



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GALILING, JUAN CARLOS

EMPLOYEE NUMBER: 13123

DEPARTMENT: SUBARU 7113 A

DATE: OCTOBER 18, 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 3. OFFENSES AGAINST HEALTH, SANITATION, SAFETY AND SECURITY; rule no. 3; Failure to wear safety devices or gadgets required in performing one's job assignment.

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:

f. Nap

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

for removed

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

DATE OF SUSPENSION:

Nov. 5-6, 2019

RETURNED TO WORK:

Nov. 7, 2019

[Signature]
SIGNATURE OF EMPLOYEE

APPROVED BY:

[Signature]
IMMEDIATE SUPERVISOR

[Signature]
CLIENT'S MANAGER

replied
JUAN CARLOS D. GALILING 10/21/19

Employee's Signature Over Printed Name/Date

Received by: *[Signature]* MARY ALANIS PRAGO 10-21-19

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: GALILING, JUAN CARLOS

EMPLOYEE NUMBER: 13123

DEPARTMENT: SUBARU 7113 DS

DATE: OCTOBER 18, 2019

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 3. OFFENSES AGAINST HEALTH, SANITATION, SAFETY AND SECURITY; rule no. 3; Failure to wear safety devices or gadgets required in performing one's job assignment.

VIOLATION COMMITTED: Associate not wearing PPE (safety goggles) during process in sub ASSY, unsafe dated October 8, 2019 which subject you for 1 to 6 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: [Signature]

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

for: [Signature]

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

*Naisakit na po kasi ang mata ko dahil tumutulo na yung panir ko
nolabo ang goggles kaya hinuhubad ko po.*

NOTE: You may use an extra sheet as needed

[Signature]
JUAN CARLOS P. GALILING 10/21/19



Employee's Signature Over Printed Name/Date

[Signature]
Received by: MARY AVANIS PRAGO 10-21-19

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Mheng Marques)

Date: October 8, 2019

Item #	Date	Process / Job	Location	Actual photo	Finding, Issue / Observation	QC	Action / Task	Compliance / Requirement	Site / Location	Personnel / Supervisor	Worker / Car Model / Department	Person / Charged	Other Remarks
11	10/7/2019	Subaru line 7113 BF-13123			Associate not wearing PPE (safety goggles) during process in sub assembly. unsafe (Second time audit 1st audit on Sept, 10)	13	Informed staff regarding this matter and advised associate to follow safety rules in sub assembly process		N/S	Ms. Diana Rose	Subaru	Sir Jhe	for monitoring