

TO : All Team Members
FROM : Human Resources Department
RE : Notice of Preventive Suspension
DATE : February 1, 2023

Please be informed that **Ms. Anacel Malazarte**, assigned at CGP polomolok (whose pictures appear below) is placed under **Preventive Suspension** effective February 1, 2023, due to an alleged violation of Article V sections 5.3.1.

“a. Theft. Includes taking out of property or money of any amount without written authorization from the proper persons;
e. Tampering with official records or reports, faculty grading records;
j. Tampering with or stealing Organization products, cash, and property to defraud the Organization;”



Anacel Malazarte
Store In-Charge

Based on the incident report dated January 31, 2023, there was a late deposit of cash collection for December 28, 2022, amounting to Php3,865.00, and was deposited only on January 6, 2023. As reported by her TL during the one-on-one session she admitted to using the money for personal reasons.

Thus, she is 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.**

We are hoping that this experience will serve as a lesson we can all learn from and that this will be the last incident of this nature that we have to deal with.

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

For your information and guidance.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director