

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GARCIA, RUSTOM

EMPLOYEE NUMBER: BF-13391

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1th 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: NOT FOLLOWING SOP. Associate no sample of connector picture on sub-assembly process but still in good on check sheet, last July 18, 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	yod E	boy	suspension	for the said violation of our Employee Code of
Conduci.			AND RESIDENCE AND ADDRESS OF THE PARTY OF TH	_ior the said violation of our Employee Code of

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

PREPARED BY:

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Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION

DATE OF SUSPENSION-

september 15, 2020

DATE RETURNED TO WORK SHIFT:

NEED FOR REFRESHER:

NO

SIGNATURE OF EMPLOYEE

APPROVED BY:

HATE SUPERVISOR

CABRERA CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm

Employee's Signature Over Printed Name/Date

Received by:

Mosper emily

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: GARCIA, RUSTOM

EMPLOYEE NUMBER: BF-13391

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 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 no sample of connector picture on sub assembly process but still in good on check sheet, last July 18, 2020, 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:	geome		
	Emily L. Osorio		
	MDHII HR COORDINATOR		
NOTED BY:	llam		
	Michelle A. Fajardo		
	MDHII ONSITE SUPERVISOR		

EMPLOYEE'S EXPLANATION:

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Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

-	I-ALERT WRITTEN EXPLANATION Control No: FRIP - 19-2009 - K							
	AGENCY Please Specify: MAH	Audited By:	K. Hernandez Checked by:	Unelyes Noted By:				
	Name: Rustom Garcia Process: Position: Associate Group/Shift: ID Number: 8f - 139al Date/ Time: Batch No.: 251 No. of Offense Car Model/Line: \$112.4Ki \$217 Superior Nam Details of Audit Findings: No cample	** Sub ass t ** NS-A ** Sub 18, 2020 91/0 e: [1] ne: M - UKUO	TSub ass f NS-A Non-com Non-com Sub 18, 2020/ 9:10 Sub 15, 2020/ 9:10 TUB UKUA					
good on checkscheel WRITTEN EXPLANATION								
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i-Alert written only Agency/FALP Written Only(based on handbook) Need day/s suspension(based from handbook & Memo for Major Non-compliance).								
	Employee Date: 164 14 29 3630 Date: 17 Staff	THOUGH A - CONSNUTS Staff Date: Analy	Sitto (IN IWA Supervisor Date: 1 10 250	Manager Date: 8/11/20				

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