



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GONZALES, ROILAND

EMPLOYEE NUMBER: BF-13908

DEPARTMENT: SUZUKI 5116

DATE: AUGUST 4, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 no fill up for check sheet for terminal guide system types of condition and PC control type PCP 01-03 (for airbag) daily inspection record dated July 2-3, last **JULY 3, 2020.**

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
Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo
Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

| RECOMMENDATION | |
|---|---|
| DATE OF SUSPENSION: | <u>September 10, 2020</u> |
| DATE RETURNED TO WORK | <u>September 11, 2020</u> |
| SHIFT: | <u>A</u> |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE | |
| <u>[Signature]</u> | |
| APPROVED BY: | |
| IMMEDIATE SUPERVISOR | |
| <u>KATHERINE O. CARREPA</u> | |
| CLIENT'S MANAGER | |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm. | |

ROILAND GONZALES J/08-17-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: NOH

Control No: FAV-1A-2007-101

| | | |
|----------------|---------------------|-------------------|
| <u>Medondo</u> | <u>K. Hernandez</u> | <u>G. Magadia</u> |
| Audited By: | Checked by: | Noted By: |

Name: Roland Hernandez
 Position: Associate
 ID Number: PF-13908
 Batch No.: 254
 Car Model/Line: Suzuki 101/511

Process: Sub Cust
 Group/Shift: US-A
 Date/Time: July 3, 2020 / 9:00
 No. of Offense: 1st / 2nd
 Superior Name: J. Gonzalez

Non-compliance Reference/Docu:
 Control Number:

FAV-1A-2007-101

Details of Audit Findings: No fill up for checksheet for Terminal Guide system types of condition and PC
control type PC-01-03 (for airbag) Daily Inspection Record dated July 2-3, 2020

WRITTEN EXPLANATION

Aminado naman po ako na nakalimutan ko po mag fill up ng check
sheet, diko na bng po ulitin at kakalimutan mag fill up

REMARKS/ EVALUATION

☐ I-Alert written only



Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

| | | | | |
|---|---|---|---|---|
| <u>[Signature]</u> Employee Date: <u>7-7-2020</u> | <u>[Signature]</u> Jr Staff Date: <u>7-4-2020</u> | <u>[Signature]</u> Staff Date: <u>7-14-20</u> | <u>[Signature]</u> Supervisor Date: <u>7-6-2020</u> | <u>[Signature]</u> Manager Date: <u>7-23-</u> |
|---|---|---|---|---|