

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: RIVADULA, ANA MARIE** 

**EMPLOYEE NUMBER: BF-10621** 

**DEPARTMENT: SUZUKI INITIAL** 

DATE: January 24, 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 terminal touches the floor on sub-assy process dated last October 24, 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 Conduct.	1 day	sus pension	for the said	violation of	our Employee	Code of
You are now forewarned that the next simila	r offen	se will already lea	ed to a more s	severe discipi	inary action	

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

ANA MARIE RIVADULLA

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

RECOMMENDATION

DATE OF SUSPENSION:

DATE RETURNED TO WORK
SHIFT:

NEED FOR REFRESHER:

NEED FOR REFRESHER:

NO

SIGNATURE OF EMPLOYEE

IMMEDIATE SUPERVISOR

V. N. SUPERVISOR

CLIENT'S MANAGER

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

Received by: THE ANGIE . GOILDA 01/4/20

Signature Over Printed Name/Date



# **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: RIVADULA, ANA MARIE** 

**EMPLOYEE NUMBER: BF-10621** 

**DEPARTMENT: SUZUKI INITIAL** 

DATE: January 24, 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 terminal touches the floor on sub-assy process dated last October 24, 2019 which subject you to 1 to 5 days suspension.

Your failure to reply within period stated shall construed as admission of the above charges

PREPARED BY	evidences for and in your behalf thus shall be the basis of the Management's decision.
	Angie Y. Gomba  MDHII HR COORDINATOR
NOTED BY:	Michelle A. Fajardo  MDHII HEAD COORDINATOR
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produla ? ANA MARIE RIVADULCA

Received by:

GOMBA 01/24/20

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

Signature Over Printed Name/Date

### LAIFRT WRITTEN EVEL ANATION

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Position: Associate	Group/Shift: 4 /NS	***************************************
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