

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MERCADER, MANUEL

DEPARTMENT: SUZUKI 5127

EMPLOYEE NUMBER: BF-19180

DATE: OCTOBER 11,2020

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 COMMITED: NOT FOLLOWING SOP. Associate conduct twisting of wire on assembly jig, last August 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 <u>one day suspension</u> for the said violation of our Employee Code of Conduct.

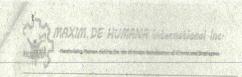
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:	Jr 14	RECO	MMENDATION			
	MDHII HR COORDINATOR	DATE OF SUSPENSION: DATE RETURNED TO WORK SHIFT:	December 15, 2020	Pecember 11, 2000 Pecember 11, 2000 On her 12, 2000		
NOTED BY:	r of s	NEED FOR REFRESHER:	YES NO NO IGNATURE OF EMPLOYEE	YES SIGNA URE OF EMPLOYEE		
	Michelle A. Fajardo MDHII ONSITE SUPERVISOR	APPROVED BY:	on find blus MMEDIATE SUPERVISOR	THE CONTROLLS SUPERVISOR		
			CUENT'S MANAGER coordinator bago ang suspension date at after suspension bago mag 8am/pm.	ATHERINGENS MARKERA D sa Coordinator bago ang suspension date at shalik after suspension bago mag Sam/pm.		

Employee's Signature Over Printed Name/Date

Received by. ANGIS MOMENT 1/15/20

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MERCADER, MANUEL

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DEPARTMENT: SUZUKI 5127

EMPLOYEE NUMBER: BF-19180

DATE: OCTOBER 11.2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1" 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 conduct twisting of wire on assembly jig, last August 21, 2020, which subject you in 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:

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

pr3/03

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

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NOTE: You may use an extra sheet as needed

MAHUEL II. MERCADER

Employee's Signature Over Printed Name/Date

Received by:

man Apranes n/13/2

Signature Over Printed Name/Date

Addited By: Checked by: Note Manuel	200
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