

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CATAPAT, MARK

EMPLOYEE NUMBER: BF-13378

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (15T 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 early saving of work load actual wire ccolor b/ but pc is be/last September 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	I play suspension	_for the said violation o	four Employee	C-450 1
Vous are now for ownered the state of the		min sur pure alotation o	rour 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:

Michele A. Fajardo

MDHII On-Site Supervisor

MARIE 4. COTATION / 11- 16-70

Employee's Signature Over Printed Name/Date

DATE OF SUSPENSION:

DATE RETURNED TO WORK

SHIFT:

NEED FOR REFRESHER:

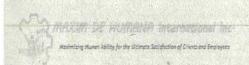
APPROVED BY:

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

Received by:

ANGUE ASTONOM WHISTON

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: CATAPAT, MARK

DEPARTMENT: SUZUKI YD1 INITIAL

EMPLOYEE NUMBER: BF-13378

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (15T 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 early saving of work load actual wire coolor b/ but pc is be/ last September 11, 2020, which subject you to WRITTEN WARNING. It 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.

Angie T. Gomba

MDHII HR COORDINATOR

Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

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NOTE: You may use an extra sheet as needed

material / 11-16-70

Received by:

ANGEL I AGOWESE WISH

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

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