



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 1 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:	<u>January 28-29, 2020</u>
DATE RETURNED TO WORK	<u>January 30, 2020</u>
SHIFT:	<u>A</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 at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE

[Signature] 11/21/19

Signature Over Printed Name/Date

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:


parensya nAPO ako POY nag gomusen. Wala paPO kase
takga akong wire noon kaya po napagderiryonan kong mag
gomusen muna kesa po wala po akong gawin para po pate
irang may ma crimp naden po ako pero alam kong mae
ang nagawa ko kase Hindi naman po ako certified sa process
nayan. ipag parensya nyo po Hindi napo mauulit. Parensya 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>RA Manjarez</u>	<u>G Magadia</u>
Audited By:	Noted By:

Name: Sarah Parreno
 Position: Associate
 ID Number: BF-16335
 Batch No.: 280
 Car Model/Line: DOGL Initial

Process: Gomusen Inertion
 Group/Shift: DS/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

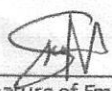
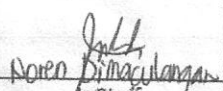

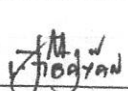

Details: Doing gomusen inertion without authorization badge

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 male ang ginawa ko kase hindi naman po ako certipicad sa process rayon kaya parencya nopo. Hindi nopo 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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