

NOTICE TO EXPLAIN

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU GC7 7112

DATE: AUGUST 04, 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: Associate Un-Authorized person doing the process, Associate doing bando gun process, certified only on ECT process, last **July 25, 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: for: k Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for: Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

I wasn't able to follow the work/business standard for I was only thinking that I might just go help my co-worker for they are delay due to lack of man power or so. I know that what I did was very unacceptable. I did not think twice as much as I should and followed what I wanted

RECOMMENDATION

Suspension date / Two days

Sept. 12-13

Noted by:

Dany Rios
D. Rios

Immediate Supervisor

Approved by:

[Signature]

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EBREO, DEXTER

EMPLOYEE NUMBER: BF-12953

DEPARTMENT: SUBARU GC7 7112

DATE: AUGUST 04, 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: Associate Un-Authorized person doing the process, Associate doing bando gun process, certified only on ECT process, last **July 25, 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.

PREPARED BY: fr: kb de losa

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: fr: j

Ms. Chady Dosono

MDHII BRANCH MANAGER

DEXTER D. EBREO 3-29-19

Employee's Signature Over Printed Name/Date

kb de losa
Received by: KRISTINE B. DE ROSA / 9-3-19

Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Subaru GC7/712		Action Taken
Date / Time	July 25, 2019/10:50 pm		
Name / ID No.	Ebreo, Dexter/BF12953		
Shift / Group	NS/B		
Batch No.	249		
Process	ECT Process		
FAS or Agency, specify	MDHII		
Person Informed	I. Gonzales		
Audited by:	M. Dacuyan		
Details			
Un-Authorized person doing the process Associate doing bando gun process, certified only on ECT process			