



Don't put it down Policy – INTERNAL ONLY

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We have adopted the ISO mantra: ****"Do what you say and say what you do."**** This principle will help us maintain consistency and reliability in our work.

Additionally, we have introduced a new Policy mantra: ****"Don't put it down, put it away."**** This will apply to everything we do including filing and other miscellaneous tasks, ensuring that our workspace remains organized and efficient, and records and documents are accessible immediately to anyone who may need them.

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