



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: CASILISILIHAN, ANGELIE D.

EMPLOYEE NUMBER: BF-12619

DEPARTMENT: HONDA (3115)

DATE: JANUARY 17, 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 wear required safety outfits during working hours.

VIOLATION COMMITTED: Sub Assy associate not follow safety rules, not wearing eye goggles during operation last January 12, 2019, which subjects you for 1-6 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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nakalimutan ko pong suotin ang aking goggles nang ako
po ay nag umpisa na mag process. Hindi ko po namalayan na
hindi ko po suot ang aking goggles.

Pag mag umpisa na po akong mag process siguraduhin ko
po na suotin muna ang goggles. ^{bag}

NOTE: You may use an extra sheet as needed


Angelie S. Casilisihan

Employee's Signature Over Printed Name/Date



Received by:


K. Lansangan 01/17/2019

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
 (NS - Gold Adriano)

Date: Jan 12, 2019

12	01/12 NS	Honda line 3115		Sub assy associate not follow safety rules,not wearing eye goggles during operation	NG	Advised and remind to wear issued goggles for her safety also informed her junior staff for this		Angelle Cosilisilhan - Moxin	Lovely Catapang	Honda	Sir Jhe	For Monitoring
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(PF-12018)



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CASILISILIHAN, ANGELIE D.

EMPLOYEE NUMBER: BF-12619

DEPARTMENT: HONDA (3115)

DATE: JANUARY 17, 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 wear required safety outfits during working hours.

VIOLATION COMMITTED: Sub Assy associate not follow safety rules, not wearing eye goggles during operation last January 12, 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 (Feb. 5, 2019) 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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:



Ms. Ghady Dosono
MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date


Angelie C. Casilisihan

Received by:

Signature Over Printed Name/Date


K. Lansangan 01/17/2019