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To: All Klued Employee

Date: October 23, 2023

Subject: Dress code policy

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Our dress code policy outlines how we expect our employees to dress at work.

Employees should note that their appearance matters when representing our company in front of visitors or other parties.

An employee's appearance can create a positive or negative impression that reflects on our company and culture.

## Scope

This policy applies to all employee, regular and part time.

- All employees must be clean and well-groomed.
- All employees must be wearing pants instead of shorts or alike.
- Clothes that are too revealing or inappropriate are not allowed.
- All clothes must be clean and in good shape. Rips, tears, or holes are not allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.
- Hair net, hand gloves, and working shoes must be worn from time to time inside company premises.

**Anyone who is found negligent may be sanctioned accordingly based on the Employee and Management agreement.**

Thank you for continuously showing your unrelenting support for our team.

I acknowledge that I have read and understood the contents of this memo and will comply with the details stated herein.

**KLUED SKIN CARE TRADING**



By: **EMILIO CHUA**

Name/Title: **MANAGING DIRECTOR**

Date: October 23, 2023

By: \_\_\_\_\_

Sign over printed name

Date: \_\_\_\_\_