

LOITERING AND MALINGERING MEMO

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

To: All staff of Klued Skin Care Products Trading

Date: October 16, 2023

Subject: Loitering and malingering during work hours and breaks

Employees should note that their appearance and attitude 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.

Our official office is located at WANJ Bldg. 2nd floor and only allowed to use the premises within the given rented area.

Everyone is expected not to stay on the ladder and go to other floors during work hours and breaks. And even roaming around or staying on a place visible to other people like possible guest while wearing the company logo as it can create a negative impression that reflects on our company and culture.

Anyone who is found negligent may be sanctioned as final written warning 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 PRODUCTS TRADING



By: **EMILIO CHUA**

Name/Title: **MANAGING DIRECTOR**

Date: October 25, 2023

By: _____

Sign over printed name

Date: _____