



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BASA, MILDRED

EMPLOYEE NUMBER: BF-15638

DEPARTMENT: HONDA 3115

DATE: OCTOBER 09, 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: COMPLIANCE AUDIT. Associate inspector not following SOP found accumulated harness no pen mark after ECT, last September 17, 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 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

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Nov 28, 2019</u>
RETURNED TO WORK:	<u>November 29, 2019</u>
TIME:	
	<u>Mildred Basa</u>
	SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>Chady</u>
	IMMEDIATE SUPERVISOR
	<u>Chady</u>
	CLIENT'S MANAGER

Mildred Basa

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PONGO

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: BASA, MILDRED

EMPLOYEE NUMBER: BF-15638

DEPARTMENT: HONDA 3115

DATE: OCTOBER 09, 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: COMPLIANCE AUDIT. Associate inspector not following SOP found accumulated harness no pen mark after ECT, last **September 17, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosorio

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Mildred Basa na Audit po ako gawa ng hindi po ako nakapag pen mark sa harness kasi po tambak po kasi ako noon kaya po hindi ko namalayan na hindi po ako nakapag penmark sasusunod po at ngayon po ay nag pc penmark na ako.

NOTE: You may use an extra sheet as needed

Mildred Basa

Received by:
MARY ALANIS PRADO

Employee's Signature Over Printed Name/Date


Signature Over Printed Name/Date



FUJIKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: September 17, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK	Action Taken	Category	Operator / Effect Concern Person	Person Informed	Incharge Co. Model/ Department	Person Incharged	Status/Remarks
17	9/17 NS	Honda line 3115 BT-1568Z			Inspector not following SOP- found accumulated harness no pen mark after ECT	NG	Informed junior staff to check and to remind inspector to follow sop in inspection	SOP	Melred Basa-Maxim	Sara Permejo	Honda	Sir Jhe	For Monitoring