

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF-16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 STOP, CALL and WAIT. Associate appearance inspector passed the harness in even if for minor repair, harness for repair are hang in appearance hanger, last August 23, 2019, which subject you in 6 to 10 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:	Juorous		
NOTED BY:	Emily L. Osorio		
	MDHII EMPLOYEE RELATION OFFICER		
	Ms. Chady Dosono		
	MDHII BRANCH MANAGER		
EMPLOYEE'S EX			
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NOTE: You may use an extra sheet as needed

PAQUET M. DE PROYAS 10-10-2019

Employee's Signature Over Printed Name/Date

Received by:

Signature Over Printed Name/Date



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 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.

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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.

you not to be given a disciplinary action. In view of this, you are hereby given 6 days Sus 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. guessouis PREPARED BY: Emily L. Osorio MDHII EMPLOYEE RELATION OFFICER NOTED BY: Ms. Chady Dosono MOUII DOANCH MANAGER RECOMMENDATION Approved by: Noted by:

Immediate Supervisor

Manager



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PREPARED BY:

guessous

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY

Ms. Chady Dosono

MDHII BRANCH MANAGER

Regard M. De passos.

RADIEL M. DE NOXY 10-10-2019

Employee's Signature Over Printed Name/Date

Received by: Mighallo

Signature/Over Printed Name/Date

LALERT WRITTEN EXPLANATION

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Pan J. Vinas Staff Supervisor Menage	
Signature of Employee Date: 60 70 19 Date: 90 29 19 Date: 91 Date:	

Signature of Employee
Date: 16-76-15