



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: ENSOMO, GARY

EMPLOYEE NUMBER: BF- 14481

DEPARTMENT: HONDA TKRA 3124

DATE: SEPTEMBER 13, 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: ILLEGAL REPAIR. Associate doing repair using bando gun to removed the clamp, 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 Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po ay si Gary Ensomo na (hindi sinasagay) nakagawa
na mali pero hindi ko po yan intensyong gawin dahil natatarama
lang po ako sa akong ginawa. Ang totoo po nyan ay ibang
process po ako, naging support lang ako sa process na yan dahil
absent po ang tao dun. na naka tunga.

NOTE: You may use an extra sheet as needed

Gary Ensomo 10/09/19

Employee's Signature Over Printed Name/Date

Received by:
MARY ALANO PRAGO 10-10-19

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENSOMO, GARY

EMPLOYEE NUMBER: BF- 14481

DEPARTMENT: HONDA TKRA 3124

DATE: SEPTEMBER 13, 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.**

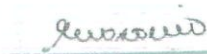
VIOLATION COMMITTED: ILLEGAL REPAIR. Associate doing repair using bando gun to remove the clamp, which subject you in **1 to 5 Days Suspension.**

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 two days 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.

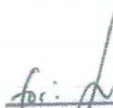
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



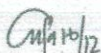
Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

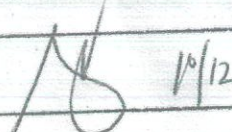
Suspension dates: Oct. 17 ²²/₁₈, 2019

Noted by:



Immediate Supervisor

Approved by:



Manager

WRITTEN EXPLANATION

Name: Ennam, Gary

Violation: illegal repair

Line: 2124 / 2 days suspension

BF-14481

Ako po ay nakagawa ng mali pero di ko po yun sinasadya, parohal ko po koring nabagay ang magkaparehong clamp sa iyang harness hindi ko po nakita na magkapareho paing clamp ang nabagay ko, sa kabalantayan ko po ginamitan ko ng banda tail nagbaba karakaling matanggal ko pero hindi pala po ang totoo po ay na akong sub-asay process hindi po asay process. Nabagay lang po ako sa portion na araw na yun dahil aksent po ang naka portion dun kaya ako po muna ang gumawa sa process na yun para naman po continue ang tabbo ng line. Di na po yun mauulit muli kung mauulit man po magreared bag nalang po. Pagparansipahan na po ninyo...

Issue memo attached

JR.STAFF

STAFF

SUPERVISOR

MANAGER