

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AMO, MARY GRACE

EMPLOYEE NUMBER: BF-16108

DEPARTMENT: SUBARU 7106

DATE: MARCH 09, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)		
RECOMMENDATION:		
This is in reference with your written explanation regarding your alleged vio Employee Code of Conduct and Discipline under Article 8. OFFENSES AGAINST no. 7; Failure to follow business standards, operation procedures, work instrunct result to damage of company property.	WORK/BUSINESS STAN	DARDS; section se which may or COMMENDATION
VIOLATION COMMITED: NON-COMPLIANCE ON INSERT PULLL METHOD. Ass mass pulling on connector last February 6, 2020.	ociate conduc	August 29, 2020
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Disciplir employee, you are required to follow all the rules and regulations of our comp not to be given a disciplinary action.	ne the grounds any. Your reaso	YES NO
In view of this, you are hereby given a 1 day supplies for the said viola	tion of our Empl	VIATE SUPERVISOR
You are now forewarned that the next similar offense will already lead to a mo		5 MANAGER
PREPARED BY: Angle T. Gomba	Name of the second	MENDATION Agaist 25, 2010
MDHII HR COORDINATOR	DATE DETI IDNED TO WORK	Minust 91, 2010

NOTED BY: Michelle A. Fajardo MDHII HEAD COORDINATOR

Employee's Signature Over Printed Name/Date

RECOMM	MENDATION
DATE OF SUSPENSION:	August 25, 2010
DATE RETURNED TO WORK	higher 24, 2010
NEED FOR REFRESHER:	TI YES TO N
APPROVED BY:	ATURE OF ENCLOYEE ENTINO DI ACCIONA EDIATE SUPERVISOR
	IENT'S MANAGER
	iinator bago ang suspension da r suspension bago mag Sam/pm

Received by:

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: AMO, MARY GRACE

EMPLOYEE NUMBER: BF-16108

DEPARTMENT: SUBARU 7106

DATE: MARCH 09, 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 COMMITED: NON-COMPLIANCE ON INSERT PULLL METHOD. Associate conduct advanced insertion and mass pulling on connector last February 6, 2020, which subject you 1 to 5 days of 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:

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NOTE: You may use an extra sheet as needed

MANY CHEE IN AMA

Employee's Signature Over Printed Name/Date

Received by: ANGE

KERNEN 07/10/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

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