



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU 7111

DATE: JANUARY 30, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 sub assy process certified only on ECT process, last January 18, 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 SIX days 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

Ms. Chady Dosono

MDHII BRANCH MANAGER

DEXTER EBREO

2-1-2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION <u>Sep 7-12</u>	
DATE OF SUSPENSION:	<u>July 20-25, 2020</u>
DATE RETURNED TO WORK	<u>(July 27, 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>
IMMEDIATE SUPERVISOR	
<u>[Signature]</u>	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspensio kunin ito pagbalik after suspension bago mag 8a	

Received by: Emily L. Osorio 02-01-2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU 7111

DATE: JANUARY 30, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 sub assy process certified only on ECT process, last January 18, 2020, which subject you in 6 to 10 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po ay nagprocess ng SUB ASSY sa kadahilanan po ay DELAY ang SUB ASSY. Nasa Grommet Insertion ako nun, madami na po kung buffer kaya napilitan akong mag SUB. Wala na pong mai-LAY OUT nun. Pagpasensiyahan nyo po ang nagawa kong kasalanan. Hindi na po mauulit. Salamat po.

NOTE: You may use an extra sheet as needed

DEXTER EBREO

2-1-2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 02-01-2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MOHII

Control No: FAIP-IA-2001-0113

<u>M. Notado</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Dexter Ebreo

Process: Sub assy

Position: Associate

Group/Shift: NS-B

ID Number: 81-0013

Date/Time: Jan. 16, 2020 / 6:20

Batch No.: 249

No. of Offense: 1

Car Model/Line: Subaru / 1111

Superior Name: At. Sayosa

Reference: HLGA-2013-04

Details of Audit Findings: Un-authorized person doing the process
doing sub assy process certified only on tcl process

WRITTEN EXPLANATION

Ako po si Dexter Ebreo ay na-audit dahil po nag-process po ako ng hindi naman po ako certified. Ginawa ko po iyon sa katalikaran na delay po ang sub-assy naman. Ipagpapamantain nyo po ang ating nagawang paglabag sa mga alituntunan. Magpapacertified na lang po muna ako sa process na iyon, para hindi na po ako ma-audit ulit.

why? this violation is included in our memo...

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)

<u>Dexter Ebreo</u> Signature of Employee Date: <u>1-19-2020</u>	<u>At. Sayosa</u> Jr. Staff Date: <u>1-19-2020</u>	<u>[Signature]</u> Staff Date: _____	<u>G. Magadia</u> Supervisor Date: <u>1/19</u>	<u>[Signature]</u> Manager Date: <u>1/24</u>
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