

The list of offenses contained in this Code of Discipline is a general guideline and is not intended to be all-inclusive.

Klued Skin Care Products Trading reserves the right to discipline or terminate employees for any unacceptable act or omission, or for any of the grounds provided for under Article 296 of the Labor Code of the Philippines, following due process and taking into consideration mitigating and aggravating circumstances in each of the case.

For probationary employee, you are only allowed to have the infraction of B - Moderate Offense and pass all the metrics provided for you to continue your employment.

CLASSIFICATION OF PENALTIES				
CATEGORY OF INFRACTION	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action	4TH Disciplinary Action
A - Minor Offense	Verbal Warning	Written Warning	Final Written Warning	Termination
B – Moderate Offense	Written Warning	Final Written Warning	Termination	
C – Serious Offense	Final Written Warning	Termination		
D – Extremely Serious Offense	Termination			