

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: GUERRA, JOHN ARVEE** 

DEPARTMENT: SUZUKI OLD INITIAL

**EMPLOYEE NUMBER: BF-13395** 

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 COMMITED: NOT FOLLOWING SOP. Associate conduct advanced input on data of wire length even actual wire is not being measured last September 15, 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 \_\_\_\_\_\_ 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:

Angle T. Gomba

**MDHII HR COORDINATOR** 

NOTED BY:

Michelle A. Fajardo

MDHI On-Site Supervisor

**Employee's Signature Over Printed Name/Date** 

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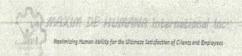
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

Received by:

ANIM

Goomba While

Signature Over Printed Name/Date



## **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: GUERRA, JOHN ARVEE** 

**EMPLOYEE NUMBER: BF-13395** 

DEPARTMENT: SUZUKI OLD INITIAL

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: NOT FOLLOWING SOP. Associate conduct advanced input on data of wire length even actual wire is not being measured last September 15, 2020, which subject you 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: | - N                      |
|--------------|--------------------------|
|              | Angle T. Gomba           |
|              | MDHII HR COORDINATOR     |
| NOTED BY:    | Mar                      |
|              | Michelle A. Fajardo      |
|              | MDHII On-Site Supervisor |
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**Employee's Signature Over Printed Name/Date** 

MUGH Signature Over Printed Name/Date

Received by:

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