

## Notice to Explain 2014

Date:

To:

From:

Thru:

Company records and reports show that you have been remiss in your duties and responsibilities to the Company by committing the following act(s) that are unfavorable to the interest of the Company and its customers or clients, particularly in the following instances:

### Details:

Description of the infraction

The above cited incident/s is/are a clear violation to the Company's Code of Conduct, specifically:

Code of conduct policies that have been violated:

As an employee of Tate Publishing and Enterprises (Philippines), Inc., you are made aware of the Company's Code of Conduct during the orientation conducted within your ninety (90) day introductory period. In view thereof, you are hereby directed to explain in writing within five (5) working days from the receipt of this notice why no corrective or disciplinary action should be imposed on you. Please be reminded that your failure to avail the foregoing opportunity to explain and defend yourself shall be construed as a waiver on your part to explain your side and be heard. Tate Publishing and Enterprises (Philippines), Inc., shall then act accordingly based on the evidences at hand. In the event that after due investigation, the imposition of disciplinary actions is warranted, same shall be made known to you.

Issued By:

\_\_\_\_\_  
Immediate Supervisor Name and Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

Witness

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

# Corrective Action Report

Employee Name:

Department:

Group:

Employee ID:

Start Date:

Position Title:

1<sup>st</sup> Level Manager:

1<sup>st</sup> Level Manager Title:

**Type of Corrective or Disciplinary Action:**

**Code of conduct policies that have been violated:**

**Description of the infraction:**

**Plan for Improvement:**

**Consequences of Further Infractions:**

## APPROVAL OF CORRECTIVE ACTION REPORT

**First Level Manager's Name and Signature:**

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

**Second Level Manager's Name and Signature:**

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

**Third Level Manager's Name and Signature**

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

## Notice of Disciplinary Action

Date:

To:

From:

Thru:

Issued by:

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

Witness (in the event that employee refuses to receive the NTE)

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date