

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : September 24, 2020

Please be informed that **Juvieh C. Tacloban, Empowerment Consultant of OGR** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective September 17, 2020** due to grave violations of:

5.3.1 (a) *“Theft or unauthorized taking out of property or money regardless of the amount from the Organization as well as from any other Team Members, students or customers.*

5.3.1 (f) *“Misrepresentation, malversation, unauthorized diversion, or withholding organization funds regardless of the amount involved;*

5.3.2 (f) *“Carelessness that could result to: 1. Damage to the organization; damage to the organization image; 2. Lawsuit; or 3. Psychological or physical threat to Team Members safety.*

5.3.2 (j) *“Failure to follow SOPs causing or could cause damage to the organization in the amount of above Php 10,000.00*



During the hearing it was found out that she was taking money from the cash box for her personal use. She was also wearing and taking out company inventory items in the outlet and outside of the outlet which puts her and the company in a risk. It was also found out that she did not secure all the items inside the vault as part of the company SOP, after inventory all items must be properly secured inside the vault.

She is therefore guilty of, and admitted to violating the provision below:

5.3.1 (a) *“Theft or unauthorized taking out of property or money regardless of the amount from the Organization as well as from any other Team Members, students or customers.*

5.3.1 (f) *“Misrepresentation, malversation, unauthorized diversion, or withholding organization funds regardless of the amount involved;*

5.3.2 (f) *“Carelessness that could result to: 1. Damage to the organization; damage to the organization image; 2. Lawsuit; or 3. Psychological or physical threat to Team Members safety.*

5.3.2 (j) *“Failure to follow SOPs causing or could cause damage to the organization in the amount of above Php 10,000.00*

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,

A handwritten signature in black ink, appearing to read 'Angelique', is written over a horizontal line.

Atty. Angelique Margret T. Natividad
HR Director