



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VERGARA, JANINE

EMPLOYEE NUMBER: BF- 15955

DEPARTMENT: SUBARU 7107

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: Not following Maximum Sets on hanger, last August 27, 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 **WRITTEN WARNING** 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Doseho

Ms. Chady Doseho

MDHII BRANCH MANAGER

Janine B. Vergara 11/05/19

Janine B. Vergara

Employee's Signature Over Printed Name/Date

APPROVAL FORM	
DATE OF APPLICATION	
NOTED BY:	<u>Chady Doseho</u>
	IMMEDIATE SUPERVISOR
APPROVED BY:	<u>Emily L. Osorio</u>
	CLIENT'S MANAGER

Received by: MARY ALANIS PRADO

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: VERGARA, JANINE

EMPLOYEE NUMBER: BF- 15955

DEPARTMENT: SUBARU 7107

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: Not following Maximum Sets on hanger, last August 27, 2019, which subject you in **WRITTEN WARNING.**

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
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Hindi po ako sumunod sa SOP na maximum set of hanger dahil po hindi po nag Andon ang Next Process naman ECT, Kahit po sinagabi nanamin na mag Andon pag naman po tumigil kami ng hindi sila naka Andon kame naman po ang mag tutambakan. Kaya po nag excess po ang nasa Hanger namin.

NOTE: You may use an extra sheet as needed

Janine B. Vergara 11-09-19
Janine B. Vergara

Employee's Signature Over Printed Name/Date

Received by: *MARY ALAN PRAGO*

Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Subaru GC7 Line 7107
Date / Time	August 27 2019/11:20am
Name / ID No.	Vergara, Janine/BF-15955
Shift / Group	DS-B
Batch No.	270
Process	Dimension
FAS or Agency: specify	MDH-II
Person Informed	J. Ramiro
Audited by:	L. De Castro
	Details

Not following Maximum Sets on hanger
 OK: 3 sets
 Actual: 5 sets

Action Taken

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