

NOTICE TO EXPLAIN

EMPLOYEE NAME: BOA, JENNELYN

EMPLOYEE NUMBER: BF-10707

DEPARTMENT: 5009

DATE: JULY 27, 2019

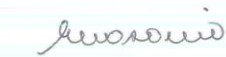
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

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 SOP. Associate inspector not updating final assembly inspection record after inspection of 1 harness, she update it after inspection of 6 harness, last **June 19, 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:

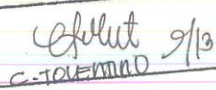
Paalam na po kung nagawa ko pang mag inspect ng madami sa kadalihan lang pang natambakan po ako dahil po malama ang pakiramdam dahil po sa paglilibi ko po. Maraming salamat po sa pang unang mga.

RECOMMENDATION

Suspension date

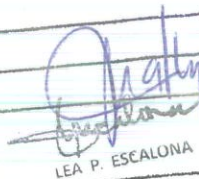
Sept. 04-05

Noted by:


C. Tolentino

Immediate Supervisor

Approved by:


LEA P. ESCALONA

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BOA, JENNELYN

EMPLOYEE NUMBER: BF-10707

DEPARTMENT: 5009

DATE: JULY 27, 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 SOP. Associate inspector not updating final assembly inspection record after inspection of 1 harness, she update it after inspection of 6 harness, last **June 19, 2019**, which subject you in **1 to 5 Days Suspension**.

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 _____ 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

JENNELYN BOA

Employee's Signature Over Printed Name/Date

Received by: _____

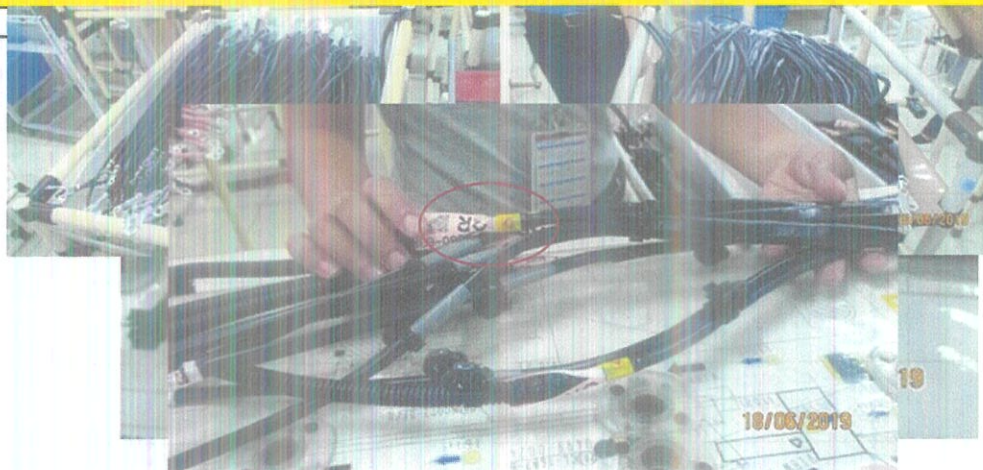
Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No.	Suzuki YWO Battery/5009
Date / Time	June 19, 2019/09:44 am
Name / ID No.	Jenelyn Boa/BF107070
Shift / Group	ADS
Batch No.	222
Process	Dimension Inspection
FAS or Agency: specify	MDHII
Person Informed	A.Afable
Audited by:	M.Casama
Details	

Not following SOP

Inspector not updating final assembly inspection record after inspection of one harness, she update it after inspection of 6 harness.



Action Taken