
Re: Concerns Regarding Workplace Environment and Managerial Conduct

From David DELACRUZ <David.DelaCruz@swissotel.com>
Date Sun 1/19/2025 3:00 PM
To Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Cc David <david7delacruz@gmail.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Dear Jade,

Thank you for clarifying the format and participants for the upcoming investigation meeting. I appreciate the effort to ensure transparency in this process.

Regarding the submission of evidence, I want to confirm the following:

As I mentioned, gathering evidence—particularly for the false statements made and communication with other staff—involves a sensitive process that cannot be rushed. I have already started consulting on the process to verify and document these statements appropriately, and I plan to begin formalizing this process by the end of next week.

Given this, I would like to confirm if I can discuss these concerns during the upcoming meeting, even if the supporting evidence is submitted at a later date, or if I should wait to raise this matter until the evidence is ready.

I want to ensure that all relevant details are recorded and handled appropriately, even if the supporting documentation cannot be provided immediately.

Thank you for your understanding and support. I look forward to your response.

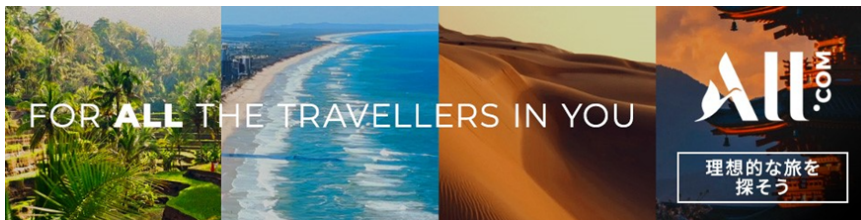
Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

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From: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Sent: Saturday, January 18, 2025 5:54 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: David <david7delacruz@gmail.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: RE: Concerns Regarding Workplace Environment and Managerial Conduct

Dear David,

Please note that this meeting is an investigative step and not a disciplinary hearing. No decisions regarding disciplinary action will be made at this stage.

I hope the responses below gives more clarity to our meeting.

Thanks,
JS

I work flexible hours and it's convenient for me to email you now. Please understand that I do not expect you to reply or act outside of your working hours.

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ジェイド ソフィア マシガン
Jade Sofia MASIGAN
人事部 部長
Director of Talent & Culture

From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Friday, January 17, 2025 12:33 PM
To: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Cc: David <david7delacruz@gmail.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Re: Concerns Regarding Workplace Environment and Managerial Conduct

Dear Jade,

Thank you for your email regarding the investigation meeting scheduled for Monday, 20 January 2025, at 3 pm.

Before confirming my attendance, I would appreciate it if you could clarify the following:

Who will be present at the meeting? – [Shane and I will be present. We shall also ask a note taker/recorder to be available \(Rina, T&C Supervisor\)](#)

What will the format of the meeting entail? – [Information gathering through Q&A, and review of evidence/s presented](#)

Is it acceptable to submit the documentation I mentioned at a later date? – [please submit all documents/evidences during the meeting to expedite the process.](#)

Thank you for your understanding and assistance. I look forward to your response.

Best regards,
David De la Cruz

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From: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Sent: Friday, January 17, 2025 10:34:54 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: David <david7delacruz@gmail.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Concerns Regarding Workplace Environment and Managerial Conduct
When: Monday, January 20, 2025 3:00 PM-4:00 PM.
Where: GM's Office

[Meeting to be documented/recorded](#)

From: Jadesofia MASIGAN
Sent: Thursday, January 16, 2025 1:49 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: David <david7delacruz@gmail.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: RE: Concerns Regarding Workplace Environment and Managerial Conduct

Dear David,

Thank you for bringing up your concerns to our attention.

To ensure a fair and transparent review of the matter, and resolve the issue/s promptly and effectively, please be informed that an investigation meeting is scheduled on [Monday, 20 Jan 2025 \(3pm\), venue TBA](#). Please confirm your attendance by Friday, 17 Jan 2025, 3pm.

In this meeting, you will have the opportunity to provide your account and submit any evidence or documentation you believe is relevant.

You are entitled to bring a colleague or an authorized representative to the meeting if you wish. Please inform us in advance if you plan to be accompanied and provide their details.

Please do not hesitate to contact me if you have any questions/clarifications about this process.

Yours sincerely,

I work flexible hours and it's convenient for me to email you now. Please understand that I do not expect you to reply or act outside of your working hours.

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