

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : July 18, 2024

Please be informed that **Elvira G. Villanueva (CLM)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective July 10, 2024**, due to a grave violation of Article V, Section/s 5.3.2 (n) which state/s:

n. Engaging in business or providing service, free or paid, directly or indirectly competing with the Organization. It includes any manner of intentionally diverting income from the Organization.



Elvira Villanueva’s employment has been terminated due to a serious violation of company policy. Specifically, M’ Elvira sold personal jewelry to a company client, which is prohibited under Article V, Section 5.3.2(n) of the company’s code of conduct.

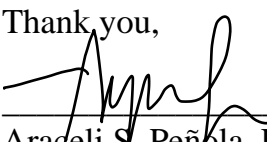
This violation breaches Section n of the company’s code of conduct, which M’ Elvira agreed to during the onboarding process. This section prohibits team members from engaging in any business or service, free or paid, that directly or indirectly competes with Sophia Jewellery, Inc.

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 hope this incident serves as a learning experience for all team members. Sophia Jewellery, Inc. strives to maintain a high ethical standard, and we expect all team members to adhere to the company’s code of conduct.

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