

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : November 17, 2023

Please be informed that **Hazel T. Dela Cruz (ZBA)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective November 8, 2023**, due to a grave violation of article V Section/s 5.3.1 (h) which state/s:

h. Falsification of any records or information in applying for employment and benefits. Falsification of statements given in an investigation by the Organization. Includes non-disclosure of material information;



After receiving the first notice, she failed to attend the scheduled administrative hearing or submit her written explanation; waiving her right to be heard. Thereafter, the committee after evaluating all the pieces of evidence found her guilty of intentionally denying and not declaring her child during the hiring process including documents submitted which is a violation of our company values of Family and Integrity.

She is therefore guilty of violating the provision below:

“h. Falsification of any records or information in applying for employment and benefits. Falsification of statements given in an investigation by the Organization. Includes non-disclosure of material information;”

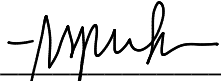
As such she is no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can she represent the company in any aspect.

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.

Should you have clarifications regarding this matter, please feel free to call the HR Department at 991-9936.

For your information and guidance.

Thank you,



Araceli S. Peñola, Rpm
HR Manager