



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FADULLO, RYAN

EMPLOYEE NUMBER: BF-14421

DEPARTMENT: HONDA TKRA 3124

DATE: SEPTEMBER 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 COMMITTED: NOT FOLLOWING SOP. Associate conduct dis insert, did not attached the red tag when encountered defect, he did not follow the SOP, last **September 10, 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 5 days 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: Emily L. Osorio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Sept. 14, 2020 - Sept 18, 2020</u>
DATE RETURNED TO WORK:	<u>Sept 19, 2020</u>
SUBJECT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>D. Fajardo</u>
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]
Fadullo Ryan F.

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: FADULLO, RYAN

EMPLOYEE NUMBER: BF-14421

DEPARTMENT: HONDA TKRA 3124

DATE: SEPTEMBER 11, 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 dis insert, did not attached the red tag when encountered defect, he did not follow the SOP, last **September 10, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

~ Ako po si Fadullo Ryan F. na nag-dis insert na hindi ko na po nasunod ang standard na pag-attached ng Red Tag sa susunod po ay kung sakaling ako po ay nagkaka encounter ng NG susundin ko na po ang standard na pag-attached ng Red Tag. Ako po ay humihingi ng paumanhin sa inyo asahan nio po at hindi ko na po yan uulitin.

NOTE: You may use an extra sheet as needed

Fadullo Ryan F.

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Name: Fadullo Ryan F.

Date: 09/10/20

Violation: _____

Line PD5/3124
BF-14421

Ako po si Fadullo Ryan F. na nag dis-insert
ako po ay humihingi ng pamamatin sa aking
magawang yon na hindi ko po sinunod ang
standards na pag ted tag na lang. Ako po ay
hindi doon sa shifting line naka portion.
COURT Measure:

Hindi ko na po ulitin yon ginawa ko po
ngayon at kung sakaling ako po ay mag ka NG
ay susardin ko na po ang standard.

Sr
CFELIMON

JR.STAFF

Jh. PITA

STAFF

h h
h h h h
SUPERVISOR

ASST. MANAGER