

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MATEO, MARIA FE

EMPLOYEE NUMBER: BF- 13642

DEPARTMENT: HONDA TKRA 3126

DATE: SEPTEMBER 13, 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: Compliance Audit. Not following SOP.** Associate doing advance marking in accumulated component during breaktime in shiage process, instead of marking should be done in ECT process to check or to assure the presence of clamp might cause of missing clamp, last **September 05, 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:

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Oct. 30-31, 2019</u>
RETURNED TO WORK:	<u>Nov. 04, 2019</u>
	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> 10/28 CLIENT'S MANAGER

Mateo, Maria Fe C.

Employee's Signature Over Printed Name/Date

Received by: ANGIE ALBOMBA

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: MATEO, MARIA FE

EMPLOYEE NUMBER: BF- 13642

DEPARTMENT: HONDA TKRA 3126

DATE: SEPTEMBER 13, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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: Compliance Audit. Not following SOP.** Associate doing advance marking in accumulated component during breaktime in shiage process, instead of marking should be done in ECT process to check or to assure the presence of clamp might cause of missing clamp, last **September 05, 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*  
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

*Ms. Chady Dosono*  
Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Nag advance markings po ako dahil ako po ay natatambakan at  
yang markings po ay checked ko din po, nala naman  
pong lack na checked yang markings hindi po yang  
presence ng clamp.

NOTE: You may use an extra sheet as needed

*Mateo, Maria Fe C.*  
Mateo, Maria Fe C.

Employee's Signature Over Printed Name/Date

Received by:

*ANGIE GOMBA*  
ANGIE GOMBA

Signature Over Printed Name/Date

**COMPLIANCE AUDIT REPORT**  
(Ns - Meng Marquez)

Date: September 05, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings / Notes for investigation	OK	Action Taken	Corrective	Corrective / Other Comments	Self-Correction	Person Informed	Responsible / In Model / Department	Person Instructed	Signatures/Remarks
1	9/5/2019	Honda line 3126			Associate doing advance marking in accumulated component PR-11.6180030 during breaktime in shige process. Instead of marking should be done in ECT process to check or to assure the presence of clamp (step process) might cause of missing clamp	NG	Informed Junior staff regarding this matter and advised to check the status of accumulated component with process	SCF		N/S	Paula Blanca Castillo	Honda	Sr. Jhe	for monitoring