

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU 7111

DATE: JANUARY 30, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 sub assy process certified only on ECT process, last **January 18, 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 Six 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

DEXTER EBREO

2-1-2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION <u>23-289</u>	
DATE OF SUSPENSION:	<u>April 20-25, 2020</u>
DATE RETURNED TO WORK	<u>April 27, 2020</u>
SHIFT:	<u>B</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	
CLIENT'S MANAGER <u>[Signature]</u>	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date i kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Osorio 02-01-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU 7111

DATE: JANUARY 30, 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 COMMITTED: UN AUTHORIZED PERSON DOING THE PROCESS. Associate doing sub assy process certified only on ECT process, last **January 18, 2020**, which subject you in **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: 

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER


EMPLOYEE'S EXPLANATION:

Ako po ay nagprocess ng SUB ASSY sa kadalihan po ay DELAY ang SUB ASSY. Nasa Grommet Insertion ako nun, madami na po klong buffer kaya napilitan akong mag SUB. Wala na pong mini-LAY OUT nun. Pagpasensajahan nyo po ang nageWA kang kahalihan. Hindi na po mauulit. Salamat po.

NOTE: You may use an extra sheet as needed


DEXTER EBREO

2-1-2020


Received by: EMILY L. OSORIO 02-01-2020

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS
☐ AGENCY
 Please Specify: MDHII

Control No: FAIP-IA-2001-0113

 Audited By:	 Noted By:
--	--

Name: Dexter Ebreo
 Position: Associate
 ID Number: BT-0973
 Batch No.: 219
 Car Model/Line: Subaru /111

Process: Sub-assy
 Group/Shift: NS-D
 Date/Time: Jan 18, 2020 / 1:20
 No. of Offense: 1st
 Superior Name: Atty. Sayreca

Reference: HRGA-20

Details of Audit Findings: Un-authorized Person doing the process
Doing sub-assy process certified only on ECR process

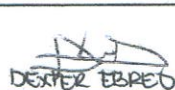

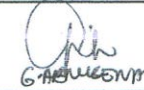
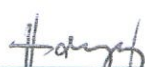
WRITTEN EXPLANATION

Ako po si Dexter Ebreo ay na-audit dahil po mag-proses po ako ng hindi naman po ako certified Ginawa ko po iyon sa kataluhan na delay po ang sub-assy naman. Eragpapamanhin nyo po ang ating naging paglabag sa mga di-tuntunin. Nagpapa-certified na lang po muna ako sa proses na iyon, para hindi na po ako ma-audit ulit.

why? this violation is included on our memo...

REMARKS/ EVALUATION

☐ Alert Explanation Only
☒ Agency/FAIP Written Explanation Only (based from handbook)
☒ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

 Signature of Employee Date: <u>1-19-2020</u>	 Jr. Staff Date: <u>1-19-2020</u>	 Staff Date: _____	 Supervisor Date: <u>1/19</u>	 Manager Date: <u>1/24</u>
--	--	---	--	---