



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NUAY, RAYSON

EMPLOYEE NUMBER: BF-13007

DEPARTMENT: SUBARU 7107 A

DATE: December 18, 2019

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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: UN-AUTHORIZED INSPECTOR DOING THE PROCESS. Associate caught pulling of branch twice on dimension due to encountered dimension defect on Seq. 86 Product: 81503ANO58 59ME52 00125 dated last **August 16, 2019.**

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 6 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RAYSON NUAY

Employee's Signature Over Printed Name/Date

| RECOMMENDATION | |
|--|---|
| DATE OF SUSPENSION: | <u>Aug 14 - 29, 2020</u> |
| DATE RETURNED TO WORK | <u>Aug 31, 2020</u> |
| SHIFT: | <u>DS</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 | <u>[Signature]</u> |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date 2 lunin ito pagbalik after suspension bago mag 8am/pm. | |

Received by:

ANGIE T. GOMBA 01/18/2020

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: NUAY, RAYSON

EMPLOYEE NUMBER: BF-13007

DEPARTMENT: SUBARU 7107

DATE: December 18, 2019

TALENT WRITTEN EXPLANATION

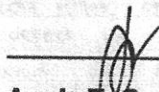
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: UN-AUTHORIZED INSPECTOR DOING THE PROCESS. Associate caught pulling of branch twice on dimension due to encountered dimension defect on Seq. 86 Product: 81503ANO58 59ME52 00125 dated last **August 16, 2019** which subject you to **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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

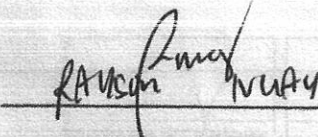

Michelle A. Fajardo

MDHII HEAD COORDINATOR

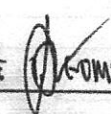
EMPLOYEE'S EXPLANATION:

Naghiha po ako ng Bang branch dahil short po ito ng
1mm. Alam ko po naman na bawal ag nagawa ko. Hinila ko
yun dahil sa kagustuhan ko na magpasa iyun ng Good.
Gagamit na po ako ng andon light once na
makaen counter ako ng NG. Para aware ang Jr. Staff
sa NG na aking nakita

NOTE: You may use an extra sheet as needed


Employee's Signature Over Printed Name/Date

Received by:

ANGIE  01/20/2020

Signature Over Printed Name/Date

1 ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TAU-A-1908-835

☐ AGENCY

Please Specify: INDHIL

| | |
|--------------------|-------------------|
| <u>D. Triemsem</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Nady Royson
 Position: Associate
 ID Number: 07. 1907
 Batch No.: 219
 Car Model/Line: Subaru 7107

Process: Dimension
 Group/Shift: DS/A
 Date/ Time: August 14, 2019 6:20
 No. of Offense: and 2nd
 Superior Name: M. mampiro

Audit Findings: unauthorized Repair / Hidden Repair

Details:

caught pulling of branch twice on dimension due to encountered dimension

defect on Seq. 86

Product: 81503 AN02

CG MD 55

00105

WRITTEN EXPLANATION

AKO PO SI RAYSON U. MAY NG GOTT-7107 AY
 nagkaroon ng violation na hidden repair. Hinila ko po
 ang branch na yun dahil short po ito ng 1mm.
 Hindi na po ako nakatawid ng minor staff dahil dahil
 sa ay nakaportin kaya po nagawa ko yun. Tambakan
 din po kami roon at nagmamadali para makadami ng
 output. Nangangako po ako na hindi ko na gagawin ang
 mga ganung bagay, sasabihin ko na po sa Jr. staff/staff
 ang mga makikita kong abnormality.

Remarks/ Evaluation:

3 days suspension

| | | | | |
|--|--|--|---|---|
| <u>Rmieu</u> Signature of Employee Date: <u>08-23-19</u> | <u>Spacuh</u> Jr Staff Date: <u>08-23-19</u> | <u>m. mampiro</u> Staff Date: <u>8-24-19</u> | <u>King</u> Supervisor Date: <u>8-24-19</u> | <u>Hedy</u> Manager Date: <u>8/31</u> |
|--|--|--|---|---|