



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: AQUINO, GIOBANNY

EMPLOYEE NUMBER: BF-14008

DEPARTMENT: HONDA TKRA 3126

DATE: SEPTEMBER 01, 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: Un-authorized person clicked clear **NG/restart** after encountered sub pc error alarm, last **August 29, 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:

Pinatay ko po ang NG error dahil nadelay po ako
at na audit po ako dahil sa ginawa ko. Hindi ko na
po ulitin at tatawagin ko na po ang aming
Jr. staff kung mai problema.

RECOMM.

NOTE: You may use an extra sheet as needed

GIOBANNY *Aquino* AQUINO

Employee's Signature Over Printed Name/Date

Suspension Date October 24 2019



MAXIM DE HUMANA International Inc.

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DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AQUINO, GIOBANNY

EMPLOYEE NUMBER: BF-14008

DEPARTMENT: HONDA TKRA 3126

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: Un-authorized person clicked clear **NG/restart** after encountered sub pc error alarm, last August 29, 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 _____ 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:

for: kb dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

GIOBANNY

G. Aquino

AQUINO

Employee's Signature Over Printed Name/Date


Received by:

ANGIE T. GOMBA

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Pauline P. Agelo)

Date: August 29, 2019

No. Shift	Process / Area	Actual Image	Finding/Item for Improvement	OK/NG	Action	Category	Operator / Concerned Person	Concern / Shift	Person Interviewed	Group/Department	Person in Charge	Status/Remarks
V29/19 DS	Honda TRRA 3126		Unauthorized person (associate) click clear NG/teststart after encountered Sub PC error alarm	NG	Informed junior staff, to remind members to follow stop-call-wait and call the attention of leader when encountered sub PC error alarm	SOP	Govanm Aquino (Maxim)	A / NS	Paula Bianca Castillo	Honda TRRA	Sir Jerard	for monitoring