

End-of-Year Decoration Standards Reminder

Dear Team,

As we approach the end of the year, we would like to remind everyone of our decoration standards to ensure a festive and safe environment.

Decoration Guidelines:

- All decorations should comply with fire safety regulations.
- Use only approved lighting systems to prevent electrical hazards.
- Avoid using items that obstruct walkways or emergency exits.
- Ensure that all decorations are securely attached.
- Do not use real candles or open flames.

Please make sure to follow these guidelines closely as we celebrate the end of another successful year.

Thank you for your cooperation!

Best regards,
The Management Team