

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: MOLDEZ, MARINEL** 

**EMPLOYEE NUMBER: BF-10226** 

**DEPARTMENT: MAZDA MERGE 1123** 

DATE: OCTOBER 09, 2019

## **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 COMMITED: NOT FOLLOWING SOP.** Associate not using bukumi board to measure grommet to protector, last **September 24, 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	one day	Suspension	for the said violation of our Employee Code of
Conduct.			
Vandana and Esperant delication and		****	

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Emily Ľ. Osorio

**MDHII EMPLOYEE RELATION OFFICER** 

NOTED BY:

Ms. Chady Dosono

**MDHII BRANCH MANAGER** 

Received by:

r:

001965546579

DATE OF SUSPENSION:

RETURNED TO WORK:

APPROVED BY:

. 6014/0811

MMEDIATE SUPERVISOR

D918-558-6519 RECOMMENDATION

Dec. 13, 2019

Dec. 4 (DS for refrost)

**Employee's Signature Over Printed Name/Date** 

**Signature Over Printed Name/Date** 



## **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: MOLDEZ, MARINEL** 

**EMPLOYEE NUMBER: BF-10226** 

**DEPARTMENT: MAZDA MERGE 1123** 

PREPARED BY:

DATE: OCTOBER 09, 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 COMMITED: NOT FOLLOWING SOP.** Associate not using bukumi board to measure grommet to protector, last **September 24, 2019,** which subject you in <u>1 to 5 Days Suspension.</u>

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.

Emily L. Osorio	
MDHII EMPLOYEE RELATION OFFICER	₹
Ms. Chady Dosono	
MDHII BRANCH MANAGER	
EMPLOYEE'S EXPLANATION:	
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Stoff Date: <u>10- 03-10</u>

Manager Date: 10/014

Signature of Employe Date: 10:0-19