

	INCIDENT	A	B	C	D
1	Willfully holding back, slowing down, hindering or limiting work output				X
2	Circulating rumors and/or derogatory stories/remarks against another person or against the company (whether with basis or not) at any time in the company premises, during company initiated activities or while on scheduled shift.				X
3	Possession by an employee of explosives, firearm or deadly weapon within the company premises.				X
4	Influencing, persuading and or participation in a disturbance resulting in the disruption or delay in operations				X
5	Putting-up or distributing unauthorized posters or messages on bulletin boards or in similar places or distributing such materials within the company premises.				X
6	Use of company facilities or equipment for personal business or purpose resulting in additional expense or damage to the company.			X	
7	Drinking, tasting, sipping alcoholic beverages and/or reporting to any company premises and/or event under the influence of alcoholic beverages during official work hours.			X	

	INCIDENT	A	B	C	D
8	Conviction for criminal acts involving moral turpitude and crimes, which, by its nature and consequences, adversely affects the employee's performance or qualifications to remain an employee.				X
9	Simple negligence. Minor negligence which would not result to any significant losses by the company or to financial operations., such as non-accomplishment of reports in line with one's duty.	X			
10	Gross and habitual neglect of duty. Is the absence of or failure to exercise required care or diligence or blatant disregard of the established rules and regulations or applicable standard of care, thereby causing or about to cause loss or damage to the company or damage or injury to others. Four (4) repeated acts of simple negligence, regardless of the nature of prior offenses, shall be considered gross and habitual and shall be dealt with DISMISSAL				X

I acknowledge that I have read, explained to me and understood the contents of this handbook and will comply with the details stated herein.

KLUED SKIN CARE TRADING

EMILIO CHUA
MANAGING DIRECTOR

DATE: _____

By: _____
(Employee's Sign over printed name
DATE: _____