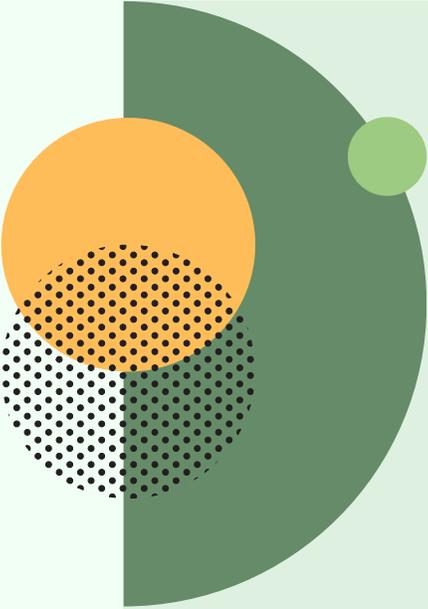


MGC QUATERS

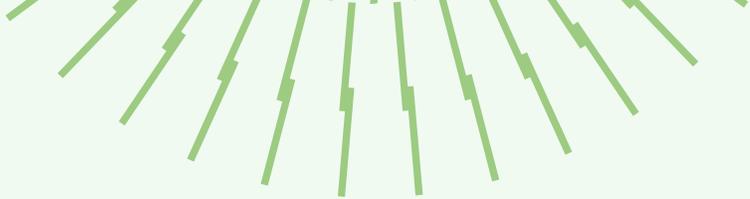
HANDBOOK

VI - 2025

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The MGC Quarters initiative is designed to provide affordable, safe, and well-managed short-stay accommodation for MGC staff members. The objective is to support staff welfare, reduce commuting burdens, and enhance productivity by providing a convenient accommodation option close to the workplace.

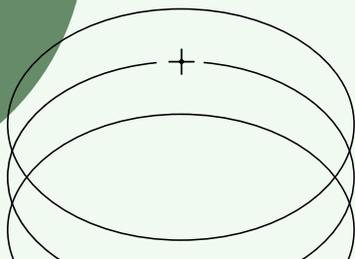


MGC -Quaters

THE INITIATIVE

The MGC Quarters Initiative aspires to be more than a physical space. It is a thoughtful, forward-looking program designed to strengthen staff welfare, improve operational efficiency, and promote a healthy work-life balance. By providing affordable, safe, and well-maintained short-stay lodging, MGC demonstrates a clear understanding of the challenges faced by its workforce and takes meaningful steps to address them. The initiative stands as a testament to the company's belief that when staff are cared for, the entire organization thrives.

MGC Quarters Initiative reinforces MGC broader organizational culture: one rooted in care, support, and empowerment. Staff members who feel supported are more engaged, more loyal, and more willing to invest effort into the success of the company. The provision of short-stay accommodation is therefore not simply a logistical solution – it is a strategic investment in people.



THE QUATERS

Bedspace Provision

- Each resident is assigned a designated bedspace within a shared room setting.
- Storage space for personal belongings is provided, but residents must maintain tidiness.

Shared Facilities

Residents will have access to shared:

- Kitchen area
- Bathrooms
- Toilet facilities
- These areas must be kept clean at all times to ensure a healthy and pleasant living environment.



House Keeping

- Residents are responsible for maintaining cleanliness in shared spaces.
- Cleaning rosters may be introduced to ensure accountability and fairness.

Utilities and Services Includes;

- Free Wi-Fi for personal use and work-related activities.
- No bill payments – electricity, water, and internet are covered by the company.
- 24/7 security provided to ensure safety of all residents and their belongings.



HOUSE RULES

To ensure peaceful coexistence, all residents must adhere to the following guidelines:

Respect for Privacy

- Residents must respect the privacy, personal space, and rest time of other staff members.

No Sleepovers

- Guests, friends, partners, or family members are not permitted to stay overnight.
- Access is strictly limited to approved staff residents only.

Cleanliness and Shared Responsibility

- All residents must clean up after themselves in the kitchen, bathroom, and other common areas.
- Trash must be disposed of properly and promptly.

Noise Control

- No noise, loud music, or disruptive behaviour is permitted at any time.
- No parties or gatherings are allowed within the premises.

Respectful Coexistence

- Residents must maintain a high level of professionalism and courtesy.
- Conflict or misconduct may result in loss of accommodation privileges

ELIGIBILITY & ACCESS

- The MGC Quarters is strictly for MGC staff members only.
- Staff must apply through the HR/Admin department to secure a bedspace.
- Staff will be allocated bedspaces, not private rooms, as the facility is designed for shared occupancy.
- Visitors and non-staff members are not allowed to sleep over under any circumstances.

Accommodation Features and Amenities

The short-stay facility provides the following:

Bedspace Provision

- Each resident is assigned a designated bedspace within a shared room setting.
- Storage space for personal belongings is provided, but residents must maintain tidiness.





MGC - Quaters

THE CONTRACT

Security and Safety Measures

- Professional security personnel will be stationed at the quarters.
- Only registered residents are allowed entry.
- Residents must cooperate with security checks and follow safety procedures.
- Emergency contacts and evacuation protocols will be provided.

Structure and Payment Terms

Month Access (30 day Term)

- This monthly access stay allows staff to reside all month(s) in the quarters. This access is reviewed monthly.
- The rate differs from the Weekday access
- Fees are subsidized by the company to make the accommodation affordable for staff.
- Payments will be automatically deducted from the staff member's monthly salary.

Weekday Access (4 night Term)

For staff who prefer staying only during weekdays:

- This covers Monday night through Thursday night.
- Staff can reside from 8am Monday morning and vacate the quarters every Friday by 5:00 PM.
- This option is ideal for staff who commute home for the weekends.

Administration and Monitoring

- The HR or Facility Manager for myresidential will oversee allocation, maintenance, and compliance.
- Regular room inspections will be conducted to ensure adherence to cleanliness and house rules.
- Repeated violation of rules may lead to suspension or termination of accommodation privileges.

APPLY
ONLINE

