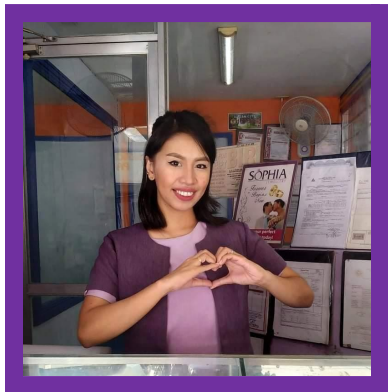


TO : All Team Members
FROM : Human Resources Department
RE : Notice of Preventive Suspension
DATE : May 3, 2023

Please be informed that **Ms. Decci Hope Estrada and Ms. Gee Marie Lomongo**, assigned at IQA Iligan (whose pictures appear below) is placed under **Preventive Suspension** effective April 30, 2023, due to an alleged violation of Article V sections 5.3.2. h.

“Loss of merchandise or cash, whether intentional or unintentional.”



Decci Hope M. Estrada
Store In-Charge



Gee Marie Lomongo
Empowerment Consultant

Based on the incident report dated April 26, 2023, there was a missing item pendant upon inventory on April 25, 2023.

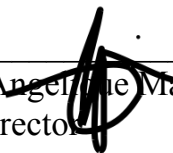
Thus, they are not authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can they represent the company in any aspect **until an investigation and a hearing have been conducted, and a decision arrived at by the hearing committee.**

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. Angeline Margret T. Natividad
HR Director