

* change date of suspension



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SARAH, PARRENO

EMPLOYEE NUMBER: BF-16835

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 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: UNAUTHORIZED PERSON DOING THE PROCESS. Associate doing gomusen insertion without authorization badge dated last October 11, 2019 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 2 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

SARAH PARRENO

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	April 10-11, 2020
DATE RETURNED TO WORK	April 12, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE

ANGIE T. GOMBA 11/21/19

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: SARAH, PARRENO

EMPLOYEE NUMBER: BF-16835

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 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: UNAUTHORIZED PERSON DOING THE PROCESS. Associate doing gomusen insertion without authorization badge dated last October 11, 2019 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

parengya nAPO ako ay nag gomusen. Wala paPO kase
tabga akong wire noon kaya po napagdesinyonah kong mag
gomusen muna kesa po wala po akong gawin para po pate
rang may ma crimp naden po ako pero alam kopong mair
ang nagawa ko kase hindi naman po ako certified sa process
nayan. ipag parengya nyo po hindi napo mauulit. Parengya nAPO.

NOTE: You may use an extra sheet as needed

SARAH PARRENO

Employee's Signature Over Printed Name/Date

Received by: **ANGIE T. GOMBA** 11/21/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-F110-1757

☒ AGENCY

Please Specify: MDHI

<u>Pro</u> A.A. Manjarez	<u>GP</u> G. Magadia
Audited By:	Noted By:

Name: Sarah Parreno
Position: Associate
ID Number: BF-10835
Batch No.: 280
Car Model/Line: DOJL Initial

Process: Gomusen Inertion
Group/Shift: DC/A
Date/Time: October 11 2019 9:24 am
No. of Offense: 1st offense
Superior Name: Noren Dimaculangan

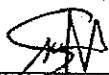
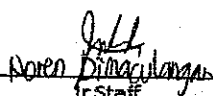

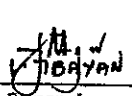
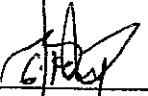
Audit Findings: un authorized person doing the process
Details: doing gomusen inertion without authorization badge

WRITTEN EXPLANATION

Wala papo kase akong ginagawa kaya nagdecide po ako na mag Gomusen muna ng wire ko para kahit papano po Hindi rayong ang Otag. Pero alam ko naman pong maki ang ginawang ko kase hindi naman po ako certified sa process rayon kaya parengya rapo. Hindi napo maulet.

Remarks/Evaluation

Issue Penalty

 Signature of Employee Date: <u>10-18-19</u>	 Noren Dimaculangan Jr Staff Date: <u>10-18-19</u>	 Staff Date: <u>10/18</u>	 Supervisor Date: <u>10/21/19</u>	 Manager Date: <u>10/21</u>
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