

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CATAPAT, MARK

EMPLOYEE NUMBER: BF-13378

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: OCTOBER 20, 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: NOT FOLLOWING SOP. Associate conduct early saving of work load actual wire ccolor b/ but pc is be/ last September 11, 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 On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 11, 2020</u>
DATE RETURNED TO WORK	<u>December 12, 2020</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
APPROVED BY:	<u>[Signature]</u> SIGNATURE OF EMPLOYEE <u>[Signature]</u> IMMEDIATE SUPERVISOR <u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

Received by:

ANGIE T. GOMBA 11/11/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CATAPAT, MARK

EMPLOYEE NUMBER: BF-13378

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: OCTOBER 20, 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: NOT FOLLOWING SOP. Associate conduct early saving of work load actual wire ccolor b/ but pc is be/ last **September 11, 2020**, which subject you to **WRITTEN WARNING** with 1 to 5 days suspension.

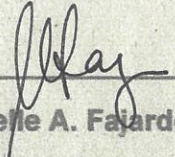
Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

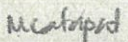
MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:


Naglalading ang CCIS kaya nag early rave ako, pero po iyan po ay huling tatlong piraso neling po. Para po machine stop to dahil magsalita po akong aking applicator. hindi ko po alam kung sino nanghiram.

Sagawin ko na po ang SOP para hindi na maudit

NOTE: You may use an extra sheet as needed


Mark A. Catapat / 11-18-20

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 11/18/20

Signature Over Printed Name/Date



AGENCY

Please Specify: MDH

<u>R. Hernandez</u> Audited By	<u>R. Hernandez</u> Checked by	<u>[Signature]</u> Noted By
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Name: Cabrera, Mark
 Position: Asistente
 ID Number: BF-13378
 Batch No.: 251
 Car Model/Line: Suzuki YDI / Initial

Process: Auto Cleaning
 Group/Shift: DC-B
 Date/ Time: SEP 8 2010 / 201
 No. of Offense: 12
 Superior Name: K. Flores

Non-compliance Reference Document
Control NumberPMF-14-ENG-CC-008

Details of Audit Findings:

Early saving of work load Not following SOP
Actual wire color B/ PM CCIS PC IC BE/

WRITTEN EXPLANATION

Nagloadang ang CCIS kaya nag save ako para po sa mga machine
tatlong piraso naling po. para po machine upo ko dahil nagloadang po ako ng
akina aplicador dahil ko po alam kung sino maghahanap.

Shil banal na edvinu.

REMARKS/ EVALUATION

- ☐ Alert written only ☐ Agency/FALP Written Only (based on handbook)
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>M. A. [Signature]</u> Employee Date: <u>09/21/10</u>	<u>[Signature]</u> Jr Staff Date: <u>9/21/10</u>	<u>[Signature]</u> Staff Date: <u>9/21/10</u>	<u>[Signature]</u> Supervisor Date: <u>9/21/10</u>	<u>[Signature]</u> Manager Date: <u>9/21/10</u>
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