



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MOLDEZ, MARINEL

EMPLOYEE NUMBER: BF-10226

DEPARTMENT: MAZDA MERGE 1123

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: NOT FOLLOWING SOP. Associate not using bukumi board to measure grommet to protector, last September 24, 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 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:

for [Signature]
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for [Signature]
Ms. Chady Dosono

MDHII BRANCH MANAGER

[Signature]
Moldez, Marinell

Received by:

[Signature] MDHII 10/08/19

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

0918-558-6519 RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 13, 2019
RETURNED TO WORK:	Dec. 14 (OS for refresh)
	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
0918-558-6519	<u>[Signature]</u> CLIENT'S MANAGER



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: MOLDEZ, MARINEL

EMPLOYEE NUMBER: BF-10226

DEPARTMENT: MAZDA MERGE 1123

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: NOT FOLLOWING SOP. Associate not using bukumi board to measure grommet to protector, last September 24, 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 Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

nung time pang karing yang abuhan na po kaya po hindi ko
nasyukan ang Binukumi ko po. ~~eh~~ pag kagawa ko naman po
ay inaabut ko na po ang harness sa lay-out.

NOTE: You may use an extra sheet as needed

g'mall g'
Moldez, Marinell

Received by: _____

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-A-1909-1429

☒ AGENCY

Please Specify: MDHII

<u>Qmeaw</u> <u>Antikano</u>	<u>Magadia</u>
Audited By:	Noted By:

Name: Moldez, Maribel
Position: Associate
ID Number: BF-10826
Batch No.: 241
Car Model/Line: Mazda Merge 1125

Process: Bukumi Process
Group/Shift: NS / A
Date/Time: 09-23-19 / 1:30AM
No. of Offense: 1st offense
Superior Name: X. KALAW

Audit Findings: Not Following SOP.

Details: Not using Bukumi board to measure grommet to protector.

nung time pang kasing yun ay abutan na po ng
pang lay-out kaya po ay hindi na po ako
nagpap-angat dahil po ako ay nag mamadali na. yung
pang mga Bukumi ko ay madali pang
inilay-out nagsusukat naman po ako et kaso po ay agad
na po ako

Isine Penal/ty

<u>J. J. J.</u> Signature of Employee Date: <u>10-3-19</u>	<u>M. Salvador</u> Jr. Staff Date: <u>10-3-19</u>	<u>Edison</u> Staff Date: <u>10-03-19</u>	<u>M. V. Ilagan</u> Supervisor Date: <u>10-3-19</u>	<u>Angen</u> Manager Date: <u>10/10/19</u>
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