

### **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: BALAGUER, RONALD** 

**EMPLOYEE NUMBER: BF-13951** 

**DEPARTMENT: SUZUKI 5018** 

DATE: OCTOBER 11,2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NOT FOLLOWING SOP. Associate conduct manual insertion during sub assy process, last September 21, 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	6e	baus	suspension	for	the sa	id	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:

guoso w

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Talardo

**MDHII ONSITE SUPERVISOR** 

RECOMMENDATION

DATE OF SUSPENSION:

NOV. 5-11, 1000

DATE RETURNED TO WORK

Nov . 12, 6010

SHIFT:

NEED FOR REFRESHER:

A

APPROVED BY:

SIGNATURE OF EMPLOYEE

\*\*\*\*\*\*\*\*\*\*\*\*

MACONING 16/19/2020

KATHERINE O. CABRERA

CLIENT'S MANAGER

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

PONALD A BALAGUER

Received by.

EWILL I, DROLID

**Employee's Signature Over Printed Name/Date** 

Signature Over Printed Name/Date



## **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: BALAGUER, RONALD** 

**EMPLOYEE NUMBER: BF-13951** 

**DEPARTMENT: SUZUKI 5018** 

DATE: OCTOBER 11,2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NOT FOLLOWING SOP. Associate conduct manual insertion during sub assy process, last September 21, 2020, which subject you in 6 to 15 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:	Molosio		
	Emily L. Osorio		
	MIDHII HIR COORDINATOR		
NOTED BY:			
	Michelle A. Fajardo		
	MDHII ONSITE SUPERVISOR		
EMPLOYEE'S EX	50 Sec. (1998) 1990 1990 1990 1990		
Ako	po si Renald Bou	laguer nahali po o	ko nong sept 21
na n	ag mamanual sa kao	lahilanang nagnamada	l. poura
	agad sa susuned po		
	di na po ako ma an		
	,		
	*		
NOTE: Value	uso an owing about as wooded		
NOTE: You may	use an extra sheet as needed		
Ronald B	87126UEF 10-14-20	Received by:	EMILY (. DEDPID
Employee's Sign	ature Over Printed Name/Date		ure Over Printed Name/Date



# WRITTEN EXPLANATION

DATE	09-21-2020		
NAME	RONALD & R	BALACUER	· A-SHE ASSES
CATEGORY/AGENCY	MASSIM /	ID NUMBER: BF - B95/	
LINE NUMBER and SHIFT	3018 A		
DATE HIRED	Feb - 20 2019		·
PROCESS	sub assy	Audited By: Chaine	A. Homilla
VIOLATION/DEFECT	nanual		
CONTROL NO.	<u> </u>	OFFENSE NO.	1
	E	XPLANATION	
Bakit ka naaudit? 17019 N	unual po		
			energia de la companya de la company
no sa palagay mo ang epekto n	g violation na ginawa mo sa h	narness? maa aning maykanoon	an morely
	9 Shintering 3d ti	inities may may careen	ing wrong messi
ware ka ba sa memo about sa p	penalty na pedeng ipataw sayr	o pag naaudit ka? o po aware po a	ko .
	COU	NTERMEASURE	
Hindi na	po kamii 1	vanma man un l	
	CTA	FC PERIODIC	
		FFREMARKS	
	SV	/ REMARKS	
Suspens	ion thay		
•			
EASE ANSWER THIS FORM	MITHIN THE SHIFT.		
DDEDADED BY			18
PREPARED BY:	ISSUED BY:	CHECKED BY:	VERIFIED BY:

Sign of Employee

Staff

S. HORATIVA Supervisor

to: maxim, pls usue Notice to Applyin

& give necessary penalty.

404-8M KLAPONENA 9/22/2020