

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MANGUIAT, JARED NICKO

EMPLOYEE NUMBER: BF-17853

DEPARTMENT: HONDA 3116

DATE: AUGUST 4, 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'i 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 COMMITED: UN-AUTHORIZED/ HIDDEN REPAIR. Associate conduct pulling of branch due to encountered minimum dimension from center of junction to end connector, last **JULY 22, 2020.**

t 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.

n view of this, you are hereby given	iven a om	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.

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PREPARED BY:	- 10 1/2	RECOMM	RECOMMENDATION			
	Em/ly / Osorio	DATE OF SUSPENSION:	September 10,2010			
	MDHII HR COORDINATOR	DATE RETURNED TO WORK	September 11, 2010			
		MED FOR REFRESHER:	ves No			
NOTED BY:	Michelle A. Fajardo	SIGNA	TURE OF EMPLOYEE			
	MDHII ONSITE SUPERVISOR	16	DIATE SUPERVISOR			
Inred	Juaguiat Miko A. Manguiat	Received by: ANON AKONBA	08/74/74			
Employee's Sig	gnature Over Printed Name/Date	Signature Over Printed	Name/Date			



NOTICE TO EXPLAIN

EMPLOYEE NAME: MANGUIAT, JARED NICKO

EMPLOYEE NUMBER: BF-17853

DEPARTMENT: HONDA 3116

DATE: AUGUST 4, 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/ HIDDEN REPAIR. Associate conduct pulling of branch due to encountered minimum dimension from center of junction to end connector, last JULY 22, 2020, which subject you in <u>1 to 5 Days</u> 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:	****		
	Michelle A. Fajardo		
	MDHII ONSITE SUPERVISOR		
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	Jared Hillo K. Mangulat	Received by: ANGIE I DROWNSA	05/up
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Name: John No. Manager Process: Oimenson Non-compliance Reference/Document Ossociate Group/Shift: No. 8 Non-compliance Reference/Document Control Number: Dr. 17858 Date/ Time: July 22, 2020 2:20 Control Number: Dr. 17858 Date/ Time: July 22, 2020 2:20 Control Number: Dr. 17859 Date/ Time: July 22, 2020 2:20 Control Number: Dr. 17859 No. of Offense: Isl FALP WI-TED-IY-GLY POCKED DETAILS OF Audit Findings: Use authorized accord. Acc		UX ON		L. Schottana	Ehennandez . K. Hernandez	J.Reyes
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