

**Private and confidential:** For internal use only, not for external distribution. **EFFECTIVE IMMEDIATELY!**

To: All Klued Employees

Date: November 24, 2023

**Subject: Streaming line communication**

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To streamline the urgent communication, two-way radio has been given to the reliable and trusted Klued employee.

This means of communication should be turned on and in medium to loud volume (must be enough to hear properly and not annoying that could disturbed the full operation) while on duty and while in the company premise to safe guard the operation as well as the company.

**Bear in mind that we must turn it on at the start of our shift and make sure that it is charge before leaving the operation or after your shift.**

Negligence and failure to comply will be subjected to demotion, proper sanction and stricter disciplinary actions.

We have to understand that we are committed to adapt in a fast pacing organization/company and are committed to secure and safeguard the whole premises.

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: November 24, 2023

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

Sign over printed name

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