



Office Hygiene & Cleanliness Policy





1. Purpose

To maintain a professional, healthy, and safe workplace environment that reflects Silk Mile's standards of excellence and ensures employee well-being.

2. Scope

This policy applies to all employees, contractors, and visitors across all Silk Mile offices, warehouses, and operational facilities.

3. General Rules

- Employees must maintain personal hygiene and grooming at all times.
- Workstations must be kept clean, uncluttered, and organized.
- Shared facilities (meeting rooms, pantries, restrooms) must be left in a clean and usable condition.
- Eating at desks should be minimized to avoid odors, spills, and pests.
- All food waste must be disposed of properly and immediately.
- Smoking, vaping, or chewing tobacco is strictly prohibited inside office premises.
- Employees are required to follow health and safety protocols, including hand washing and sanitization where applicable.

4. Company Responsibility

- Regular cleaning of office premises by designated cleaning staff.
- Provision of sanitizers, bins, and cleaning materials for employee use.

5. Compliance & Disciplinary Measures

- Failure to maintain personal or workplace hygiene may result in warnings or disciplinary action.
- Repeated violations will be escalated to HR and management