



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALAYO, NARVIC JOEL

EMPLOYEE NUMBER: BF-14011

DEPARTMENT: SUBARU 7101

DATE: JANUARY 30, 2020

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: UN AUTHORIZED/HIDDEN REPAIR. Associate conduct removing of foreign materials (dust on connector) YSK BN-Y46 L/F 24FC due to cannot pass on ECT, 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 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

BALAYO NARVIC JOEL 01-01-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Aug 16
DATE RETURNED TO WORK	August 11, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspensio

RECOMMENDATION	
DATE OF SUSPENSION:	March 17, 2020
DATE RETURNED TO WORK	March 18, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER

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

NOTICE TO EXPLAIN

EMPLOYEE NAME: BALAYO, NARVIC JOEL

EMPLOYEE NUMBER: BF-14011

DEPARTMENT: SUBARU 7101

DATE: JANUARY 30, 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 COMMITTED: UN AUTHORIZED/HIDDEN REPAIR. Associate conduct removing of foreign materials (dust on connector) YSK BN-Y46 L/F 24FC due to cannot pass on ECT, last January 11, 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: _____

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

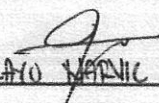
Ms. Chady Dosono

MDHII BRANCH MANAGER

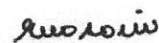
EMPLOYEE'S EXPLANATION:

Nagawa ko po kasi yun dahil tambak na po ng harness ang process namin then kung tatawag pa po ako ng QA para magrepair ay downtime na po sa amin at downtime din po ang pag fill-up ng orange tag kaya ko po nagawa yun. Sorry po, hindi na po mmuulit.

NOTE: You may use an extra sheet as needed


BALAYO NARVIC JOEL 01-01-20

Employee's Signature Over Printed Name/Date


Received by: EMILY L. OSORIO 01-01-2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: WIDH

Name: Balayo, NARCIS JOEL

Position: Associate

ID Number: BF-19011

Batch No.: 255

Car Model/Line: Subaru GC7 / 7101

Control No: FAIR-11-2001-0053

<u>ASOMA</u> A. Pasina	<u>G. Magadia</u>
Audited By:	Noted By:

Process: ECI

Group/Shift: DS/B

Date/Time: January 11, 2020 12:45

No. of Offense: 1st offense

Superior Name: G. Pasina

Reference: HAGA-20

Details of Audit Findings: Un-authorized/Hidden Repair
Associate conduct removing of foreign material (dust on connector) 1st ISN-746 LIFE 24FC due to conduct pass on ECI

WRITTEN EXPLANATION

Sorry po kasi sinulat ko po yang foreign material
Hindi na po ako nakatawag ng JR Staff dahil nagmamadali po kami.

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) 1 day suspension

<u>[Signature]</u> Signature of Employee Date: <u>01-18-20</u>	<u>[Signature]</u> Jr. Staff Date: <u>01-18-20</u>	<u>[Signature]</u> Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>1/19</u>	<u>[Signature]</u> Manager Date: <u>1/24</u>
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