

Klued® CRITICAL WORK DAY MEMO

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To: All Klued Skin Care Products Trading Employees

Date: September 12, 2023

Subject: Declared Critical Working Days

Klued Skin Care Products Trading Management are expected to have 100% staffing at all time to meet the Service Level Requirements of the company.

Complete staffing allows us to provide optimum support and company success.

The Company may declare certain days as critical. The Management Team are also empowered to declare certain days as critical work days depending on the specific staffing needs.

Any unauthorized absence during a critical work day shall be subject to disciplinary action. As part of your standard job requirements, we ask for your usual cooperation to adhere to your scheduled shifts during the critical period stated in order for us to deliver 100% success that will sustain our positive metrics to our platforms and good experience to our customers.

The days below are considered as **CRITICAL WORKING DAYS:**

A day before/on/after the double calendar number or considered as BIG SALE event of the company. (Ex: Feb 2 (2.2), March 3 (3.3), April 4 (4.4), May 5 (5.5) and so on...)

A day before/on/after the "pay day sale" which normally fall on the 15th and the 30th of the month.

Whenever you have a schedule that will fall on Mondays and Fridays of every week.

During this Critical Working Period, anyone who is found negligent and/or incurs an infraction of his/her scheduled shift may be sanctioned accordingly 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: September 12, 2023

By: _____

Sign over printed name

Date: _____