

TO : All Team Members
FROM : Human Resources Department
RE : Notice of Preventive Suspension
DATE : November 8, 2022

Please be informed that the following Team Members (whose pictures appear below) are placed under **Preventive Suspension** effective November 8, 2022, until further notice while an investigation is being conducted after the suspicious, unauthorized, and questionable transactions in the system were made on November 7, 2022, and on the same date it was found after the inventory was conducted that the items were missing at ZGL branch which is a violation of a grave offense under section 5.3.1 (a), (e), and (j) of the Rules and Regulations which states:

"Theft. Includes taking out of property or money of any amount without written authorization from the proper persons, tampering with official records or reports, and tampering with or stealing organization products, cash, and property to defraud the organization."



ARRA MAE S. GENOVA
Empowerment Consultant



BEVERLY ANN E. MARZAN
Empowerment Consultant - Trainee

Thus, they 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.**

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. Angelle Margret T. Natividad
HR Director