

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

To: All Klued Employee

Date: October 23, 2023

Subject: PROGRESSIVE CORRECTIVE ACTION

The Company has the right to discipline or dismiss employees for any serious offense or infraction against the Code of Conduct or company rules and regulations. Disciplinary actions will be administered in a respectful, confidential manner, with violations and consequences fully explained. Disciplinary action steps are as follows:

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

Verbal Warning (will replenish after 30 days)

In most cases, if your performance, conduct, attendance, or punctuality does not meet specified requirements, your manager will meet with you to discuss the issue. A verbal warning that documents a need for improvement can be made verbal or by written memo to you.

- The specific areas of performance, conduct, or attendance that do not meet the requirements or expectations of your assigned job duties.
- A plan and time frame for improving your performance that you and your manager develop.
- A warning that if the issue continues, it can lead to a formal warning or termination of employment.

Written Warning (Will replenish after 3 months)

If your performance, conduct, attendance, or punctuality does not appear to improve or keeps declining after a verbal warning — or if something happens to cause the escalation of the performance counseling and corrective action process — then your manager may document the situation in a written warning.

The written warning generally contains:

- An explanation of the issue.
- A definition of the expected level of performance or the improved conduct or attendance needed.
- An improvement time frame.
- A warning that if the issue continues, it can lead to termination of employment.



Final Written Warning (Will replenish after 6 months)

Instances or situations involving serious one-time policy violation shall require corrective action just short of termination. In a situation like this, you will receive a final written warning advising you that if a similar situation, or any other serious policy violation, occurs again at any time during your employment with the Company, your employment may be terminated immediately.

The final notice:

·Is typically a written memo.

Will become a part of your 201 File and will remain in place for the duration of your employment, regardless of any change in your position, business line, location, or manager.

Termination

If you do not achieve the improvement in performance, conduct, attendance, or punctuality that was outlined in your verbal warning or written warning, your employment may be terminated. Employment can also be terminated if the situation documented in a final written warning reoccurs or if the problem involves a breach of policy, including a violation of the Code of Ethics and Business Conduct or Information Security Policy, or if your performance or conduct is such that continued employment is no longer in the best interest of Klued Skin Care Products Training. For examples of this kind of conduct and more information about situations appropriate for immediate termination without prejudice to due process.

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: _____