



Level 20  
Menara Utama Selatan  
Jalan Tun Syed  
14300 Kuala Lumpur

Telephone: 03-12345678  
query@rhonda.com

**10<sup>th</sup> April 2020**

**Ashley Patel (Employee ID No. 8055)**

59, Jalan Wall Street  
Taman Shibuya Crossing  
60859 Selangor

Dear Ms. Patel,

**Re: Notice of Inquiry**

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We refer to your letter of explanation dated 9.4.2020 and find your explanation therein to be unsatisfactory and unacceptable.

**YOU ARE HEREBY REQUIRED** to attend a Domestic Inquiry to hear the following five (5) charges of misconduct preferred against you: -

**Charge 1:**

That you, in your capacity as the Financial Controller of the Company, harassed your subordinate Mr. Edward Nathan (Employee ID No. 007) ("**Mr. Nathan**") on 1.3.2020 at approximately 12.30 a.m. (i.e. which is after the Company's prescribed working hours) in the following manner:-

1. You had called Mr. Nathan persistently and subsequently left him a series of voice mails asking him to call you back immediately.
2. When Mr. Nathan returned your calls at approximately 12.40 a.m., you proceeded to utter the following words to him: -
  - (a) *"I'm bored at home and you came across my mind. Let's get supper; and*
  - (b) *I'll pick you up if you wear something to show-off that six-pack of yours hahaha".*

Your conduct herein is unbecoming of a senior employee of the Company and has caused Mr. Nathan severe mental distress. You have therefore acted in direct breach of the Company's

policy and procedure relating to harassment / sexual harassment as set out in Clause 4.9 of the Company's Employee Handbook.

**Charge 2:**

That you, in your capacity as the Financial Controller of the Company, harassed your subordinate Mr. Nathan on 1.3.2020, 3.3.2020 and 5.3.2020 at approximately at 12.45 a.m., 1.00 a.m. and 1.30 a.m. respectively, by sending him a series of text messages wherein you referred to him by using terms of endearment including "sayang" and "babe" and used inappropriate and/or suggestive emoticons.

Your conduct herein is unbecoming of a senior employee of the Company and has caused Mr. Nathan severe mental distress. You have therefore acted in direct breach of the Company's policy and procedure relating to harassment / sexual harassment as set out in Clause 4.9 of the Company's Employee Handbook.

**Charge 3:**

That you, in your capacity as the Financial Controller of the Company, harassed your subordinate Mr. Nathan on 9.3.2020 at approximately 3.00 p.m., by making an uncalled for / inappropriate comment on Mr. Nathan's physique at the office pantry wherein you uttered the following words to him:-

*"Wow, you look great! Your shirt really shows off your body."*

Your conduct herein is unbecoming of a senior employee of the Company and has caused Mr. Nathan severe mental distress. You have therefore acted in direct breach of the Company's policy and procedure relating to harassment / sexual harassment as set out in Clause 4.9 of the Company's Employee Handbook.

**Charge 4:**

That you, in your capacity as the Financial Controller of the Company, harassed your subordinate Mr. Nathan on 10.3.2020 at approximately 1.00 p.m., by looking at Mr. Nathan directly in the eye whilst eating a banana in a suggestive manner during a work-related discussion over lunch with Mr Nathan.

Your conduct herein is unbecoming of a senior employee of the Company and has caused Mr. Nathan severe mental distress. You have therefore acted in direct breach of the Company's policy and procedure relating to harassment / sexual harassment as set out in Clause 4.9 of the Company's Employee Handbook.

**Charge 5:**

That you, in your capacity as the Financial Controller of the Company, harassed your subordinate Mr. Nathan on 13.3.2020 at approximately 10.00 p.m., by attempting to kiss Mr. Nathan at Basement B2 of the Company's office premises.

Your conduct herein is unbecoming of a senior employee of the Company and has caused Mr. Nathan severe mental distress. You have therefore acted in direct breach of the Company's policy and procedure relating to harassment / sexual harassment as set out in Clause 4.9 of the Company's Employee Handbook.

Please be informed that the Domestic Inquiry will be held at the Orchid Meeting Room of the Company at 10.00 a.m. on the 19.4.2020.

You will be given the full opportunity to defend yourself against the above charges at the Domestic Inquiry. You may bring any evidence / documentary evidence that will aid in your defence and you may call any employees of the Company as witnesses for the same purposes.

Please inform the company in writing by 13.4.2020 of the names of the employees of the Company that you wish to call as witnesses during the Domestic Inquiry.

If you fail to attend this Domestic Inquiry, the Company reserves its right to proceed to hear the charges of misconduct preferred against you in your absence.

Thank you.

Yours Sincerely,

*J. S. Kanagasabai*

Jonathan Simon Kanagasabai

Chief Human Resources Officer