



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BELARDO, ALIA

EMPLOYEE NUMBER: BF-11003

DEPARTMENT: SUZUKI 5116

DATE: FEBRUARY 13, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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: UN AUTHORIZED / HIDDEN REPAIR.** Associate caught pulling of branch due to short dimension from grommet to clamp on sequence 6, last **January 21, 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 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:

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

### RECOMMENDATION

DATE OF SUSPENSION:

March 11, 2020

DATE RETURNED TO WORK

March 12, 2020

SHIFT:

B

NEED FOR REFRESHER:

☒ YES

☐ NO

[Signature]  
SIGNATURE OF EMPLOYEE

APPROVED BY:

[Signature]  
IMMEDIATE SUPERVISOR

[Signature]  
CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.

[Signature]  
BELARDO, ALIA F/02-13-2020

Employee's Signature Over Printed Name/Date

[Signature]  
Received by: EMILIO L. OSORIO 02-13-2020

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: BELARDO, ALIA

EMPLOYEE NUMBER: BF-11003

DEPARTMENT: SUZUKI 5116

DATE: FEBRUARY 13, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 / HIDDEN REPAIR.** Associate caught pulling of branch due to short dimension from grommet to clamp on sequence 6, last **January 21, 2020**, 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 HR COORDINATOR

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

- Nalad lang po ako Jr. Staff namin kaya po naisipan kong magrepair, nagmamadali din po kesa nga oras na yan gawa ng mag-isa lang po ako sa dimension at ayokong magtambalan dahil hindi ko po kayang hapitan.

NOTE: You may use an extra sheet as needed

BELARDO, ALIA 102-13-2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 02-13-2020

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: IALP-WI-2001-0143

<i>M. Octado</i> Audited By:	<i>J. Reyes/K. Hernandez</i> Checked by:	<i>G. Magadia</i> Noted By:
---------------------------------	---------------------------------------------	--------------------------------

Name: Belardo, Alid  
Position: Associate  
ID Number: DE-1103  
Batch No.: 228  
Car Model/Line: Suzuki 401/5116

Process: Dimension  
Group/Shift: NS-B  
Date/ Time: Jan 21, 2020 8:35  
No. of Offense: 1st  
Superior Name: N. care

Non-compliance Reference/Document  
Control Number:

IALP-WI-MD-IP-044  
Dimension Inspection Process

## Details of Audit Findings:

Un-authorized / Hidden Repair  
Associate caught pulling of branch due to short dimension from grammet to clamp on seq. 6

## WRITTEN EXPLANATION

Hindi ko naman dapat balak hilakin ang branch, di ko lang po kagagad nakita ang aring Jr. staff akala ko nasa meeting na, minsan po kasi matagal bago sila bumalik. Kasi kapag may mga bagong harness sa IRLC kailangan ng QC baka may magtala ng mga bagong dimension, hindi ko naman po kailang bapin gawa ng mga isa lang ako kasi kulang sa two yun nalong po nakaipin lang gamit.

## 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).

<i>[Signature]</i> Employee Date: <u>01-23-2020</u>	<i>[Signature]</i> Jr. Staff Date: <u>1/23/2020</u>	<i>[Signature]</i> Staff Date: <u>1/23/2020</u>	<i>[Signature]</i> Supervisor Date: <u>1/23/2020</u>	<i>[Signature]</i> Manager Date: <u>02-02-2020</u>
-----------------------------------------------------------	-----------------------------------------------------------	-------------------------------------------------------	------------------------------------------------------------	----------------------------------------------------------