



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAGADIA, KENI ELEANE

EMPLOYEE NUMBER: BF-16833

DEPARTMENT: SUBARU GC7 initial (A)

DATE: December 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

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: NOT FOLLOWING SOP. Associate did conduct measuring of twisted wire length for first product Kanban combination dated last **November 14, 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

Employee's Signature Over Printed Name/Date

RECOMMENDATION 13 Hogs	
DATE OF SUSPENSION:	February 18, 2020
DATE RETURNED TO WORK	February 19, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension d: kunin ito pagbalik after suspension bago mag 8am/pt	

Received by:

17 04 20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MAGADIA, KEN ELEANE

EMPLOYEE NUMBER: BF-16833

DEPARTMENT: SUBARU GC7

DATE: December 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: NOT FOLLOWING SOP. Associate did conduct measuring of twisted wire length for first product Kanban combination dated last **November 14, 2019** which subject you to **1 to 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR


EMPLOYEE'S EXPLANATION:

Ako po si ken Eleane P. Magadia na audith dahil po sa hindi pagsusukat ng wirelength at dahil na din po sa natatanimutan na din po sa kadahilanang madami po kami wire at sa kagustuhan din po humapit at kalimitan ko lang po ginagawa ay pitch at fixing tape. Humihingi ko ako ng pasensya sa hindi pagsunod sa standard. Sa susunod po ay susundin na po ang standard upang hindi na po ulit ma-audit.

NOTE: You may use an extra sheet as needed


Magadia, Ken Eleane P.

Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA 01/04/20**

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-18-1911-3131

☒ AGENCY

Please Specify: MB #11

<u>J. Abanador</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: magadia, kem Eleane

Process: Twisting

Position: Associate

Group/Shift: DS-A

ID Number: BF-14833

Date/ Time: NOV. 14, 2019/

Batch No.: 280

No. of Offense: 1st

Car Model/Line: Subaru Initial

Superior Name: R. Jacobo

Audit Findings: Not following SOP

Details:

did not conduct measuring of twisted wire length for first product Karikan combination

WRITTEN EXPLANATION

AKO po si kem Eleane R. Magadia ng 14833 SUBARU na na-audit sa kadahilananang hindi po ako nagsukat ng wirelength at ang kalimitan ko lang pong sinusukat ay pitch at fixing tape.
Hindi ko po nagagawa ang pagcukat ng wirelength dahil din po sa madami kaming wire at kelangan po naming humapit kaya't hindi na po ako nakapag sukot ng wirelength.
Humihingi po ako ng parengya sa hindi pagsumod sa SOP.
Nangangako po ako na hindi na mawalit at sumund na sa standard.

Remarks/ Evaluation:

1 long suspension

<u>[Signature]</u> Signature of Employee Date: <u>11-18-19</u>	<u>G. Villanueva</u> Jr Staff Date: <u>11-18-19</u>	<u>J. Abanador</u> Staff Date: <u>11-18-19</u>	<u>R. PENTINOS</u> Supervisor Date: <u>11/21/19</u>	<u>[Signature]</u> Manager Date: <u>11/22</u>
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