

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: REANO, MHARIEL

EMPLOYEE NUMBER: BF-20006

DEPARTMENT: SUZUKI 5029

DATE: SEPTEMBER 10, 2020

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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate doing taping even not certified on the process, last July 22, 2020.

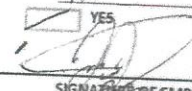
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 3 DAY 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: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	October 15, 2020
DATE RETURNED TO WORK	October 16, 2020
SHEET:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	S. H. Cabrera
	IMMEDIATE SUPERVISOR
	KATHERINE O. CABRERA
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

REANO, MHARIEL 09-10-2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: REANO, MHARIEL

EMPLOYEE NUMBER: BF-20006

DEPARTMENT: SUZUKI 5029

DATE: SEPTEMBER 10, 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 taping even not certified on the process, last **July 22, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

✓ Nung time na nagtatape po ako tinutulungan ko lang po nila sa pag teta sa kasi robrang delay na po kami nung araw nayon, at wala narinip ko lang po na tumubng kasi almost 1 hour na kaming walag ginagawa kasi wala po akong mainipet kasi po delay that time na dapat itigil na ako kaktong may dumaan pang idart, sa gusto ko man pang magdahan but i have no choice kundi umamin sa nagawa kong pagtulog sa pag tatape, pero pabor naman po uakin kasi nakatulong naman po ako nun sa mga coworkers ko.

NOTE: You may use an extra sheet as needed

REANO MHARIEL

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-14 2007-1520

FAS

AGENCY

Please Specify: MDHII

L. De Castro / J.R. Flores <i>[Signature]</i> Audited By:	<i>[Signature]</i> K. Hernandez Checked by:	<i>[Signature]</i> J. Reyes Noted By:
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Name: Reino, Michael
Position: Associate
ID Number: BF-24006
Batch No.: 35
Car Model/Line: Suzuki 2021

Process: Asst
Group/Shift: DS-A
Date/ Time: July 22, 2020
No. of Offense: 1st
Superior Name: N. Custodio

Non-compliance Reference/Document
Control Number:

Penalty For Major Noncompliance

Details of Audit Findings:

Prong biring even not certified in the process. Unauthorized Person Doing the Process

WRITTEN EXPLANATION

Ako po si Reino Michael L. ay nahuling nagtetera ng I-Alert inaanin ko po na nagtapa ako kahit di ko naman ito process. Nagawa ko lang naman po ito sa kachanlang wala po ako ng magawa ng oras na iyon e gusto ko lang po tumulong at tyaka po para may magawa ako kesa naman tumambay lang. Pasasaya na po, same

REMARKS/ EVALUATION

i-Alert written only

Agency/FALP Written Only (based on handbook)
Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<i>[Signature]</i> Employee Date: <u>07-29-2020</u>	<i>[Signature]</i> Jr Staff Date: <u>7/29/20</u>	<i>[Signature]</i> Staff Date: <u>7-29-2020</u>	<i>[Signature]</i> S. Hernandez Supervisor Date: <u>8-6-2020</u>	<i>[Signature]</i> E. Cordala Manager Date: <u>8-11-20</u>
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