

## 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