

# Klued® SAFEGUARDING PREMISES

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

To: All Klued Employees

Date: November 24, 2023

**Subject: Safeguarding the company premises**

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In compliance to our security, the following procedures should be followed before allowing visitors inside the company premises:

1. If someone is ringing the bell and the person is wearing a mask, helmet, or the face is unclear or not clearly visible, they need to remove whatever is covering their full face and look at the camera at the entrance before speaking with them.
2. If someone is ringing the bell with their face uncovered, someone from the manager's station should answer and ask their concern.
  - If the person is welcomed, someone should open the door manually in the lobby.
  - Someone from the Manager's station should approve the entrance of the person; and the person who will open the door should be provided with a two-way radio and update immediately if there is a problem.
3. Piggy banking is strictly prohibited.
  - If a person is a new hire or is welcomed but does not have an access card yet, we can allow them to get in the lobby, however not permitted to go inside the company premises other than the lobby or waiting area until we provided an access card for them.

Moving forward, whoever will receive an access card or visitor's pass shall provide their ID first.

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: \_\_\_\_\_