

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PANGANIBAN, MARJORIE

EMPLOYEE NUMBER: BF-16718

DEPARTMENT: HONDA 3006

DATE: November 13, 2019

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: Associate in Non-Compliance or failure to follow the standard operational procedure in inspecting product, Inspector did not compare actual harness to master sample. Inspector did not double check the product details of nameplate vs. polycard after packing, last September 23, 2019.

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 two days 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.

		RECOMMENDATION	
PREPARED BY:	Mary Alanis Prago MDHII HR COORDINATOR	DATE RETURNED TO WORK SHIFT: NEED FOR REFRESHER: YES SIGNATURE OF EMPLOYEE	
NOTED BY:		APPROVED BY: IMMMEDIATE SUPERVISOR	
	Ms. Michelle Fajardo MDHII HEAD COORDINATOR	CLIENT'S MANAGER Reminder: Iwanan ing ID sa Coordinator bago ang suspensio kunin ito pagbalik after suspension bago mag 8am	in date

Employee's Signature Over Printed Name/Date

Received by: phoning it comps 114119

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: PANGANIBAN, MARJORIE

EMPLOYEE NUMBER: BF-16718

DEPARTMENT: HONDA 3006

DATE: November 13,2019

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 COMMITED: Associate in Non-Compliance or failure to follow the standard in Inspecting Product, Inspector did not compare actual harness to master sample. Inspector did not double check the product details of nameplate vs. polycard after packing, last September 23, 2019, which subject you in 1 to 5 days of 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:	<u> </u>
	Mary Alanis Prago
	MDHII HR COORDINATOR
NOTED BY:	
	Ms. Michelle Fajardo
	MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

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NOTE: You may use an extra sheet as needed

MARIORIE IN PRINT ANIHAM

Employee's Signature Over Printed Name/Date

Received by: ANOIE DEFINER NIN IN

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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