

NOTICE TO EXPLAIN

EMPLOYEE NAME: NACARIO, GRACE

EMPLOYEE NUMBER: BF-15941

DEPARTMENT: HONDA TKRA 3129

DATE: AUGUST 12, 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: Dimension inspector use metal rule during repair loose clamp in wire harness, associate not authorized to repair and might cause of damage, last **August 08, 2019**, which subject you for **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 EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

- kaya ke lang namoo po iyon nagawa ay sa kadahilananang mali po ang
pawisyon ng clamp at wala din po kaming repair person. Di ko na po
tinawag yung junior staff namin kasi busy din po sila dahil naka portion din
sila kung nagawa ko mao po iyon dahil lang sa bagay
kong matambakan kami. Done

RECOMMENDATION

Suspension 1 day

Oct. 8-9

Noted by: Ala dz

Immediate Supervisor

Approved by: [Signature]

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NACARIO, GRACE

EMPLOYEE NUMBER: BF-15941

DEPARTMENT: HONDA TKRA

DATE: AUGUST 12, 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: Dimension inspector use metal rule during repair loose clamp in wire harness, associate not authorized to repair and might cause of damage, last **August 08, 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 _____ 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: _____

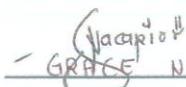
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

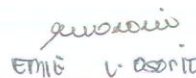
Ms. Chady Dosono

MDHII BRANCH MANAGER


GRACE NACARIO 09-05-2019

Employee's Signature Over Printed Name/Date



Received by: _____


EMILY L. OSORIO 09-05-19

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: August 08, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Shift Concern	Person Informed	In charge Car Model/ Department	Person In charged	Status/Remarks
1	8/08/19 N/S	Honda TKRA line 3130 BF-15941			Dimension Inspector use metal rule during repair loose clamp in wire harness ,associate not authorized to repair and might cause of damage	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in dimension process	SOP	Grace Nacario-Maxim 	N/S	Brigeth Lasala	Honda	Sir Jhe	for monitoring