

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUTIERREZ, JOMARI

EMPLOYEE NUMBER: BF- 14040

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 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 COMMITTED: Non compliance on Insert Pull Method. Associate conduct mass pulling on sub assy process, last **August 24, 2019**, 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 EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

- I pagpapumanhin nyo po ang aking pag mass pulling nagkaron lang po na kinakausap po ako ng lateral habang never resub ko po ang harvest date din po ng pagmamadali na yon nung oras po -

RECOMMENDATION

Suspension date

Sept. 26, 2019
PO

September 26, 2019

Noted by: _____

Immediate Supervisor

Approved by: _____

Manager

Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUTIERREZ, JOMARI

EMPLOYEE NUMBER: BF- 14040

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 2019

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: Noncompliance on Insert Pull Method. Associate conduct mass pulling on sub assy process, last **August 24, 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 one 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:


Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER


Gutierrez Jomari L.


Employee's Signature Over Printed Name/Date

Received by:


EMILY L. OSORIO 09-10-19

Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No.	Subaru GC7/7105	<div>Picture</div> 	<div>Action Taken</div>
Date / Time	August 24, 2019/9:30Pm		
Name / ID No.	Gutierrez Jomar/BF-1404		
Shift / Group	Dairo, Michelle 19-PK27223		
Batch No.	NS/B		
Process	255/267		
Appearance	MDHII/PKIMT		
FAS or Agency: specify	J.Lunar/I.Gonzales		
Person Informed	D.Tiemsem		
Audited by:	Details		
<div>Non Compliance On Insert Pull Method</div> <div>Conduct mass puling on sub assy process connector:STW-SBG-6F-GR.</div>			