

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: QUIZADA, ABEGAIL

EMPLOYEE NUMBER: BF-11192

DEPARTMENT: SUZUKI 5124

DATE: OCTOBER 20, 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 PERSON DOING THE PROCESS. Associate doing parts distribution even without authorization badge last June 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: [Signature]
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: [Signature]
Michelle A. Fajardo
MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 09, 2020</u>
DATE RETURNED TO WORK	<u>December 09, 2020</u>
SHIFT:	<u>b</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>[Signature]</u>	
APPROVED BY:	<u>[Signature]</u> KATHERINE O. CABRERA CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

ABEGAIL QUIZADA

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/16/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: QUIZADA, ABEGAIL

EMPLOYEE NUMBER: BF-11192

DEPARTMENT: SUZUKI 5124

DATE: OCTOBER 20, 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 PERSON DOING THE PROCESS. Associate doing parts distribution even without authorization badge last June 11, 2020, which subject you to 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

- nakita ko po ang parts box na walang parts, kaya po akoy kumuha sa parts rack. Sinaya ko na lamang po ang nasa unang box kaya po akoy kumuha sa kadahilanan na delay na delay na po ako.
- Hindi ko na po mulitin ang pagkuha ng parts sa parts rack.

NOTE: You may use an extra sheet as needed

Quizada
ABEGAIL QUIZADA

Employee's Signature Over Printed Name/Date

Received by: _____

Signature Over Printed Name/Date