

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALAGUER, RONALD

EMPLOYEE NUMBER: BF-13951

DEPARTMENT: SUZUKI 5018

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</sup> 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: NOT FOLLOWING SOP.** Associate conduct manual insertion during sub assy process, last September 21, 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 6 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:

Michelle A. Fajardo  
Michelle A. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 5-11, 2020
DATE RETURNED TO WORK	NOV. 12, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>Ronald A. Balaguer</u>	
APPROVED BY:	<u>Katherine O. Cabrera</u> 10/19/2020 IMMEDIATE SUPERVISOR
CLIENT'S MANAGER <u>KATHERINE O. CABRERA</u>	
Under: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Ronald A. Balaguer  
RONALD A. BALAGUER

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio  
EMILY L. OSORIO

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BALAGUER, RONALD

EMPLOYEE NUMBER: BF-13951

DEPARTMENT: SUZUKI 5018

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</sup> 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: NOT FOLLOWING SOP.** Associate conduct manual insertion during sub assy process, last September 21, 2020, which subject you in 6 to 15 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: \_\_\_\_\_

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Ronald Balaguer nahuli po ako nang sept 21  
na nag mamamual sa kadahitang nagmamadali para  
matapos agad sa susunod po di na po ako nagmamamual  
para po di na po ako na audit.

NOTE: You may use an extra sheet as needed

Ronald A. BALAGUER 10-16-20

Employee's Signature Over Printed Name/Date

Received by: \_\_\_\_\_

Emily L. OSORIO

Signature Over Printed Name/Date



