

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALAGUER, RONALD

EMPLOYEE NUMBER: BF-13951

DEPARTMENT: SUZUKI 5022

DATE: FEBRUARY 17, 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: NONCOMPLIANCE ON INSERT-PULL METHOD. Associate conduct mass pulling on YSN-18F Y/, P/, sb/ last January 27, 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 1 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:

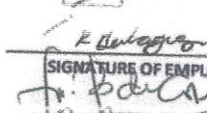
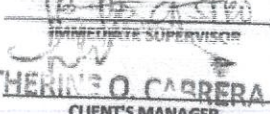

Angie T. Gomba

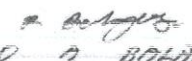
MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>August 01, 2020</u>
DATE RETURNED TO WORK	<u>August 03, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	KATHERINE O. CARRERA
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbailk after suspension bago mag 8am/pm.	


RONALD A. BALAGUER

Employee's Signature Over Printed Name/Date

Received by:

 **ANGIE T. GOMBA** 02/17/2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: BALAGUER, RONALD

EMPLOYEE NUMBER: BF-13951

DEPARTMENT: SUZUKI 5022

DATE: FEBRUARY 17, 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: NONCOMPLIANCE ON INSERT-PULL METHOD. Associate conduct mass pulling on YSN-18F Y/, P/, sb/ last January 27, 2020, which subject you to 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Ronald Balaguer nahuli po ng 1 alert na nag mass pulling dahil po
ng dotsu piratay po ng expert namin tapos po umalis po dati dati po po
Zinila ng sabay sabay alam ko po na may 1 alert nakita po nila na nag
raa mas pulling sa masunod po na mag aawawang iica isatin ko na po
ang paghula para si na po ako ma audit

NOTE: You may use an extra sheet as needed


RONALD A. BALAGUER

Employee's Signature Over Printed Name/Date

Received by:


RONALD A. BALAGUER

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: NPHI

Control No: FALP-VA-2001-0245

<u>M. SANGIL</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Balaguer, Ronald
 Position: Associate
 ID Number: BF-13451
 Batch No.: 951
 Car Model/Line: Subaru 400 / 6022

Process: SMA-ASU
 Group/Shift: NS-A
 Date/ Time: January 27, 2020 / 4:00
 No. of Offense: 1st
 Superior Name: J. Ramiro

Non-compliance Reference/Document
 Control Number:

HRGA-2018-04-11

MEMORANDUM for major non-compliance

Details of Audit Findings:

Noncompliance on INSERT - Pull method

Misspelling on YEN-18F YI, P/ 501

WRITTEN EXPLANATION

Ma po si Ronald Balaguer nabati po ng i-alert na nag manggaling dahil po
naag dutoo pinatay po ng expert namin tapos umalis po agad kayo dahil po pong
hindi la like naman po alam na may i-alert sa tabihan kaya to naman po nagawa
an dahil po may target kami at hindi lang po yun ang hawak pong po at nagpat
lin po ako sa kabilang po sa subansa po na may warning & ita ita to na
po ang paghila para ling po ako ~~na~~ na audit

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.

<u>K. Balaguer</u> Employee Date: <u>01-28-2020</u>	<u>J. Ramiro</u> Jr Staff Date: <u>01-28-2020</u>	<u>J. CONSULTA</u> Staff Date: <u>01-28-2020</u>	<u>P. Samal</u> Supervisor Date: <u>02-04-2020</u>	<u>J. Hector</u> Manager Date: <u>02-07-2020</u>
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