



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: SALAZAR, AIREEN

EMPLOYEE NUMBER: BF- 13166

DEPARTMENT: DAIHATSU D01L 2115

DATE: SEPTEMBER 01, 2019

### 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: Not following SOP.** Associate not using COT jig during attachment of RCOT, last August 23, 2019, which subject you **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:

*Good day Po! Safety First!!*

*Hindi po ako nakagamit ng COT jig*

*nung araw ng Aug. 23, 2019 sa kadalasan po na*

*delay po kami ng mga oras iyan. Pasensya na po*

*kung di ako nakagamit ng cot. Hindi na po*

*mayulit. Salamat Po. God Bless.*

NOTE: You may use an extra sheet as needed

*AIREEN SALAZAR*  
AIREEN SALAZAR

Employee's Signature Over Printed Name/Date

Received by: *ANGIE GOMBA*  
ANGIE GOMBA

Signature Over Printed Name/Date



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SALAZAR, AIREEN

EMPLOYEE NUMBER: BF- 13166

DEPARTMENT: DAIHATSU D01L 2115

DATE: SEPTEMBER 01, 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 COT jig during attachment of RCOT, last August 23, 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 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

### RECOMMENDATION

Suspension Date: Oct. 24-25, 2019

AIREEN

Employee's Signature Over \_\_\_\_\_

Noted by: \_\_\_\_\_

Immediate Supervisor

Approved by: \_\_\_\_\_

Manager



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALT-1A-1906-148

☒ AGENCY

Please Specify: MDH1

<u>J. Nintora</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Salazar, Asreen  
Position: Associate  
ID Number: BE-13166  
Batch No.: 250  
Car Model/Line: Datsun Bell / 2115

Process: Bukumi process  
Group/Shift: DS/A  
Date/ Time: August 23, 2019 / 05:25pm  
No. of Offense: 1st offense  
Superior Name: R. Alcantara

Audit Findings: Not following SOP  
Details: Not using COT jig during process

## WRITTEN EXPLANATION

Good Day Po. Safety First.  
Pardon me for not using COT.  
I did not use COT because on that time were busy.  
I'm in a hurry so that I did it. I know it was wrong.  
I promise that it will never happen again.  
Thank you for your understanding. God bless.

## Remarks/ Evaluation:

Issue memo

<u>[Signature]</u> Signature of Employee Date: <u>08-29-19</u>	<u>[Signature]</u> Dr Staff Date: <u>9/5/19</u>	<u>JR/Finon</u> U. Vinos Staff Date: <u>09-05-19</u>	<u>[Signature]</u> Supervisor Date: <u>9/5</u>	<u>[Signature]</u> Manager Date: <u>9/9</u>
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