

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACARAIG, JEMARY

EMPLOYEE NUMBER: BF-13853

DEPARTMENT: HONDA 3126

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: NOT FOLLOWING SOP. Associate conduct multiple picking of parts last September 5, 2020

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a WRITTEN WARNING for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

Employee's Signature Over Printed Name/Date

Received by:

Mole

DATE OF SUSPENSION:

NEED FOR REFRESHER:

APPROVED BY:

SHIFT:

DATE RETURNED TO WORK

STEDNISH 1-12-20

RECOMMENDATION

YES

iwanan ang iD sa Coordinator bago ang suspension date at

kunin ito pagbalik after suspension bago mag 8am/pm.

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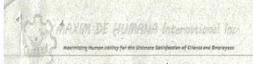
SIGNATURE OF EMPLOYEE

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IMMEDIATE SUPERVISOR

CHENT'S MANAGED

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MACARAIG, JEMARY

EMPLOYEE NUMBER: BF-13853

DEPARTMENT: HONDA 3126

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS**; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: NOT FOLLOWING SOP. Associate conduct multiple picking of parts last September 5, 2020, which subject you to <u>WRITTEN WARNING</u>.

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Your failure to reply within period stated shall construed as admission of the rights to present evidences for and in your behalf thus shall be the basis of the I	가는 사람이 있다. 그렇게 하는 것이 없는 것이 모든 사람들이 없는 것이 없다면 없는데 없다.
PREPARED BY:	
Angle T. Gomba	
MDHII HR COORDINATOR	
NOTED BY:	
Michelle A. Fajardo	
MDHII On-Site Supervisor	
EMPLOYEE'S EXPLANATION:	
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NOTE: You may use an extra sheet as needed	
JEMAN MICHEAIG. Received by	v:
Employee's Signature Over Printed Name/Date Sig	nature Over Printed Name/Date

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