



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SUAREZ, JOREL

EMPLOYEE NUMBER: BF-14448

DEPARTMENT: HONDA TKRA 3125
HONDA 3115

DATE: OCTOBER 24, 2019

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 COMMITTED: NOT FOLLOWING SOP. Associate caught doing advance insertion of wire and mass pulling which might cause TBO and wrong insert dated October 17, 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 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

SUAREZ JOREL A

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 12-13, 2019</u>
RETURNED TO WORK:	<u>Dec. 14, 2019</u>
TIME:	
	<u>Signature</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>Signature</u> IMMEDIATE SUPERVISOR
	<u>Signature</u> CLIENT'S MANAGER

Received by: MARY ALANIL DRAGO

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: SUAREZ, JOREL

EMPLOYEE NUMBER: BF-14448

DEPARTMENT: HONDA TKRA 3125

DATE: OCTOBER 24, 2019

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 COMMITTED: NOT FOLLOWING SOP. Associate caught doing advance insertion of wire and mass pulling which might cause TBO and wrong insert dated October 17, 2019, which subject you in 1 to 5 days of 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:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Pasensya na po kung nakapag advance insertion sa kadahitang nadedelay po kasi. Pero ngayun po ay susunod na po ako kung ano ang hinihingi ng P.C. Pasensya na po talaga kung nagawa ko yung bagay ngayun hindi kuma po ulitin yun.

NOTE: You may use an extra sheet as needed

SUAREZ JOREL A.

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIL PRAGO

Signature Over Printed Name/Date

Date: October 17, 2019

[illegible][illegible]