

Encoded
4/23



NOTICE OF DECIS

RECOMMENDATION

DATE OF SUSPENSION: N/A

DATE RETURNED TO WORK: N/A

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO

APPROVED BY: [Signature]

SIGNATURE OF EMPLOYEE: [Signature]

IMMEDIATE SUPERVISOR: [Signature]

CLIENT'S MANAGER: [Signature]

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

Emp. No. BF-17911 Date Prepared _____

Employee Name Perez, Christian Case Ref. No. F-2021-02-0496

Position Production Associate Employment Status REGULAR

Dept/Section PDI /section1 (5018)

Details of Offense:

Article No. VIII

Section No. VII

Article Code C

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY

Nature of Offense OFFENCES AGAINST WORK / BUSINESS STANDARD

Number of Offense 1st OFFENSE

Applicable Penalty WRITTEN WARNING

Incident Summary

NOT FOLLOWING SOP IN INSPECTION 5 HARNESS AFTER DIMENSION FOUND NO MARKING IN PASSED TAPE LAST JANUARY 22, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☒ Written Warning
☐ Suspension Without Pay for

N/A days starting from N/A to N/A

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by: [Signature]
Emie L. BORDIO

Approved by: [Signature]

Received by: [Signature] Feb 08, 2021

Employee Signature/Date



NOTICE TO EXPLAIN

			DATE	02-08-21	
EMP. NAME	Perez, Christian	CASE NO.	F-2021-02-0496		
POSITION	Production Associate	EMP. NO.	BF-17911		
CLIENT	FAS	DEPT/SEC	PDI / section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.</p> <p>Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p> <p><u>Alleged Violation (s):</u> (please indicate all possible infractions)</p>					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	C	OFFENSES AGAINST WORK / BUSINESS STANDARD	1	WRITTEN WARNING
Specifically and in detail the infraction was:					
Based on the submitted Incident Report/document:					
Associate did not inspect 8 harness after dimension found no marking in passed tape.					
Attachment (if any):					
Prepared by			Noted by:		
Emie L. Osorio			[Signature]		
Employee's Acknowledgement					
[Signature] Feb 08 2021					
Signature/Date/Time					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



MAXIM DE HUMANA

International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

EXPLANATION FORM

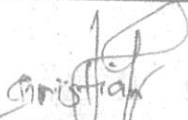
Date: February 08, 2021

MEMORANDUM CONTROL NO. F-2021-02-0496

Details of Explanation COMPLIANCE AUDIT

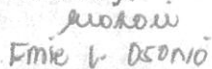
- nagsupport po ako sa product na ito ndakalimutan ko po magpan amark
pero nalakayan ko pa nang formate yang iba, nagmamadali po kase
das nung time na ito, nagsasupport pa din po kase ako sa lina 0022
nang dimension Ict at din po mismo sa puvento dimension Ict
din po mismo

Sana sa sumal po siguraduhin ko nang nalakayan nang pan mark
kase ipasa,

 Christian Perez

Signature over Printed Name

Received by:

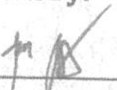
 Emie L. Osorio

MDHII Coordinator

N/A


Admin Officer

Noted by:



Branch Manager

MDHII Remarks:

	MASTER COPY
Copy No. <u>1/1</u>	
DC <u>N/A</u>	
Date <u>1/1</u>	
VALID ONLY if it is RED	