



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BRAZA, REYNAN

EMPLOYEE NUMBER: BF-14276

DEPARTMENT: ~~(HONDA 3119)~~ NADA 02

DATE: FEBRUARY 5, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 COMMITTED: UN AUTHORIZED PERSON DOING THE PROCESS. Associate conduct band gun process, certified only on sub assy process, last January 11, 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 six day 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Reynan D. Braza

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 13-18, 2020</u>
DATE RETURNED TO WORK	<u>July 20, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Charge suspension</u> <u>Date to:</u> <u>August 14-19, 2020</u>	SIGNATURE OF EMPLOYEE <u>[Signature]</u>
APPROVED BY: <u>Reynan</u> <u>August 11, 2020</u>	IMMEDIATE SUPERVISOR <u>[Signature]</u>
	CLIENT'S MANAGER <u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date e kunin ito pagbalik after suspension bago mag Sam/pm.	

Received by: Emily L. Osorio

2020-02-05

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: mp HII

Control No: 741P-18-2021-0050

<u>R. Alcoras</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Rayson B. B. B.
 Position: Associate
 ID Number: BF-14276
 Batch No.: 255
 Car Model/Line: Honda / 2015

Process: ExKum
 Group/Shift: DS-B
 Date/Time: Jan. 11, 2020 / 4:30
 No. of Offense: 1
 Superior Name: P. Alcoras

Details of Audit Findings:

un authorized person doing the process
Associate conduct handgun process, certified only in sub city process

WRITTEN EXPLANATION

Nung wala pa po kaming ginagawa dahil wala pa po kaming grammar
nagtry lang po ako magband gun ng isang clamp alam ko naman pong hindi
po ako authorized sa process, at bawal po ang hindi authorized di ko naman
po inaasahan na mahuhuli ng i-alert

Pasensya na po kayo di na po ako ulit na humawak ng ibang process
na di po ako certified.

REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☐ Agency/FALP Written Explanation Only (based from handbook)

☒ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>01/14</u>	Date: <u>01/16</u>	Date: <u>1/14</u>	Date: <u>1/16/20</u>	Date: <u>1/16/20</u>

NOTICE TO EXPLAIN**EMPLOYEE NAME: BRAZA, REYNAN****EMPLOYEE NUMBER: BF-14276****DEPARTMENT: HONDA 3115****DATE: FEBRUARY 5, 2020****SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1 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.**

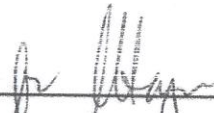
VIOLATION COMMITTED: UN AUTHORIZED PERSON DOING THE PROCESS. Associate conduct band gun process, certified only on sub assy process, last January 11, 2020, which subject you in 6 to 10 Days Suspension.

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 HR COORDINATOR

NOTED BY:

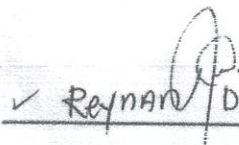
Ms. Chady Dosono

MDHII BRANCH MANAGER

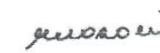
EMPLOYEE'S EXPLANATION:

— nung wala pa po kami ginagawa. nagtry lang po ako
na mag-Band-gun ng isang clamp po. kahlit alam ko na Hindi ako
authorized sa process nayan. pasinya na po Hindi ko napu
uli ulitin iyon.

NOTE: You may use an extra sheet as needed

✓  REYNAN D. BRAZA

Employee's Signature Over Printed Name/Date


Received by: EMILY L. OSORIO 02-05-2020

Signature Over Printed Name/Date