



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 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: UN AUTHORIZED/ HIDDEN REPAIR. Associate conduct moving of clamp due to encountered short dimension from clamp to clamp, last July 26, 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 1 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Janine B. Vergara 11/08/19

Employee's Signature Over Printed Name/Date

Shift B

RECOMMENDATION

DATE OF SUSPENSION:

RETURNED TO WORK:

APPROVED BY:

Received by ORAO-132-1207

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 13, 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 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: UN AUTHORIZED/ HIDDEN REPAIR. Associate conduct moving of clamp due to encountered short dimension from clamp to clamp, last July 26, 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:

Ako po ay nag Repair dahil po naka encounter po ako ng short dimension sa kagustuhan ko po na maipasa sa next process ko ay nag Move po ako ng Clamp. Alam ko po na mali ang aking ginawa at hindi ko na po ulitin, nagawa ko lamang po iyon dahil para po good ko maipasa.

NOTE: You may use an extra sheet as needed

Janine B. Vergara 11/08/19

Janine B. Vergara

Employee's Signature Over Printed Name/Date

Received by: MARY ANN PRADO

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1907-684

☒ AGENCY

Please Specify: NDH II

<i>Gasman</i> M. Dacanay	<i>JD</i> G. Magadia
Audited By:	Noted By:

Name: VERCARA, JANINE
Position: ASSOCIATE
ID Number: BF15955
Batch No: 275
Car Model/Line: SUBARU 1707

Process: DIMENSION
Group/Shift: NS1B
Date/Time: JULY 26, 2019/11:35
No. of Offense: 1ST OFFENSE JND
Superior Name: V. PERIZ

Audit Findings: UN-AUTHORIZED HIDDEN REPAIR

Details:

ASSOCIATE CONDUCT MOVING OF CLAMP DUE TO ENCOUNTERED SHORT DIMENSION FROM
CLAMP TO CLAMP
PRODUCT # 81EB3 ANS7 A (9)
LOT # 59 HR36
SERIAL: 244

WRITTEN EXPLANATION

*Ipagpapamantain. Nyo po ang nagawa kong pagkakamali kaya po lamang
po nagawa ifon ay dahil sa short ang clamp. Pangako po na hindi ko na
ifon ulitin.*

Remarks/Evaluation

Issue Penalty: JD

Janine
Signature of Employee
Date: 08-15-19

JD
Jr Staff
Date: 08-15-19

JD
Staff
Date: 08/15/19

p. periz
Supervisor
Date: 8/1/19

JD
Manager
Date: _____