

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: CASALLA, ANGELICA** 

**EMPLOYEE NUMBER: BF-15668** 

**DEPARTMENT: D01L INITIAL** 

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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 COMMITTED: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing point marking even she's only certified on joint welding process last August 29, 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 <u>on day profilm</u> 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. Faiardo

MDHII On-Site Supervisor

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

DATE OF SUSPENSION:

Dember 04

DATE RETURNED TO WORK

SHIFT:

NEED FOR REFRESHER:

VES

NO

SIGNATURE OF EMPLOYEE

HIMPEDIATE SUPERVISOR

CLEEN'S WANAGER

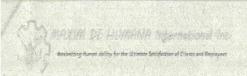
Reminder: Iwanan ang ID sa coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.

Received by:

NOGE TARREST

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Signature Over Printed Name/Date



## **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: CASALLA, ANGELICA** 

**EMPLOYEE NUMBER: BF-15668** 

**DEPARTMENT: DO1L INITIAL** 

DATE: OCTOBER 20, 2020

## SUBJECT: OFFENSES AGAINST PRODUCTIVITY (15T 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 PERSON DOING THE PROCESS. Associate doing point marking even she's only certified on joint welding process last August 29, 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:	<b>X</b>
	Angle T. Gomba
	MDHII HR COORDINATOR
NOTED BY:	Maren
	Michelle A. Fajardo
	MDHII On-Site Supervisor

**EMPLOYEE'S EXPLANATION:** 

	Naaudif po ako noong August 20, 2000 dahil nagpoint mark po also ng wire
	di naman certified va process, kailangang-kailangan na po kasi ng anau
	ig wire kaya kami allo ma po awy nagpoint mont:
	Hindi ko na po uulihin va susunood any pagpiro-process sa
hindi	namoun po also authorized / airhfiel Queunod na po also sa.
SOP	para hindi na muling manualit. Pasensya na po

NOTE: You may use an extra sheet as needed

Szaldu

Received by: No Git I Down Maho

AGENCY Please S	pecify: THANK MAXIM		Gaffeer lip		FAIR 1A - 2008 - 21	
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Number:	desociat	Group/Shift:	DS-A			
tch No.:	BI ISLENS	Date/ Time:	Arg. 29, 2020 9:32	Non-compliance Reference/Docume		
	d67	No. of Offense:	10	Control Number:		
	bounded post Instal	Superior Name:	1. Alcoyde	*		
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