

Our Ref : MMHE/SCM/GM/LETTER/2023/018
Date : 13 April 2023

To ALL VENDORS/SUBCONTRACTORS

Dear Sir / Madam,

NOTIFICATION: EARLY RELEASE OR EXIT DURING NORMAL WORKING HOURS.

MMHE would like to notify you that there have several cases of Subcontractor workers leaving the yard during normal working hours without permission from MMHE Project Manager. Every day, all exit gates will be closed for 10 minutes before the end of business hours (5.20pm). However, we have found that the Subcontractors workers have also attempted to exit during this period.

Thus, all Subcontractors are strictly required to adhere to the following instructions:

1. To comply with normal working hours (8.00am – 5.30pm). Entry time between 6.00am – 7.50am and exit time is 5.30pm.
2. Any Subcontractors' workers who seek exit during normal working hours are required to obtain authorization form from MMHE Project Manager.
3. Any workers who are caught trying to exit during normal working hours without permission/ authorization from MMHE Project Manager will be banned for a maximum of six (6) months.

All Subcontractors are reminded of their obligation to MMHE rules and regulations. Be guided by our Code of Conduct and Business Ethics and aim to foster a culture of integrity, ethical behavior, and professionalism.

For any enquiries and information, you may reach out to m.yusri@mmhe.com.my or +607-2682298.

Thank You.

Yours Faithfully,

MALAYSIA MARINE AND HEAVY ENGINEERING SDN. BHD.

Acting General Manager
Supply Chain Management

MALAYSIA MARINE AND HEAVY ENGINEERING SDN BHD
MMHE West Yard

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