GRAFFITIES IS ALLOWED ON THE WALLS AND GLASSES OF THE OFFICE AND TOILET.
7. I WILL LOCK THE MAIN DOOR'S OF THE OFFICE EVERYDAY AT 4:30PM TO ENSURE STAFF PROPETIES ON THE WORK STATION ARE ALL SAFE. IF THERE IS NEED FOR URGENT WORK TO BE DONE, NOTIFY ME IN ADVANCE.
8. EATING AT YOUR WORK STATION IS NOT ALLOWED, TEA ROOM IS THERE FOR ALL THE OFFICERS TO USE. 10 Q

TO ALL THE OFFICER THAT WE MUST APPLY BY THE RULES OF THIS BUILDING, THERE WILL BE CONSEQUENCES IF THE RULES ARE TO BE BROKEN ALSO OUR DEPUTY SECRETARY WILL BE HELD ACCOUNTABLE BY THE BUILDING MANAGEMENT AND THE SECRETARY. THANK YOU ALL FOR YOUR COOPERATION!



**MR. JACK SIMBOU
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