



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

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CALISIN, ARON

EMPLOYEE NUMBER: BF-13028

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 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: Noncompliance on Insert pull Method.** Associate conduct advance insertion on connector SSE-SB wire color SB/Y/. last July 03, 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 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  
Emily L. Osorio  
MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

Aron B. Calisin

Employee's Signature Over Printed Name/Date

Shift A	RECOMMENDATION
DATE OF SUSPENSION:	<u>Dec 7-9 2019</u>
RETURNED TO WORK:	<u>Dec 4 2019</u>
	SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>D. Perez</u>
	IMMEDIATE SUPERVISOR
09090059226	SIGNATURE OF CLIENT'S MANAGER

Received by: XXXXXXXXXX 11/08/19

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: CALISIN, ARON

EMPLOYEE NUMBER: BF-13028

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 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: Non compliance on Insert pull Method. Associate conduct advance insertion on connector SSE-SB wire color SB/Y/. last July 03, 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

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Na-audit po ako ng I-alert sa kadahilanan pang ako po ay napa-advanced insertion. Twisted wire po kare yun, hindi rin po ako napatingin sa PC akala ko po kare yun din ang hinihingi ng Sub PC. Support lang din po kare ako dun sa Sub PC na yun.

Hindi ko na po ulitin ang ganung pangyayari at titingin na din po ako sa PC para di na din ako magkamali.

NOTE: You may use an extra sheet as needed

Aron B. Calisin

Employee's Signature Over Printed Name/Date

Received by: MIGUEL GORDON 8/08/19

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ALP-1R-1907-443

☐ AGENCY

Please Specify: Maxim

<u>Optimism</u> O. HERNANDEZ	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Caligin, aron  
Position: associate  
ID Number: BF-13028  
Batch No.: 149  
Car Model/Line: Suzuki / 1109

Process: Solo Assy  
Group/Shift: NIS / A  
Date/Time: July 3, 2019 8:50PM  
No. of Offense: 1st  
Superior Name: M. Rodriguez

## Audit Findings:

## Details:

Non compliance on Insert Pull Method

- conduct advanced insertion on connector SST-CB-10F-B

Wire color: CB / 7/

Ako po si Aron Caligin, na audit po ako ng I-alert dahil sa mali kong nagawa sa aking process. Sa kadahilanan pong napa advanced insert lang po ako. Kase twisted wire po yun hindi po ako napatnagin sa Sub PC akala ko po kase agun na ang hinihingi ng Sub PC. Hindi ko rin po kase portion yun support lang po ako.

Nangangako po akong hindi na mauulit ang ganung maling gawain sa aking process. At titingin na rin po ako sa Sub PC para maging sigurado sa insertion.

Issue Penalty [Signature]

<u>[Signature]</u> Signature of Employee Date: <u>07/30/19</u>	<u>[Signature]</u> Jr Staff Date: <u>8-16-19</u>	<u>[Signature]</u> Staff Date: <u>8-20-19</u>	<u>[Signature]</u> Supervisor Date: <u>8/20/19</u>	<u>[Signature]</u> Manager Date: _____
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