

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TAYER, JOCEL

EMPLOYEE NUMBER: BF-15633

DEPARTMENT: SUZUKI YD1 5124

DATE: OCTOBER 17, 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.**

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 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:

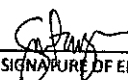


Angie T. Gomba

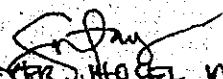
MDHII HR COORDINATOR

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

OAC-119-1434 RECOMMENDATION	
DATE OF SUSPENSION:	DEC 4 - 8, 2019
RETURNED TO WORK:	Dec 8, 2019 (DS) FOR REFRESH
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 IMMEDIATE SUPERVISOR 4/19 KATHERINE O. CABRERA CLIENT'S MANAGER


TAYER, JOCEL N 10/18/19

Employee's Signature Over Printed Name/Date


Received by: MARY ANNUS PRAGO 10/18/19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: TAYER, JOCEL

EMPLOYEE NUMBER: BF-15633

DEPARTMENT: SUZUKI YD1 5124

DATE: OCTOBER 17, 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. Inspector did not follow the proper way of checking connector last September 18, 2019, which subject you 1 to 5 days of 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: f. J. P.
Angle T. Gomba
MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono
Ms. Chady Dosono
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

NASANAY LANG PO KASI AGO NA REGULATORY PO ANG UNA KUNG ICHEN CHECK JAS SA HULI
PO YONG MATING PART. SIGURADO KO NAMAN PO NA NACHE-CHECK KO NG AGOS ANG
AKING PORTION/PRACTICE. SUSUNODIN KO NA PO ANG PROPER WAY OF CHECKING NG
CONNECTOR. HINDI NA PO MAULIT, PABALSA NA PO.

NOTE: You may use an extra sheet as needed

TAYER, JOCEL m. 10-18-19
Employee's Signature Over Printed Name/Date

Received by: MARY ALAN PRAGO 10/18/19
Signature Over Printed Name/Date

1 ALERT WRITTEN EXPLANATION

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FAS

Control No: PAUP-1A-1909-1259

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AGENCY

Please Specify: MAXIM

<u>R. Magadia</u>	<u>R. Magadia</u>
Audited By:	Noted By:

Name: Javier J. J. J.
 Position: Associate
 ID Number: 68-15723
 Batch No.: 218
 Car Model/Line: Suzuki YD1512H

Process: QA
 Group/Shift: B.1.5s
 Date/Time: 09-18-19 11:30am
 No. of Offense: 1st
 Superior Name: J. Pangniban

Audit Findings: Non-compliance or failure to follow the standard procedure in
 Details: inspecting the product

1) Inspector did not follow on proper way of checking connector.

WRITTEN EXPLANATION

SORRY PO, NAGAMAY LANG PO KASI ANG NA YUNG INSULATION ANG UNANG CHECK
NG PAHULI PO YUNG MATING PART. DI NA PO MAHULIT USAPUNIN KA NA PO ANG
PROPER WAY OF CHECKING NG CONNECTOR. NAGHE-CHECK KO NAMAN TO NG KTOR LAHAT
NG CONNECTOR AT ANG AKING PORTION.

REMARKS / SUGGESTION

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>9/20/19</u>	<u>J. Pangniban</u> Jr Staff Date: <u>9/21/19</u>	<u>[Signature]</u> Staff Date: <u>9/21/19</u>	<u>[Signature]</u> Supervisor Date: <u>10-3-19</u>	<u>[Signature]</u> Manager Date: <u>10-3-19</u>
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