



Food Policy





1. Purpose

The purpose of this policy is to establish clear guidelines for the storage, consumption, and provision of food within the workplace. The Company is committed to maintaining a clean, safe, and respectful environment that promotes employee well-being and complies with health and safety standards.

2. Scope

This policy applies to all full-time employees of Silk Mile across all locations, unless otherwise stated in their employment contract.

3. General Guidelines

- Food is to be consumed only in designated areas.
- Snacks may be eaten at your desk, provided they are non-oily and do not create a mess.
- Juices, Nescafe, coffee, and water or any drink must be consumed using a mug.
- Ensure all beverages are kept in a stable position to prevent spills
- Employees are responsible for cleaning up after themselves and ensuring that eating areas are left in a tidy condition.
- All food waste and packaging must be disposed of in the appropriate bins provided.
- Employees must maintain personal hygiene, including washing hands before and after handling food.
- Always clean, wash and sanitize your hands before using any office equipment. This helps maintain cleanliness and prevents the spread of germs.
- Always wash any dishes, utensils, or kitchenware used, immediately after finishing

4. Food Storage

- Personal food items may be stored in the designated office refrigerator.
- Unlabeled or expired food will be disposed of during routine cleaning.
- Employees are expected to remove personal food items by the end of each work week.



5. Company-Provided Meals

- Food provided by the Company is intended for employees unless otherwise specified.
- When organizing catering or shared meals, consideration must be given to dietary restrictions and preferences, including vegetarian, halal, and allergy-sensitive options.
- Employees are expected to consume food in a respectful manner and avoid waste.

6. Health and Safety

- Employees must refrain from bringing food with strong odors that may cause discomfort to colleagues.
- Any spills must be cleaned immediately to prevent accidents or hygiene issues.
- Perishable or spoiled food is not permitted to remain on Company premises.

7. Pantry and Shared Supplies

- Beverages and snacks provided by the Company (such as coffee, tea, and light refreshments) are for consumption during working hours and within the work place only.
- Pantry supplies and equipment must be used responsibly and not removed from the premises without prior authorization.

8. Compliance & Disciplinary Measures

Failure to comply with this policy may result in corrective action, including verbal warnings, written warnings, or further disciplinary measures in line with the company's Disciplinary Policy.