

## Human Resources – NOTICE TO EXPLAIN FORM

<b>Employee Name:</b>	Jade Roxanne Fernandez	<b>Date:</b>	February 11, 2025
<b>Employee Number:</b>	190	<b>Immediate Superior:</b>	Niño Angelo Quinal Manal
<b>Emp Status:</b>	Regular	<b>Position:</b>	STL

### **Facts:**

On February 10, 2025, you returned to work following an absence from February 5 to 7, 2025, related to medical reasons. You did not present a fit-to-work clearance from your attending physician upon your return.

You were informed by the HR Manager that a fit-to-work clearance could not be granted without supporting documentation from your attending physician confirming your fitness to return to work. This is standard procedure, for which you have known and had been implemented to everyone regardless of the rank. Your response to this information indicated frustration, expressed both verbally and through your actions.

Due to the lack of the required documentation, you were advised to return home and obtain the necessary clearance. You were instructed to secure the clearance before being permitted to resume work duties.

It is important to reiterate that when returning to work after a medical absence, you are required to obtain a fit-to-work clearance from your attending physician and undergo reassessment by the company physician. This established procedure ensures the health and safety of all employees. Adherence to this policy is mandatory.

The incident had a significant impact on the affected employees, who felt disrespected especially that other staff were present during the incident. It created an unhealthy and unwelcoming work environment for the team, which could affect their productivity and overall morale.

We will take appropriate measures based on the findings of the investigation to ensure that such incidents do not occur again in the future. We encourage our employees to report any incidents of misconduct, and we assure them that they will be heard and that their concerns will be taken seriously. We are committed to fostering a safe and healthy work environment for all our employees, and we will continue to take all necessary measures to achieve this goal.

### **Objectives:**

All Employees are expected to perform their duties in a professional manner by building positive working relationships with clients, customers and co-workers; by communicating in a respectful manner; creating a safe and secure work environment that protects the integrity and confidentiality of property, products, processes and information, including its employees and stakeholders; by holding themselves accountable for demonstrating the utmost in professional behavior and by delivering the task in a timely manner being set forth by the client, immediate supervisor/s and the company.

### **Consequences**

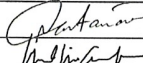
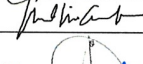


The Company and its onshore clients extend trust and confidence to employees by allowing them to handle responsibilities and access to pertinent business matters. Hence, employees are expected to always preserve this trust. The Company likewise value its employees who take responsibility for their actions and behaviors. iPloy requires its employees to abide by the policies and procedures set forth by top management. As stipulated in the Company's Code of Conduct and Discipline Policy, under Rules on Productivity Section 5, states that "*Willful breach by an employee of the trust reposed in him/her by the company such as but not limited to: a. Abuse of position with the company to gain profit or advantage from employees*" is punishable 5 days suspension up to and including termination of your employment.

The same rule prohibits "*Flagrant discourtesy, either by acts or words, use of disrespectful language, impolite or*

*obscene language in addressing or speaking with superiors and other employees.”* Violation of this provision is punishable by written warning up to and including termination of your employment.

**Understanding**

1. The opportunity to explain in writing why you should not be given disciplinary action for the alleged violation of the policy mentioned above is hereby given. You understand that you must accomplish and submit the attached Explanation Form to HR **within 5 calendar days** upon receipt of the Notice to Explain Memo.
2. Lastly, you understand that failure to comply with the above shall mean a waiver on your part to be heard and appropriate disciplinary action may be taken by the Company including possible termination.

	NAME	SIGNATURE	DATE
Prepared by:	Ramelyn Castañares, HR Manager		Feb 11, 2025
Noted by:	Niño Angelo Quinal Manal, Operations Manager		Feb 18, 2025
Approved by:	Alfredo Camarillo, Jr, Director of Operations		Feb 18, 2025
Received by:	Jade Roxanne Fernandez, STL		Feb. 19, 2025



<b>Employee Name:</b>	Jade Roxanne Fernandez	<b>Date:</b>	February 19, 2025
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**EMPLOYEE'S WRITTEN EXPLANATION FORM**

On 02/08 prior to my discharge from PSH, I already told the Nurse at the station that the Medical certificate they issued will be held invalid by the company for lack of ftw line, but the response they gave me was that it is their standard format for a medical certificate. Not being a habitual absentee, I did not know that it would have been acceptable to ask for it on a prescription pad until OM Angelo told me.

On 02/10 I returned to work with all the documents that I have - medical certificate, all laboratory results, the discharge summary which also served as my prescription - I showed all these to the company MD on duty but due to last of ftw line under Remarks on the medical certificate, she refused to give me a ftw clearance saying I must obtain one from my cardiologist for which my appointment was not until Saturday 02/15. I asked her if she can at least issue me a permit to work pending my follow up schedule and she responded saying "Di jud ko ana Ma'am". This is when my temper started flaring - I cannot be out of office the whole week because it will be harder to afford all prescription medications with the utilities also due. I went to Iris to discuss my options, asking if they can call the 5F Nurses station at PSH to verify/validate, asking if I can just sign and AMA. I could have done better by maintaining a calmer tone while discussing with Iris. To be clear, I was neither upset nor frustrated with her - I was frustrated with my whole circumstance and I acknowledge that my frustration was misdirected and she got the brunt end of it. I take full responsibility for my actions and deeply regret that (1) I have not at least verbalized to Iris that I am not angry with her but my whole situation, (2) I just needed to vent it out the way I know how to release my pent up emotions, and (3) ended with an apology for how frustrated I sounded. So many things that in hindsight, I could have done differently if only I kept a cooler head to have had the capacity to think and act more reasonably. It is with an even deeper regret that I have caused Iris the feeling of being humiliated and disrespected to this degree when in fact, she is my go to person every single time I needed to confide a situation for which I needed her advise. While I swear I did not intend any of it towards her or against her, it does not change the fact that she got hurt especially that her staff heard. Please know that my intention was not to circumvent the policy but to request for consideration to be allowed to come back to work while I am complying with what is needed because I really cannot afford to lose any more money, otherwise I will be in an even greater danger if I am not able to afford my meds. I know Iris was coming from a place of genuinely caring for my well-being and while I failed to repay her kindly, know that there was no vicious will or intent to be abusive towards her or anyone. I may not be in the position that deserves to ask for what I failed to give, but I am going to ask just the same, for your kind consideration. In return, you have my deep commitment to be better by

(Employee's signature over printed name)	Date Submitted
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*Note: You may use extra sheets of paper if your explanation will not fit into this document.*

seeing to it that I maintain a respectful manner when discussing matters with the admin team. I would like to say that I was able to prove I can do it with the improvement in my relationship with my team. Don't give up on me just yet. I can still be a better version of the person that I am.

  
 JADE ROXANNE V. FERNANDEZ | 02/20/2025