To : All Team Members

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HR Manager

RE : Deployment of Incident Report (IR) in HRIS and Guidelines

Date : July 19, 2024

To facilitate easy monitoring and sending of IRs, we are now shifting to HRIS. Please read the following guidelines:

A) Understanding the New Incident Report (IR) Guidelines

Key Points

- **Who can submit IRs:** Everyone from Rank and File to the Board of Directors.
- **Purpose of IRs:** Documentation, reference, potential disciplinary action.
- **IR recipients:** Immediate Head/Department Head (with CC to HR).
- **Required information:** Detailed incident description, involved parties, violated standards, potential financial loss, and supporting documents.
- **Focus on facts:** Avoid opinions or assumptions.

B) Breakdown of IR Components

To ensure accurate and complete IRs, let's break down the required information:

Basic Information

- **Date and Time of Incident:** Clearly specify when the incident occurred.
- **Location of Incident:** Indicate the exact place where the incident happened.
- **Audit Findings:** State if an audit report exists related to the incident.

Involved Parties

- **Person Involved:** List all individuals connected to the incident, including the reporter.
  - Name
  - Position
  - Role in the incident (reporter, witness, involved party, etc.)

Incident Details

- **Expected Performance/Standard Violated:** Identify the specific rule or guideline breached.
- **Amount Involved (if applicable):** Specify any financial loss or gain related to the incident.
- **Description of Incident:** Provide a clear and concise account of what happened, including who, what, when, where, why, and how.
- **Expected SOP:** Outline the correct procedure that should have been followed.

Supporting Evidence

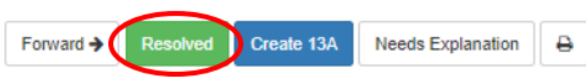
- **Supporting Documents:** Attach any relevant documents like photos, receipts, or audit reports.

Additional Considerations

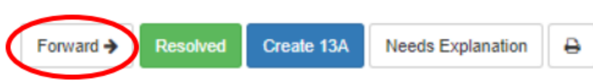
- **Clarity and Objectivity:** Use clear and concise language. Stick to facts and avoid personal opinions.
- **Timeliness:** Submit IRs as soon as possible after the incident.
- **Confidentiality:** Handle sensitive information with care.
- **Follow-up:** Be prepared to provide additional information or clarification if requested.

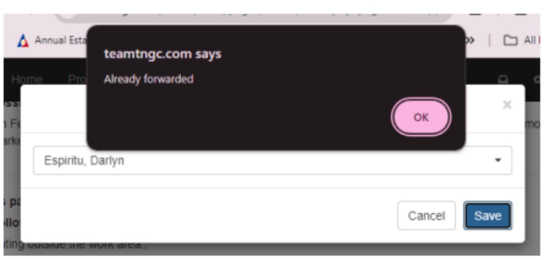
C) IR Resolution and Forwarding

- **Resolution:** Once the IR reaches the appropriate head, they should be able to:
  - Mark the IR as "Resolved"
  - Describe the actions taken to resolve the issue
  - Save the resolution



- **Forwarding:** If the IR requires input from another department, the receiving head should be able to:
  - Forward the IR to the relevant department head
  - Select the recipient from a dropdown list





By following these guidelines, you can effectively document incidents, facilitate investigations, and contribute to a safer and more efficient workplace.

Therefore, effective **July 15, 2024**, we can now create and access the IR through HRIS.

For your information and guidance.

Thank you.