

## CLEANING POLICY

Lalan Rubbers (Pvt) Ltd is committed to maintain a well clean & sanitary work environment for all employees.

This Cleaning Policy along with High Performance Cleaning Procedure is intended to assist the employees, in pursuit of the goal to maintain a clean, healthy, and safe building environment while simultaneously minimizing the impacts of cleaning processes, procedures and products on the natural environment.

Every workplace is safer when it is kept **clean and sanitary**. Our workers spend many hours each day at the company where they have to drink water, eat their meals, and use the toilet facilities. It is important that company premises are kept clean enough so workers and therefore the business stay healthy and successful.

Having an effective housekeeping and hygiene program helps to control the chemical, physical, and biological sources of worker illness, injury, and discomfort in the workplace. Keeping company and company grounds clean can reduce the risk of disease, insect infestation, food and water-borne illness, and other threats to worker health and the business.

Therefore Lalan Rubbers (Pvt) Ltd is committed to;

- Provide an adequate number of sanitary and properly maintained toilet facilities.
- Provide with unrestricted, 24x7 access to potable drinking water.
- Ensure food preparation, eating, and serving areas will be kept clean and sanitary.
- Ensure that exit aisles and stairwells are never used for temporary or permanent storage of any materials, products or waste.
- Ensure that all working and walking surfaces will be kept free of slipping and tripping hazards such as water and oil leaks.
- Ensure minimizing the impacts of cleaning processes, procedures and products on the natural environment by acting in a environmentally friendly manner.

As part of the company's overall housekeeping program, all workers are responsible for basic housekeeping of their work area. At the end of every shift, they should make sure tools are put away, workstations are not cluttered, scrap material is cleaned up, rubbish is thrown away properly and dust is swept up.

Through the commitment of company employees for this policy will go a long way toward keeping the company cleaner and safer.

Signature (CEO):.....

Date: 19.06.2018