

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Preventive Suspension
DATE : October 4, 2021

Please be informed that **Ms. Milabel Montano, Ms. Marry Fe Navarro and Ms. Lovelyn H. Selinel**, assigned at ZYG (whose picture appears below) is placed under **Preventive Suspension** effective September 28, 2021 due to alleged violation of section 5.3.2 (f) and (i) of the code of conduct which states

“F. Carelessness that could result to: 1. Damage to the Organization; 2. Damage to the Organization image; 3. Lawsuit; or 4. Psychological or physical threat to Team Members’ safety.”

“I. Failure to follow SOPs causing or could cause damage to the Organization in the amount of above Php 10,00.00”



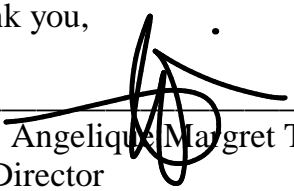
Based on the incident report dated September 27, 2021, there was a counterfeit or fake item discovered that was displayed in store amounting to Php 18,810.00 As an EC it is their responsibility to double check all items received from homebase within seventy-two (72) hours and report any discrepancy as soon as possible. It is also their responsibility to double check all items on display for possible misplacement, tampering, or replacement with fake items.

Thus, the ECs involved are not authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can they represent the company in any aspect until an investigation and a hearing have been conducted, and a decision arrived at by the hearing committee.

Another announcement shall be issued soon after the Committee comes to a decision regarding the case and the said employee are notified.

For your information and guidance.

Thank you,



Atty. Angelique Margaret T. Natividad
HR Director