

NOTICE TO EXPLAIN

EMPLOYEE NAME: DURAGOS, MARY ANN

EMPLOYEE NUMBER: BF- 11096

DEPARTMENT: SUZUKI 5119

DATE: SEPTEMBER 13, 2019

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 COMMITTED: NOT FOLLOWING SOP/COMPLIANCE AUDIT. Un authorized operator doing the process, caught doing taping during breaktime, she was only authorized in sub assy and lay out process, last **September 03, 2019**, which subject you in **1 to 5 Days Suspension.**

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: 

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

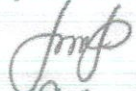
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Pasensya nAPO kayo kung nagawa ko man po yon sa kakahilangang tumulong po ako sa kasama ko sa line ko sobrang delay po sya. Ipagpapamahi po ninyo hindi, hindi kong po mulitin. Bagawin ko nalang po yong Inna na dapat gawin para din po ulit mangyari ito Pasensya po ulit.

NOTE: You may use an extra sheet as needed

 Mary Ann Duragos 10-11-19

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GUMBA

Signature Over Printed Name

NOTICE TO EXPLAIN

EMPLOYEE NAME: DURAGOS, MARY ANN

EMPLOYEE NUMBER: BF- 11096

DEPARTMENT: SUZUKI 5119

DATE: SEPTEMBER 13, 2019

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 COMMITTED: NOT FOLLOWING SOP/COMPLIANCE AUDIT. Un authorized operator doing the process, caught doing taping during breaktime, she was only authorized in sub assy and lay out process, last **September 03, 2019**, which subject you in **1 to 5 Days Suspension.**

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: _____

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Mr. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

RECOMMENDATION

Suspension Date October 24-25, 2019

Noted by: _____

Immediate Supervisor

Approved by: _____

Manager
Signature

Employee's Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DURAGOS, MARY ANN

EMPLOYEE NUMBER: BF- 11096

DEPARTMENT: SUZUKI 5119

DATE: SEPTEMBER 13, 2019

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 COMMITTED: NOT FOLLOWING SOP/COMPLIANCE AUDIT. Un authorized operator doing the process, caught doing taping during breaktime, she was only authorized in sub assy and lay out process, last **September 03, 2019.**

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 Two days Suspension 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: _____

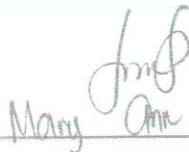
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER


Mary Ann Duragos

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE GONZA

Signature Over Printed Name/Date

Date: September 03, 2019

[illegible]