

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RAZ, SEAN NICKIE

EMPLOYEE NUMBER: BF-13282

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST 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: Associate no fill up on check sheet and no available white tag in the area dated last October 17, 2019 which subject you in **1 to 6 days suspension.**

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 one 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:


Angie T. Gomba



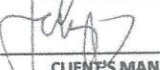
MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	July 21, 2020
DATE RETURNED TO WORK	July 22, 2020
SHIFT:	
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 a komin ino pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE



12/18/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: RAZ, SEAN NICKIE

EMPLOYEE NUMBER: BF-13282

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 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: Associate no fill up on check sheet and no available white tag in the area dated last October 17, 2019 which subject you in 1 to 6 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: 

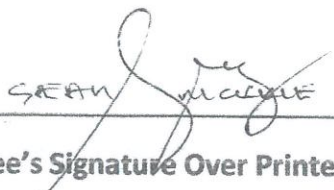
Michelle A. Fajardo


MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

NAKA LINUTAN KO PONG MAG FILL UP
NO CHECK SHEET. NAKO ARAW NA TUN
ALING NO AN PO ANOTIS KUNG ANOTIS NA
NANAYAN SA AKIN.

NOTE: You may use an extra sheet as needed


Employee's Signature Over Printed Name/Date

Received by:  (ANGIE T. GOMBA 12/18/19)
Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS ☒ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: 744P-14-1910-1827

<u>Janice Abanador</u> J. Abanador	<u>6. MACADIA</u> G. MACADIA
Audited By:	Noted By:

Name: Sean Nickkie Process: Manual Crimping 2
 Position: Associate Group/Shift: DS 1A
 ID Number: BP 13282 Date/ Time: Oct 18, 2019 / 10:05
 Batch No.: 250 No of Offense: 14
 Car Model/Line: Daihatsu Initial 001 Superior Name: N. Dimaculangan
 Audit Findings: No fill up on check sheet and no available white tag in the area
 Details:

WRITTEN EXPLANATION

Identification no found fill up on the
check sheet no name shown on tag. It is
in the PO run section.

Remarks/ Evaluation:

Issue Penalty

<u>SEAN NICKIE RAZ</u> Signature of Employee Date: <u>10-21-19</u>	<u>Noreen Dimaculangan</u> Jr Staff Date: <u>10-21-19</u>	<u>R. Pina</u> Staff Date: <u>10/22</u>	<u>Timed</u> Supervisor Date: <u>10/22</u>	<u>6. Fera</u> Manager Date: <u>10/22</u>
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