

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ALBANIA, LEOMARCO

EMPLOYEE NUMBER: BF-18524

DEPARTMENT: SUZUKI YD1 5116

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; Fallure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing taping even not certified on the process last July 22, 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 bit 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 On-Site Supervisor

LEOMARCO A ALBANIA /11/18/2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION: le amber lu jund

DATE RETURNED TO WORK

Mumber 11, was

NEED FOR REFRESHER:

SIGNATURE OF EMPLOYEE

APPROVED BY:

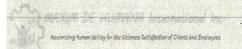
KATHERINE O. CABRERA

Reminder: hwanan ang ID sa Coordinator bago ang suspension date at

Received by:

MIGHT 1.

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: ALBANIA, LEOMARCO

EMPLOYEE NUMBER: BF-18524

DEPARTMENT: SUZUKI YD1 5116

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 COMMITED: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing taping even not certified on the process last July 22, 2020, which subject you 1 to 5 days of 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:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Kaka-certified to pa lang po sa Ect nung time na you sadya pong
time-tope young LA terminal ng barness bago ipasa, you po and timoro sakin nong
att trainine pa lang po also hanggang va incoertified ha po also dun. Pina-cross
traine na dow po kami doon na process no you pero wata pa dow pong
Fredback mula rai training certer. Hindi ko ha po whitin yung nagawa kong
progkalcamali, no dvoice lang po taloga also nong time na you dahil lahat
po ng rettified sa taping ay nakaportion, wala po iba gagawa.

NOTE: You may use an extra sheet as needed

LEOMARCO A ALBANIA/1/10/2000

Received by: MANN & Reviewed 11/18/07

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

J- consum

Date:

Staff

Date:

cortodo

Manager 8-11-20

- Gamboa

Jr Staff Date: 1-29-2020

Employee 1202 :