

Employee Lounge

The employee lounge is a place where DUC and The Paper Tree staff can eat, safe keep their belongings, socialize with other staff and relax. The Employee Lounge is strictly for use by staff-on-duty only.

Below are some guidelines to help you and others to make the best use of this facility.

FACILITIES IN THE EMPLOYEE LOUNGE

The Employee lounge houses the DUC and TPT Staff's:

- Dining Area
- Locker Area
- Charging Stations
- And your very own Employee-Only Rest Room (Please get the keys from the manager and don't forget to return them!)

SECURITY

1. The employee lounge is open from around **7:40 AM** and closes at **7:00PM Mondays to Saturdays**.
2. **Entrance and Exit** is through the **side door** from The Paper tree main store. The **old Pronto Mart door** will be closed from now on.

3. The Employee Lounge is **covered by CCTV Cameras** for everybody's safety.
4. **Entrance and Exit** into the employee Lounge is **subject to body and bag-frisking** to ensure a high degree of security in our company.
5. Absolutely **no deadly and sharp weapons** are allowed inside the company premises. These will be confiscated.
6. In cases when **lockers are abandoned and/or suspicious**, the **company reserves the right to force open** these lockers for security reasons.

WHO'S ALLOWED IN THE EMPLOYEE LOUNGE?

1. The mess hall is a **Traffic Controlled** facility. Be at the mess hall only right **before you enter your work area, break times (snack and lunch) and dismissal time**.
2. **Loitering** in the mess hall outside of the times mentioned above is **not allowed**.
3. Also, if you are **not on duty**, then **keep out** of the mess hall
4. **No visitors are allowed** for the safety of all staff's belongings.

GIVE SOME OLD FASHIONED R-E-S-P-E-C-T FOR YOUR CO-WORKERS (AKA EXPECTED BEHAVIORS)

1. Please **keep your noise levels low** (voice and electronic gadgets) to give others an opportunity to rest.
2. Strictly **No Smoking** inside the Employee Lounge.

3. **CLean (Your Mess) As You Go** also known as **CLAYGO**
4. **Confidential company matters are not to be discussed** inside the Employee Lounge as the downstairs area is still a public area.
5. Kindly **turn off lights, fans, phone chargers, and other electrical appliances** if you are the **last person to go out** of the employee lounge.

THE LOCKERS

1. Bring your **own padlocks**.
2. **Leave these things inside your lockers:**
 - **Lunch boxes and food and drink** Items
 - **Mobile Phones** (Give the company's contact details to friends and family in case of emergency)
 - **Electronic Gadgets** such as laptop, Tablet Computer, etc.
 - **Personal Stationery** (these are company-provided so no need to bring yours)
3. **Bring these with your person:**
 - Jewellery
 - Wallet
 - Cash

Thanks and we hope that you have a relaxing and safe time at your Employee Lounge.

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