

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUERRERO, JOWEL^M

EMPLOYEE NUMBER: BF-14708

DEPARTMENT: SUZUKI 5102

DATE: JULY 18, 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: Associate not following **STOP, CALL, WAIT**, conduct cutting of band tie (AB-200-B) on shiage hanger, last July 02, 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:

nung araw ngayun natarang din po

RECOMMENDATION

suspension date

Aug. 16, 2019

Noted by: _____

Immediate Supervisor

Approved by: _____

Manager

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUERRERO, JOWEL

EMPLOYEE NUMBER: BF-14708

DEPARTMENT: SUZUKI 5102

DATE: JULY 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 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: Associate not following **STOP, CALL, WAIT**, conduct cutting of band tie (**AB-200-B**) on shiage hanger, last **July 02, 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 One day 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Jowel P. Guerrero
Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 08-01-19
Signature Over Printed Name/Date

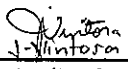
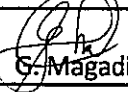
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ¹²⁰⁷ ~~FALP-14-1206~~ -1392

☒ AGENCY

Please Specify: MOHI

 J. Winters	 G. Magadia
Audited By:	Noted By:

Name: Guerrero, Jewel
Position: Associate
ID Number: BF-14708
Batch No.: 259
Car Model/Line: Suzuki V47 Main / 5102

Process: Assembly Process
Group/Shift: DS/13
Date/ Time: July 02, 2019 / 02:47pm
No. of Offense: 1st Offense
Superior Name: C. Carables

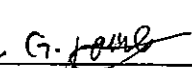



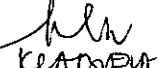
Audit Findings: Not following stop, call, wait
Details:

Associate conduct cutting of bandie (AB-200-B) on shiage hanger.

WRITTEN EXPLANATION

Audit
Ako po ay na ~~audit~~ nang July 02, 2019 sa dahilang
pag cut ng bantail sa hanger dahil na ~~inter~~ po agad na i-loop po
agad kaya diko agad na cut yung bantail. Support po Ako
sa line ng Main - First Time ko po naka portion sa conveyor
pero sa susunod tatawag nako ako ng Jr Staff or expert
ng makipit sa kin

please issue necessary penalty.

 Signature of Employee Date: <u>07-02-19</u>	 Jr Staff Date: <u>07-04-19</u>	 Staff Date: <u>7-04-19</u>	 Supervisor Date: <u>7/4/19</u>	 Manager Date: <u>07-05-19</u>
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