

November 20, 2024

Rech Mond Tempog
CSR – Initial Authorization
Sitio Cadulang Baranggay Marigondon Lapu-Lapu city, 6015

Dear Mr. Tempog,

This is regarding the Notice to Explain issued to you last August 7, 2024 for an alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made with all the available evidence submitted for this case, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit:

Rule 1 of Code of Conduct and Decorum Section 23 – Neglect of Duty – Failure to implement policies and procedures

You were also charged under Article 297 of the Labor Code of the Philippines which states that:

“Employers may terminate an employee based on just causes, which are typically due to fault or negligence on the part of the employee. These include, but are not limited to:

- 1. Serious misconduct or Willful disobedience**
- 2. Gross and habitual neglect of duties**
- 3. Fraud or willful breach of trust*
- 4. Commission of a crime or offense by the employee against his/her employer, the employer's immediate family or his/her duly authorized representatives; and*
- 5. Other causes analogous to the foregoing. Based on Philippine case law, examples of such analogous causes include but not limited to: (i) theft committed by an employee against a person other than his/her employer, if proven by substantial evidence; (ii) gross incompetence or inefficiency, such as the failure to attain a reasonable work quota which was fixed by the employer in good faith; (iii) failure to meet the standards of a bona fide occupational qualification; and (iv) **a severe failure to comply with company rules and regulations**. Further, no act or omission shall be considered as an analogous cause unless expressly provided in the company rules, regulations, or policies.”*

The company takes note of your written explanation and other pieces of evidence to our office. After a careful perusal and thorough review of documents and on you written and verbal statement during our admin hearing, you are hereby found to have violated the Company Rules and Regulations on the offense mentioned above.

Your employment should have been terminated for incurring this offense. However, after careful consideration of your case, management has decided to grant you one last chance. Consequently, you will be subject to a **five-day suspension**, which will be effective on the following dates: **December 5, 10, 12, 17 and 19, 2024**.

With this, you must not incur another Code of Conduct Policy violation of the same nature within **(1) year from the date of your last occurrence**; otherwise, this violation will result in the issuance of disciplinary action up to and including Termination depending on the impact of the violation committed.

iPloy OPC
9th Floor Ayala Cebu Center Tower
Cebu Business Park, Cebu City 6000



The company has made consideration to give you the opportunity to fulfill your promise not to commit the same mistake again and to correct your behavior. This decision is accompanied with an agreement that upon issuance of this disciplinary action, a stern coaching should be made and this will focus on how to avoid the same behavioral issues in the future.

Sincerely yours,

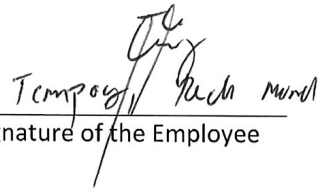
Noted by:


Rameyn C. Castañares
HR Manager


Angelo Manal
Operations Manager


Alfredo Camarillo, Jr.
Director of Operations

Conforme:


Name and Signature of the Employee

Date signed:

11-26-24