

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NUAY, RAYSON

EMPLOYEE NUMBER: BF-13007

DEPARTMENT: SUBARU 7107 A

DATE: MARCH 09, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3RD 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.**

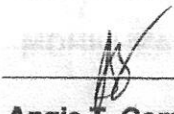
VIOLATION COMMITTED: UN-AUTHORIZED REPAIR/HIDDEN REPAIR. Associate pulling of branch due to encounter minimum from connector to clamp last January 29, 2020.

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 15 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo


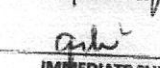
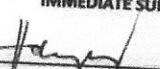
MDHII HEAD COORDINATOR

Employee's Signature Over Printed Name/Date

Received by:

Signature Over Printed Name/Date

0967-6525-764

7106/A	
RECOMMENDATION	
DATE OF SUSPENSION:	September 14 - 30, 2020
DATE RETURNED TO WORK	Oct. 01, 2020
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at iunin ito pagbalik after suspension bago mag 8am/pm.	

NOTICE TO EXPLAIN

EMPLOYEE NAME: NUAY, RAYSON

EMPLOYEE NUMBER: BF-13007

DEPARTMENT: SUBARU 7107

DATE: MARCH 09, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3RD 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 REPAIR/HIDDEN REPAIR. Associate pulling of branch due to encounter minimum from connector to clamp last **January 29, 2020**, which subject you to **11 to 15 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

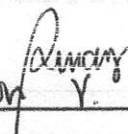

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:


ANAO PO SI RAYSON NUAY AY NAGHILA NG ISANG BRAND DAHIL
NAKITA KONG SHORT ITO. NAGAWA KO LAXO YUN DAHIL SA KAGUSTAHAN
KO PO NA MAIPASA ANG HARNESS NG GOOD. HINDI KO NA PO ITO
NASABI SA JR. STAFF O EXPERT DAHIL PATI RIN PO SILA
AY NAKA PORTION HINDI KO NA PO IYAN UULITIN. IPAPATILAM KO
NA PO SA JR. STAFF ONCE NA IMAY MENCOUNTER AKONG
ABNORMALITY.

NOTE: You may use an extra sheet as needed


RAYSON Y. NUAY / 03-12-20

Employee's Signature Over Printed Name/Date

Received by:

 NUBIE / 03/17/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2001-0300

☒ AGENCY

Please Specify: MDHII

Name: Alvin Rayson
Position: Associate
ID Number: BE-13007
Batch No.: 249
Car Model/Line: Subaru 607/707

Process: Dimension
Group/Shift: NS-A
Date/ Time: January 29, 2020
No. of Offense: 2nd Offense
Superior Name: V. Sarte

<u>J. Reyes/K. Hernandez</u> Audited By:	<u>G. Magadia</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document
Control Number:

March 2018 - 01-14

Memorandum for major non-compliance

Details of Audit Findings: un-authorized repair/hidden repair

Pulling of branch due to encounter minimum from connector to clamp.

WRITTEN EXPLANATION

AKO PO SI RAYSON NUNAY AN NAGHILA NG BRANCH, IDY NAGAWA
FO LAANG DAHL SA KACUTUBAN KO NA MALPASA ANG HARNESS
NG GOOD HINDI KO NA PO NAGAMIT ANG ANDON LIGHT DAHL
LAHAT PO NG JR STAFF AY NAKAPORTION PATI NA RIN PO ANG
EXPERT NAGAWA AT NANGANGAKO PO AKO NA HINDI KO NA
MUKITIN ANG MGA NYUN SASABIHIN KO NA PO SA AMIN
JR STAFF KATAG MAY WAGENCOUNTER AED NA KAHIT ANDAMAN
ABNOR MALITY

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance.

1 day suspension

<u>Rayson V. Rayson</u> Employee Date: <u>02-04-20</u>	<u>Gina R. R. R.</u> Jr Staff Date: <u>02-04-20</u>	<u>F. R. R.</u> Staff Date: <u>2-4-20</u>	<u>G. R. R.</u> Supervisor Date: <u>02/04/2020</u>	<u>H. R. R.</u> Manager Date: <u>2/7</u>
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