

## NOTICE TO EXPLAIN

EMPLOYEE NAME: RAVANO, RONEL

EMPLOYEE NUMBER: BF-14442

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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:** Associate not following **SOP**, Removed the retainer lock on connector using key, which subject you in **1 to 6 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 EMPLOYEE RELATION OFFICER

NOTED BY: *for: Ms. Chady Dosono*

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Ako po si RONEL S. RAVANO, humihingi po ako nang  
paumanhin sa nalabag kong violation. Sa dahilan pong may  
retainer lock

### RECOMMENDATION

Suspension date

September 03-04, 2019

*Suspension must be 5 days,  
this is illegal*

*September 02-07, 2019*

Noted by: *[Signature]*

Immediate Supervisor

Approved by: *[Signature]*

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RAVANO, RONEL

EMPLOYEE NUMBER: BF-14442

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 2019

### 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:** Associate not following **SOP**, Removed the retainer lock on connector using key, which subject you in **1 to 6 Days Suspension**.

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 two 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: 

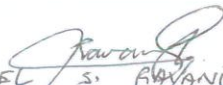
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER


NOTED BY: for: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

  
RONEL S. RAVANO

Employee's Signature Over Printed Name/Date

Received by:  EMLIE L. OSORIO 8/16/19

Signature Over Printed Name/Date

## WRITTEN EXPLANATION

Name: RONEL S. RAVANO / BF-14442

Violation: \_\_\_\_\_

Line 3129

Ako po si Ronel S. Ravano ay humihingi nang paumanhin sapagkat may nalabag po atong violation. Sa kadahilanan pong may isang sub-assy po na lumapit saaking pana ipatanggal ang retainer lock nang connector. Ang totoo po non wala pong kasamang sub wire kundi connector lang po. Kaya nagawa ko pong tangkain na tanggalin ang retainer lock. Sa susunod po hindi kuma po ulit na gumawa nang violation. Lubas po atong humihingi nang tawad sa ating nagawa. AT sana po mabigyan nyo ako nang pagkotataon na maituwid ang ating pagkatamali. Simula po ngayon ay magiging aral na po ito saaking upang hindi na muling makagawa nang violation.

Umaasa po ako na mahtindihan nyo po ako..  
Pasensya na po....

*During 1st interview, did not  
admitted his violation -  
Violation: Removed the retainer  
lock on connector using  
key!*

*Ravano*  
RONEL S. RAVANO

\_\_\_\_\_  
JR. STAFF

\_\_\_\_\_  
STAFF

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
MANAGER